



**Aurora University
Clinical Resource Guide
2023-2024**

Pre-Licensure BSN Degree Program

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Introduction to the Clinical Resource Guide

Welcome to the Aurora University School of Nursing! As you embark upon this new journey as a nursing student, use the Clinical Resource Guide as a resource tool.

Clinical rotations will begin during the first semester and will provide you with the opportunity to learn and practice nursing skills in a variety of healthcare settings.

The Clinical Resource Guide provides you with information about the requirements needed to participate and progress in clinical. Students are responsible for all fees incurred to meet the requirements.

Students will **not** be allowed to participate in clinical if any of the required documentation is not uploaded to your CastleBranch account by the dates listed below. **Make sure to check your CastleBranch account frequently to ensure compliance.**

Deadlines for Required Documentation

Students are responsible for all fees

Requirement	Fall Admission Due Date	Spring Admission Due Date
School of Nursing Deposit	Refer to Admission Email	Refer to Admission Email
Purchase CastleBranch package	As soon as possible	As soon as possible
Background Check	7/1	11/15
Fingerprinting	7/1	11/15
Drug Screen	7/1	11/15
Health Clearance Form (Physical)	7/1	11/15
Immunity Documentation (Vaccine records or titers)	7/1	11/15
TB Test (*required annually)	7/1	11/15
Core Performance Standards (Appendix A)	7/1	11/15
American Heart Association BLS Certification	7/1	11/15
Proof of Health Insurance	7/1	11/15
HIPAA, Infection Control/OSHA, and Student Handbook (*required annually)	9/1	1/20
Uniform	By start of semester	By start of semester
Equipment for Clinical and Lab	By start of semester	By start of semester
Influenza Vaccine (*required annually)	10/15	12/1

Failure to complete these requirements by the above due dates will impact clinical placement and your progression in the program.

Start the process today to avoid delay!

CastleBranch

Aurora University uses CastleBranch services to ensure all students meet the requirements of the clinical facility sites, School of Nursing, and university requirements for Illinois.

CastleBranch is a reputable, secure, online environment that the program uses to record and track the documents necessary for participation in clinical.

You will need to purchase the CastleBranch package explained below. All expenses incurred are the responsibility of the student. Contact CastleBranch with any issues, concerns, or questions at 888-723-4263, review the FAQ page at portal.castlebranch.com/UU73/faq, or watch helpful videos at <https://mycb.castlebranch.com/help>.

If you already have an account with CastleBranch from another school or organization, you will still need to purchase the Aurora University package, as it specifically matches our requirements.

CastleBranch will verify that the documents meet Aurora University's School of Nursing requirements. Your order will show as "In Process" until all requirements have been uploaded and approved. If a document you submitted is rejected, you will receive an email from CastleBranch. Read the email closely to understand and correct the issue.

It is imperative that you check your email and access your account regularly. Place due dates in your personal calendar, so you are aware of upcoming due dates in order to upload the documentation requested prior to the due date. **Attendance at clinical is not allowed if you have any rejected or overdue requirements.**

How To Establish a CastleBranch Account

1. Go to <https://discover.castlebranch.com/>
2. Click on "Place Order" on the top of the website.
3. Enter the Aurora University Package Code **UR36**.
4. Agree to terms and conditions and click continue
5. Provide the necessary information (i.e. name, date of birth, etc.).
6. Select a form of payment. Payment is due at the time you place the order.

How to Access Your CastleBranch Account

1. Go to <https://discover.castlebranch.com/>
2. Click on blue "Sign In" button, then select MYCB.
3. Log in using the email address you provided and password you created during order placement. If you have forgotten your password, select "forgot password."

Background Check, Fingerprinting, and Drug Screen Information

Background Check

A Criminal Background Check must be completed. CastleBranch will not process the Illinois Statewide Criminal Search request before receiving the signed release form. The downloadable Illinois State Police release form will be provided online during the ordering process. The applicant signed form can be faxed to [910-343-9731](tel:910-343-9731) or emailed to expedite@castlebranch.com.

Any “hits” found in the background check are reviewed by the School of Nursing for determination of next steps and continued enrollment in the program.

Clinical facilities may be provided the results of the background check.

Fingerprinting

All students are required to complete a live scan fingerprint check as part of the criteria for participating in clinical at health care facilities in Illinois. **Read and follow the instructions closely in your CastleBranch account.** Contact CastleBranch with any questions at 888-723-4263.

Helpful Information:

Retain a copy of your receipt, including TCN (Transaction Control Number), provided by the live scan fingerprint vendor. You must upload this to your CastleBranch account.

Drug Screen

A drug screen is required. Read the instructions closely in your CastleBranch account.

