

## Compliance Quarterly Reminder and Expectations

As a nursing student at the UW School of Nursing, it's essential to adhere to the compliance requirements set by the UW Health Science Immunizations Program, UW School of Nursing, and the clinical sites you'll be working with.

**This document serves as a reminder to regularly check your compliance documents and ensure that you renew any expiring items well before they are due. It's ultimately your responsibility to keep all your compliance requirements up-to-date each quarter.**

Depending on when you completed these requirements, some items may need to be renewed up to three months before their official expiration date as clinical sites need to ensure that your requirements are current until the last day of the quarter that you are rotating at their site. Ensuring a smooth clinical onboarding process is vital, so be proactive in reviewing and renewing any expiring items. This way, you'll meet all compliance requirements well in advance, without any complications.

Please bear in mind that your compliance items must remain current until the end of the academic quarter, which concludes on the last day of your final exam week, while you are enrolled in your program. Click [HERE](#) to view the UW academic calendar and confirm the last day of final exams for each quarter you are enrolled in your program.

Your dedication to compliance not only ensures your success but also upholds the high standards of quality and safety that we, as an institution, are committed to.

### DNP 2022 Cohort - Compliance Renewal Due Dates

*To ensure a smooth clinical onboarding process for your rotations, please note that clinical sites require documents 4 weeks before the new quarter begins. As a result, your due dates are set approximately 6 to 8 weeks ahead of the quarter start to ensure adequate review and processing time. **Due dates for compliance items may vary and are subject to change at any time, contingent on the specific requirements of the agencies involved.***

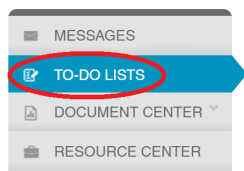
Quarter	Renewal Due Date
<b>Spring 2024</b> Start Date: March 25, 2024 End Date: June 7, 2024	Castlebranch UQ79 items due <b>Friday, February 9, 2024.</b>  Castlebranch UX64 items due dates vary. Check compliance emails and Canvas for confirmation of due dates.
<b>Summer 2024</b> Start Date: June 17, 2024 End Date: August 16, 2024	If your current compliance items expire on or before August 15, 2024, they must be renewed and the document(s) need to be uploaded to CastleBranch by <b>Friday, May 3, 2024.</b>
<b>Fall 2024</b> Start Date: September 25, 2024 End Date: December 13, 2024	If your current compliance items expire on or before September 24, 2024, they must be renewed and the document(s) need to be uploaded to CastleBranch by <b>Friday, August 9, 2024.</b>
<b>Winter 2025</b> Start Date: January 6, 2025 End Date: March 21, 2025	If your current compliance items expire on or before January 5, 2025, they must be renewed and the document(s) need to be uploaded to CastleBranch by <b>Friday, November 15, 2024.</b>

## Where to Upload Documents

Documents are to be submitted to their appropriate [Castlebranch](#) trackers:

myCB > To Do Lists > Clinical Requirements UQ78

myCB > To Do Lists > Clinical Requirements UX64



**Do NOT** uploaded documents to "Document Center" as they will not be reviewed. You should be submitting to your action items within your To-Do List.

## Required Compliance Renewals

### 1. WA State Background Check (UQ78)

*\*Different from disclosure form\**

Please log in to your Castle Branch account and check when your most recent background check was run.

You will follow the ePass stamp date.

Click the link below to renew your background check. There will be a \$24 renewal fee.

<https://portal.castlebranch.com/UQ77/spif/UQ79/UQ79re>



### 2. Disclosure Form (UQ78)

*\*Different from WA State Background Check\**

In addition to the WA State Background Check, there is a background check disclosure form that needs to be signed and dated. This form is to give consent to the UW School of Nursing to review and share your background check results with the clinical agencies. Upon renewal, you can find the form in Castle Branch within this action item.

