



**Aurora University
School of Nursing**

**Clinical Resource Guide
2024-2025**

Table of Contents

Introduction to the Clinical Resource Guide	3
Deadlines for Required Documentation.....	4
Information on CORE account.....	5
How to Order and Access your CastleBranch Account	6
Background Check and Drug Screen Information	7
Health Clearance Form	8
TB Test Information.....	8
Immunizations	9
Core Performance Standards.....	10
Proof of Health Insurance.....	10
American Heart Association CPR Requirement.....	10
Name Badge Information.....	11
HIPAA and Bloodborne Pathogens.....	11
Student Handbook.....	11
Uniform Information.....	12
Equipment for Clinical and Lab	13
Appendix A Core Performance Standards	14
Frequently Asked Questions.....	16

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 may be dismissed from the School of Nursing if any of the required documentation is not uploaded to your CastleBranch account by the due dates. 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 Dates	Spring Admission Due Dates
School of Nursing Deposit	Refer to Admission Email	Refer to Admission Email
Purchase CastleBranch package	As soon as possible (Refer to Admission Email)	As soon as possible (Refer to Admission Email)
Background Check	7/1	11/15
Drug Screen	7/1	11/15
Health Clearance Form (Physical)	7/1	11/15
Immunity Documentation (Titer results)	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 (*required annually)	7/1	11/15
HIPAA, Bloodborne Pathogens/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	11/15

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! EVERYTHING must be uploaded and approved by the due date!

Information on establishing a CORE account:

Students are required to register and purchase a CORE account for approximately \$150. This is a one-time fee. Details will be emailed to students on how to sign-up for an account prior to the start of the semester. Students will also need to download the CORE app to their cell phones.

The CORE Technology Suite - Experiential Learning Management System (ELMS) will manage all information related to your clinical assignment in one central location.

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 for approximately \$150. 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 <https://portal.castlebranch.com/NX24/faq> or watch helpful videos at <https://mycb.castlebranch.com/help>.

You must purchase and begin working on the requirements ASAP! You risk losing your seat in the School of Nursing if items are not turned in AND approved by the due date!

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. 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.** Refer to the AU School of Nursing Student Handbook for the clinical attendance policy.

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 correct Aurora University Package Code:
 - a. For BSN students, enter the Aurora University Package Code: **UR36**.
 - b. For MENP students, enter the Aurora University Package Code: **VJ20**.
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 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 and is TIME SENSITIVE.** The applicant signed form can be faxed to [910-343-9731](tel:910-343-9731) or emailed to expedite@castlebranch.com.

If you do **not** submit the Illinois State Police release form by the due date CastleBranch provides you, you must purchase a new background check. This will cost you approximately \$60.

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.

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.
6. If you are unable to provide a urine sample at Quest, you must order a new drug test for approximately \$60.

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.

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

Upon Admission to the School of Nursing (SON)

- 2-step TB skin test
- or**
- QuantiFERON Gold blood test

If the TB test is positive, you must complete a chest-x-ray and submit the TB Screening Form with clearance given by a healthcare provider, 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**
- QuantiFERON Gold blood test

Immunizations

Due to the requirements of our clinical affiliates, the School of Nursing does not accept exemptions to vaccine requirements. **Student's first and last name must be listed on all pages of documents.** A titer is a blood test ordered by your healthcare provider.