Helpful Information:

1. Log into your CastleBranch account and click on “To Do” list. The drug screen will appear on your list. Issues? Contact CastleBranch at 888-723-4263.
2. Quest Diagnostics is the only acceptable laboratory that may be used for screening. A list of laboratories is provided for specimen collection.
3. Quest Diagnostics will need to view the drug screen authorization form created. You may show it to the site via your phone or by printing it out.
4. Bring a valid driver’s license to the laboratory on the day of specimen collection.
5. Results will be sent to CastleBranch in 3-5 business days and posted to your account.

If the drug test has a positive result, CastleBranch or Quest Diagnostics will notify the student. The student will need to provide the requested information (prescription(s), etc.) to the Medical Review Officer (MRO). After the MRO review, the results are released to the School of Nursing for review and determination of next steps.

Eligibility for clinical placement occurs after all results are reviewed (may take up to one month).

Health Clearance Form

The Health Clearance Form is located at <https://aurora.edu/nursingdocs> or in your CastleBranch account.

A Physician or Advanced Practice Provider completes this form to clear you to participate in clinical activities without restrictions.

You must upload this form to your CastleBranch account to complete the requirement.

Make sure your name, date, and provider information are all clearly showing.

Your provider must select either “Without restrictions” or “With restrictions.”

Tuberculosis (TB) Test

Students must submit documentation of TB test results by the deadline.

Student’s first and last name must be on all pages of the submission documents.

Acceptable TB tests include the following:

Initially (Upon Admission to the School of Nursing (SON))

- 2-step TB skin test
- or
- A QuantiFeron Gold blood test

If the TB test is positive, you must complete a chest-x-ray, receive clearance from a healthcare provider, and submit the symptom free TB questionnaire, which is available for download under the TB requirement, in your CastleBranch account.

Every year, you will need to complete the following:

1-step TB Test (if initial was 2-step TB skin test) or a QuantiFeron Gold blood test

Immunizations

Healthcare facilities require the following information. **Student's first and last name must be listed on all pages of documents.** Documentation must be uploaded to your CastleBranch account by the deadline. A titer is a blood test ordered by your healthcare provider.

- A. **Measles (Rubeola):** Submission of proof of either prior completion of MMR vaccine series (2 doses) **OR** positive titer is required. If there is no proof of having prior completion of the vaccine series and titer results are negative or equivocal, completion of the vaccine series (2 doses with at least 28 days between doses) is required. No subsequent titer is needed. Submit documentation of completion of the vaccine series.
- B. **Mumps:** Submission of proof of either prior completion of MMR vaccine series (2 doses) **OR** positive titer is required. If there is no proof of having prior completion of the vaccine series and titer results are negative or equivocal, completion of the vaccine series (2 doses with at least 28 days between doses) is required. No subsequent titer is needed. Submit documentation of completion of the vaccine series.
- C. **Rubella:** Submission of proof of either prior completion of MMR vaccine series (2 doses) **OR** positive titer is required. If there is no proof of having prior completion of the vaccine series and titer results are negative or equivocal, completion of the vaccine series (2 doses with at least 28 days between doses) is required. No subsequent titer is needed. Submit documentation of completion of the vaccine series.
- D. **Hepatitis B:** Submission of proof of either prior completion of the Hepatitis B series **OR** positive titer is required. If there is no proof of having prior completion of the vaccine series or the titer results are negative (non-immune) or equivocal, you must upload the results and repeat the vaccine series (either 2 dose (ex. Heplisav-B) or 3 dose (ex. Engerix-B or Recombivax)) and repeat a titer in 1-2 months after final dose.
- E. **Varicella:** Submission of proof of either prior completion of vaccine series (2 doses) **OR** positive titer is required. If there is no proof of having prior completion of the vaccine series and titer results are negative or equivocal, completion of the vaccine series (2 doses with at least 28 days between doses) is required. No subsequent titer is needed. Submit documentation of completion of the vaccine series.
- F. **Tetanus, Diphtheria & Pertussis (Tdap):** Submission of proof of vaccine in the last 10 years. Must remain current (vaccinated every 10 years) for duration of the program. Booster may be Tdap or Td.
- G. **Influenza:** Must be completed annually. Documentation should include the following:
 - Administration date (Must be for current 2023-2024 season. Flu vaccines should be available after 8/15/23).
 - Name of facility and/or name of who administered vaccine.
- H. **COVID-19:** Due to the requirements of our clinical affiliates, all students admitted to the program are required to be fully vaccinated against COVID-19. Those requirements supersede AU's policies and exemptions. The School of Nursing does not accept exemptions to any vaccination requirement, including COVID-19, for religious or personal reasons.

Core Performance Standards

Every student is required to review, sign, and upload a copy of the Core Performance Standards form found in Appendix A (page 13). You must upload this form prior to the deadline.