### 3. BLS AHA CPR Certification (UQ78)

If your current CPR certificate needs to be renewed, please take another Basic Life Support (BLS) course through American Heart Association. **Clinical sites will only accept Basic Life Support courses completed through American Heart Association.**

## RESOURCES

- Click [HERE](#) to find a BLS-AHA course near you.
- Fast Class CPR is a popular facilitation group where you can complete your training at an accelerated pace compared to other options.

### 4. Health Insurance (UQ78)

Health insurance is optional, however, certain clinical sites do require it, so if you desire to expand your clinical opportunities, please ensure that your proof of insurance is submitted/renewed. Nonetheless, placements that don't require insurance remain considerably valuable and rest assured, you're still gaining the essential experience needed to become a well-equipped nurse!

Please store your records in CastleBranch so that we can provide a copy upon request. If you do not have active health insurance for the quarter, please select "No."

### 7. UW PCISA Form (UQ78)

The UW Privacy, Confidentiality, and Information Security Agreement form ensures that you comply with the UW and UW Medicine policies governing protected information. You can find the form in Castle Branch within this action item.

### 6. CPNW eLearning Modules (UQ78)

**A CPNW account and completion of modules is only required if your clinical site requires it.** Check your clinical site's Canvas onboarding page to confirm if you need a CPNW account. If you have previously had an account, please log into your account to ensure that your modules are current until the last day of instructions for the quarter (see UW calendar).

### 8. CPNW Clinical Passport (UQ78)

The clinical passport is a mandated by clinical sites every quarter. You will need to update or resubmit your passport for each upcoming quarter throughout your program. For further tips and instructions, please visit the SON Compliance & Clinical Onboarding page [HERE](#).

### 7. Tuberculosis (UX64)

Your TB history can determine the process you'll need to follow to properly complete your TB testing or renewal. For more information, please refer to HSIP's website [HERE](#).

For all inquiries regarding your immunizations, please contact [myshots@uw.edu](mailto:myshots@uw.edu).

### 9. Tdap (UX64)

Please check your current Tdap vaccine date, and if it is due to expire during the next quarter, please ensure to receive a renewal vaccine, either with another Tdap or Td vaccine. Afterward, upload a copy of the documentation to your CastleBranch account.

## Additional Important Notes

- If any of your compliance items are set to expire in the next quarter, a **registration hold** will be placed on your account by the School of Nursing (SoN) for compliance items and by the Health Science Immunization Program (HSIP) for immunizations, prior to the registration process. This hold will be lifted once you become fully compliant for the entire duration of the quarter.
- Please be aware that clinical sites typically require students to be compliant up to 6 weeks in advance. If you find yourself fully compliant but the hold persists, please contact us at [nscomply@uw.edu](mailto:nscomply@uw.edu) for assistance.
- It is your responsibility to monitor the expiration dates and renew these compliance requirements before they lapse. Failure to maintain current compliance with any of these items will result in a registration hold being placed on your student account, rendering you ineligible to continue with your clinical rotations and program.
- Your CastleBranch UX64 immunization accounts are managed by the UW Health Science Immunization Program (HSIP). For any questions regarding your immunizations, please reach out to HSIP at [myshots@uw.edu](mailto:myshots@uw.edu) or call 206-616-9074.
- Lastly, we recommend monitoring your emails regularly and adding [nscomply@uw.edu](mailto:nscomply@uw.edu) to your contacts to ensure that email announcements and reminders do not get directed to your spam folder.

### Need additional help?

Castlebranch Technical Support	(888) 723-4263
CPNW Technical Support	<a href="mailto:support@cpnw.org">support@cpnw.org</a>
HSIP/UX64/Immunizations Support	<a href="mailto:myshots@uw.edu">myshots@uw.edu</a>   (206) 616-9074
SON Compliance/UQ79/General Inquiries and Assistance	<a href="mailto:nscomply@uw.edu">nscomply@uw.edu</a>