Office of Practice and Professional Graduate Program
PHONE: 734-763-7304
EMAIL: UMSN-GraduateClinicalPlacement@med.umich.edu

M | SCHOOL OF NURSING
UNIVERSITY OF MICHIGAN

2021-2022 GRADUATE STUDENT COMPLIANCE REQUIREMENTS

The University of Michigan School of Nursing Compliance Policy requires all School of Nursing students taking any course to be in full compliance, regardless of the course. This includes courses without a clinical component.

Compliance documents are managed by a third-party vendor - www.castlebranch.com . All students must create an online account and upload all compliance documents into the online account. **New** graduate students should use package code *UB59: Background Check – Medical Document Manager* to order a background check and account.

All compliance documents are due on **by July 1** each year (except the flu vaccine). This means that no compliance documents may expire before the last day of classes in April, which is April 20 for the 2021-2022 academic year.

DUE BY AUGUST 15 AND YEARLY THEREAFTER	
Technical Standards	**Both** pages of the signed form must be uploaded to Castle Branch.
	In order for the document to be valid for the entire 2021-2022 academic year, the document cannot be completed before April 21, 2021.
Cardiopulmonary Resuscitation Certification (CPR)	**ONLY** the American Heart Association BLS for Healthcare Providers Course will be accepted. This certification is valid for two years.
	The front and back of a signed certification card **OR** an official digital certificate of completion must be uploaded to Castle Branch.
	The certification must be valid for the entire 2021-2022 academic year.
Tuberculin Skin Test (also called TB or PPD) or blood test	Complete documentation must be uploaded to Castle Branch and includes the date that a TB skin test was administered, the date that it was read, and negative results **OR** a lab report showing a negative QuanitiFERON TB Gold or T-SPOT blood test and test date.
	A positive result requires a clear chest x-ray. A lab report is required. Chest x-rays are valid for one year.
	In order for the test to be valid for the entire 2021-2022 academic year, the test cannot be completed before April 21, 2021.
Drug Screen	Drug screens (10-panel) are available in Castle Branch. Instructions on how to obtain drug screens will be sent directly via email. Drug screens are required yearly.
Handbook Certification	Handbook is to be reviewed yearly. The signed and dated form must be uploaded to Castle Branch
State of Residence Change Notification	State of Residence must be completed yearly. The document must be filled **out accordingly** and uploaded to Castle Branch.

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DUE ONCE BY AUGUST 15 PRIOR TO YOUR FIRST FALL TERM OF ENROLLMENT

Nursing License	A current, valid RN license obtained from any state within the USA must be uploaded to Castle Branch.
	International students must hold a nursing license from a recognized jurisdiction. If admitted to the University of Michigan School of Nursing, students must obtain a U.S. nursing license by the time their program starts in September. To begin this process, the most important thing to do is obtain CGFNS Certification for the State of Michigan.
Hepatitis B	The Hepatitis B vaccine is a series of three doses.
	Complete documentation must be uploaded to Castle Branch and includes the dates of the first, second, and third doses of the vaccine **OR** a lab report for a positive Hepatitis B titer.
MMR (Measles, Mumps, and Rubella)	The MMR vaccine is two doses.
	Complete documentation must be uploaded to Castle Branch and includes the dates of the first and second doses of the vaccine after 12 months of age **OR** a lab report for a positive antibody titer for each of the three components (Measles, Mumps, and Rubella).
Varicella Zoster (Chicken Pox)	The chicken pox vaccine is two doses.
	Complete documentation must be uploaded to Castle Branch and includes the date of the first and second doses of the vaccine **OR** a lab report for a positive Varicella titer.
Tdap (Tetanus, Diphtheria, and Pertussis)	Documentation of a Tdap vaccine at age 11 or after is required.
	Tdap vaccines are only valid for ten years, Td booster may be required prior to first term or at some point during enrollment.
Criminal Background Check	A criminal background check must be completed through Castle Branch at www.castlebranch.com. This background check is included as part of the UB59 package. Additional background checks may be required by clinical placement sites.
Authorization to Disclose Information Statement	**Both** pages of the signed form must be uploaded to Castle Branch.
Flu Shot	Flu shots will be available on campus.
	Instructions detailing when the flu shots will be available and how to provide proof of compliance with this requirement will be sent every fall.
	The administered date must be between September 1 and October to be accepted for the 2021-2022 academic year. Notification of actual due date will be emailed.
COVID Vaccine Card	Upload current COVID vaccine card showing completing of the COVID vaccine.