CPR: American Heart Association Basic Life Support (BLS) Provider Certification

Nursing students are required to obtain their Basic Life Support (BLS) provider CPR card by the American Heart Association by the deadline.

American Heart Association BLS provider courses are geared to those working in healthcare settings.

You must keep this certification current throughout your enrollment in the nursing program and upload renewal of your BLS card to CastleBranch prior to the expiration date.

American Red Cross and online certification/re-certification classes are NOT acceptable.

You can find American Heart Association BLS classes by visiting the following websites: [American Heart Association](#), [cardiosave.com](#), [downersgrovecpr.com](#), or [safetyfirsttraining1.com](#).

Proof of Health Insurance

Students are required to maintain health insurance while in the program. Acceptable proof includes: a copy of the health insurance card **or** a document from the insurance company stating the student is covered under the policy.

If you are not covered by a health insurance policy, you must initiate your own policy. If your health insurance changes at any time in the program, you must contact CastleBranch to submit your new health insurance information within 2 weeks of the change.

Name Badge Information

Each student is required to wear an Aurora University School of Nursing name badge while in any clinical or lab setting.

An Aurora University School of Nursing name badge is provided during the first week of the semester during Lab.

You may order a replacement badge for a small fee by emailing SchoolofNursing@aurora.edu.

If a clinical site requires a photo ID, you may wear your AU name badge.

HIPAA and Infection Control/OSHA Certificates

Information about access to the HIPAA and Infection Control (OSHA) courses and how to complete the certificates of completion will be provided during the summer. You will have time to submit your certificates by the September 1st due date.

Student Handbook

A link with access to the latest version of the Student Handbook will be emailed to all students by September 1st. You will then review and upload the acknowledgement page(s). This is required annually.

Uniform Information

Students are required to wear the School of Nursing uniform. The uniform must be worn on the first day of Clinical or Lab, so order early.

You may purchase the uniform pieces at any uniform shop that carries the **Cherokee Brand** www.cherokeeeuniforms.com.

LaBella Uniforms, 376 S Route 59 Suite 112, Naperville, IL 60540, offers students a 25% discount.

The patches are available at the Aurora University bookstore.

Uniform:

1. Navy Blue Cherokee snap front warm up jacket
 - a. Women's – Revolution- WW 310
 - b. Men's – Revolution- WW 380

2. Navy Blue Cherokee Scrub top
 - a. Women's scrub top – Revolution-WW620
 - b. Unisex scrub top – Revolution WW625
 - c. Men's scrub top—Revolustion-WW670

3. Navy Blue Cherokee Uniform pant or skirt
 - a. Women's pants – Revolution WW110 or WW105
 - b. Men's pants – Revolution WW140
 - c. Unisex pants – Revolution WW020

4. Footwear must be clean, white athletic shoes in good condition. A logo with minimal color is permissible. Clogs, Crocs and sandals are not permitted. Shoes must have a back to them.

Patches from the Aurora University Bookstore:

Two (2) Aurora University School of Nursing Patches:

1. One should be placed on the **right** sleeve of the scrub top (approximately 2 inches above the bottom of the sleeve).
2. The second should be placed on the **right** sleeve of the warm-up jacket (approximately 2 inches below the shoulder seam).

Equipment for Clinical and Lab

The School of Nursing requires you to purchase the equipment listed below.

The Aurora University Student Nurses Association provides you with an opportunity to purchase equipment through Standris Medical Supply, <https://www.standris.com/register.asp?cg=39>. Standris offers free shipping and will deliver your items to the School of Nursing. Equipment will be distributed to you during your first week in Lab. You may also purchase these items at a store of your choice.

If you already have any of these items, you are not required to purchase new ones.

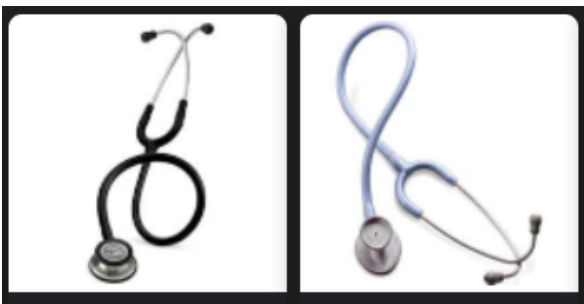
- 5.5 Bandage Scissors



- Quicklite: Diagnostic Pupil Penlight (disposable or with batteries) (cannot be a 'flashlight')



- Littmann Stethoscope (Recommended: Littmann Classic II or III) (*Don't buy Littmann Lightweight*)



- Adult BP cuff with case



- Gait Belt



Appendix A

Aurora University School of Nursing Core Performance Standards

Purpose:

Students enrolled in the nursing program are required to complete experiences in a variety of clinical settings and environments. In accordance with the Americans with Disabilities Act (ADA, 1990; 2008), the School of Nursing has established the following core performance standards required of students in the program.