- **Measles (Rubeola):** Submission of proof of a positive titer (Measles IgG) is required.
 - If titer results are negative/equivocal, you must upload the negative/equivocal titer result documentation to CastleBranch. You will then see a new requirement that you must go get 1 MMR vaccine/booster. You must upload the vaccine documentation. You will then see a new requirement to get a repeated titer 1 month after your vaccine/booster.
- **Mumps:** Submission of proof of a positive titer (Mumps IgG) is required.
 - If titer results are negative/equivocal, you must upload the negative/equivocal titer result documentation to CastleBranch. You will then see a new requirement that you must go get 1 MMR vaccine/booster. You must upload the vaccine documentation. You will then see a new requirement to get a repeated titer 1 month after your vaccine/booster.
- **Rubella:** Submission of proof of a positive titer (Rubella IgG) is required.
 - If titer results are negative/equivocal, you must upload the negative/equivocal titer result documentation to CastleBranch. You will then see a new requirement that you must go get 1 MMR vaccine/booster. You must upload the vaccine documentation. You will then see a new requirement to get a repeated titer 1 month after your vaccine/booster.
- **Hepatitis B:** Submission of positive titer (**anti-HBs**) is required. *Make sure this is the test ordered*
 - If the titer results are negative/equivocal, you must upload the results into your CastleBranch account 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 month after final dose. You must upload documentation to CastleBranch after each repeated vaccine/titer.
- **Varicella:** Submission of positive titer (Varicella Zoster IgG) is required.
 - If titer results are negative/equivocal, you must upload the negative/equivocal titer result documentation to CastleBranch. You will then see a new requirement that you must go get 1 MMR vaccine/booster. You must upload the vaccine documentation. You will then see a new requirement to get a repeated titer 1 month after your vaccine/booster.
- **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.
- **Influenza:** Must be completed annually. **Do not upload flu vaccination from 2023-2024 season.** Documentation should include the following:
 - Administration date (Must be for 2024-2025 season. Flu vaccines should be available after 8/1/24).
 - Name of facility or name of who administered vaccine, lot number, and manufacturer.
- **COVID-19:** All students admitted to the program are strongly encouraged to be fully vaccinated against COVID-19. If a student requests a medical or religious exemption from the COVID-19 vaccine, the School of Nursing cannot guarantee placement at a clinical site and progression in the program. Exemption forms are located at: <https://aurora.edu/student-life/campus-services/wellness/forms.html>.

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 14). 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. No action is needed on the student's part to order a name badge.

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 Bloodborne Pathogens/OSHA Certificates

The HIPAA and Bloodborne Pathogens/OSHA (Infection Control) courses are provided by Aurora University's e-learning vendor, Vector. You will be assigned to these courses at the start of the semester. Information on how to access the courses will be provided at that time.

Student Handbook

A link with access to the latest version of the Student Handbook will be emailed to all students at the start of each school year. It can also be found at aurora.edu/nursingdocs. You will then review and upload the acknowledgement page(s). This is required annually.

Only upload the handbook from the correct school year:

Entering Fall 2024: Upload 2024-2025 Student Handbook Acknowledgement page when link is emailed to students.

Entering Spring 2025: Upload 2024-2025 Student Handbook Acknowledgement page. Handbook can be found at aurora.edu/nursingdocs. **Make sure the handbook is from the correct school year.** The handbook for the current school year is normally available on the website after September 1st.

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.cherokeeuniforms.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
 - Women's – Revolution- WW310
 - Men's – Revolution- WW380 or Professionals- WW360
2. Navy Blue Cherokee Scrub top
 - Women's scrub top – Revolution-WW620
 - Unisex scrub top – Revolution WW625
 - Men's scrub top—Revolution-WW670
3. Navy Blue Cherokee Uniform pant or skirt
 - Women's pants – Revolution WW110 or WW105
 - Men's pants – Revolution WW140
 - Unisex pants – Revolution WW020
4. Footwear:
 - Shoes must be clean, closed-toe, closed-back with a leather-like finish and must be non-porous (resistant to liquid). Must be able to wipe clean.
 - Not permitted: clogs, Crocs, platform shoes, anything with heels, soft fabric/mesh shoes, or sandals.

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

- 5.5 Bandage Scissors



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



- Littmann Stethoscope (any color) (Recommended models: Littmann Classic II or III) (*Do not buy Littmann Lightweight models*)



- Adult BP cuff with case



- For BSN Students: Gait Belt (Optional to purchase. Gait Belts will be available in Lab.)



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, 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.

Core Performance Standards (continued)

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.

I work at a healthcare facility that requires me to get an annual TB skin test. Can I submit those results for my TB requirement?

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?

You risk being dismissed from the School of Nursing.

If, while you are enrolled in the School of Nursing, 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. Refer to the School of Nursing Student Handbook for the Clinical Attendance policy.

*We **strongly** encourage you to log into your CastleBranch account frequently to prevent this from happening and to put due dates in your personal calendar as a reminder. For rejected items, read the comments from CastleBranch closely, fix what is needed, and resubmit.*

What happens if I have to repeat a vaccine series?

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.

***For the Hep B series**, 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 Hep B series and titer).*

If you need to repeat the MMR and Varicella series and titer, it must all be completed prior to the start of your clinical rotation, so get your titers drawn ASAP!

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.