Policy Statement:

Nursing students must demonstrate, with or without reasonable accommodations to policies and practices, the ability to perform the Core Performance Standards listed below during their nursing education.

Core Performance Standards

Issue	Standard	Examples of Necessary Activities (Not All Inclusive)
Critical Thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	Identify cause-effect relationship in clinical situations. Use of the scientific method in the development of patient care plans. Evaluation of the effectiveness of nursing interventions.
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups.	Establishment of rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution. Peer accountability.
Communication	Communication adeptness sufficient for verbal and written professional interactions.	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces.	Movement about patient's room, work spaces and treatment areas. Administration of rescue procedures – cardiopulmonary resuscitation.
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care.	Calibration and use of equipment. Therapeutic positioning of patients.
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	Ability to hear monitoring device alarm and other emergency signals. Ability to discern auscultatory sounds and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in patient care.	Ability to observe patient's condition and responses to treatments.
Tactile	Tactile ability sufficient for physical assessment.	Ability to palpitate in physical examinations and various therapeutic interventions.

Procedure:

1. The School of Nursing will consider for progression applicants who demonstrate the ability to learn and perform the Core Performance Standards identified in this document.
2. The Nursing School must ensure the health, safety, and security of all clients/patients.
3. Eligibility to enter or continue in the program will be based on scholastic accomplishments, as well as physical and emotional capacities to perform the core performance standards necessary to meet the requirements of the program's curriculum.
4. Aurora University provides reasonable accommodations and other services to students with disabilities when modifications are required to provide access to the University's educational programs and activities. More information regarding requesting accommodations is available at <http://www.aurora.edu/dro> or by emailing disabilityresources@aurora.edu

Students are required to sign this statement annually or when a change has occurred in circumstances.

I, _____, understand that I must demonstrate mastery of the core performance standards described above prior to graduation. If I have a disability and need an accommodation, I agree to provide appropriate documentation of the disability to the Aurora University Center for Disability Resources with a request specifying the desired accommodations.

This request must be presented in a timely manner prior to the need for accommodation to permit the request to be processed by the Director of Student Disability Services in collaboration with the School of Nursing. The School of Nursing will determine if any recommended accommodation will fundamentally alter the Program of study.

Signature _____

Date _____

Aurora University is committed to compliance with all applicable federal laws regarding reasonable accommodation to address environmental barriers. Contact the School of Nursing at 630-844-5130, if you have any questions about the Core Performance Standards. Questions regarding disability certification and/or requests for accommodation should be directed to the Disability Resources Office (DRO) at 630-844-5627.

You must upload this page to your CastleBranch account.

Frequently Asked Questions

Why do I have to complete all of these requirements?

Aurora University establishes affiliation agreements with facilities who graciously allow us to participate in clinical at their site. In the agreements, facilities provide a list of requirements that students must follow to ensure the safety and health of the patients. If you do not comply, then you will not be placed in clinical.

Do I have to get a 2 step TB skin test?

To meet the TB requirement, you may choose between a 2-step TB skin test *or* the Quantiferon Gold blood test. See page 9 for further details.

I work at a healthcare facility that required me to get a 2-step TB skin test when I was hired?

If you are an employee at a healthcare facility, you may upload your initial 2-step TB skin test from your employer; however, you must also then upload the results of your subsequent annual 1-step TB skin test(s). The final uploaded TB skin test must have occurred in the last 12 months. No gaps can occur in the history.

What happens if I can't get the requirements in before the due date?

Only students who have completed all requirements will be assigned to a clinical group. If any of the requirements are marked as overdue or rejected by CastleBranch, you will not be assigned a clinical group.

If you forget to monitor your CastleBranch account and something is marked as overdue or rejected, you will not be allowed to attend clinical until your CastleBranch account is updated. We **strongly** encourage you to log into your CastleBranch account weekly to prevent this from happening and to put due dates in your personal calendar as a reminder.

What happens if I had to repeat a vaccine series and the series will not be done before clinical starts?

If you do not have documentation to prove immunity and must repeat a vaccine series, make sure to upload your negative or equivocal titer results to your CastleBranch account. CastleBranch will then add a new requirement for each needed repeat vaccine/titer with a new due date. As long as you complete each new requirement and upload the documentation before your account is marked as overdue, you are able to be assigned to clinical and attend throughout the semester (even if you are in the middle of repeating the series).

I have a question or concern, what should I do?

- Review the Clinical Resource Guide for the information.
- Contact CastleBranch with any issues, concerns, or questions at 888-723-4263, review their FAQ page at portal.castlebranch.com/UU73/faq, or watch their helpful videos at <https://mycb-faq.castlebranch.com>.
- Contact the School of Nursing at SchoolofNursing@aurora.edu.