Aurora University
School of Nursing

Clinical Resource Guide
2026-2027

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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 may be dismissed from the School of Nursing if any of the required documentation is not uploaded to 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

Start the process today to avoid delay! EVERYTHING must be uploaded and approved by the due date!
Failure to complete these requirements by the due dates will impact your progression in the program.

Requirement	Fall Admission Due Dates	Spring Admission Due Dates
School of Nursing Deposit	Refer to Admission Email	Refer to Admission Email
Purchase CastleBranch package and start completing the requirements ASAP! *Read page 5 & 6*	Refer to Admission Email	Refer to Admission Email
Background Check *Read page 7*	7/1	11/15
Drug Screen *Read page 7*	7/1	11/15
Health Clearance Form (Physical) *Read page 8*	7/1	11/15
TB Test ***Required annually*** *Read page 8*	7/1	11/15
Immunity Documentation *Read page 9*	7/1	11/15
American Heart Association BLS Certification *Read page 10*	7/1	11/15
Proof of Health Insurance ***Required annually*** *Read page 10*	7/1	11/15
HIPAA and Bloodborne Pathogens/OSHA ***Required annually*** *Read page 11*	7/1	1/15
Student Handbook Acknowledgement ***Required annually*** *Read page 11*	9/1	11/15
Uniform *Read page 12*	Must be worn on first day of Lab	Must be worn on first day of Lab
Equipment for Clinical and Lab *Read page 14*	By start of semester	By start of semester
Influenza Vaccine ***Required annually*** *Read page 9*	10/15	11/15

Information on establishing a CORE ELMS account:

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

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 ELMS app to their cell phones.

Information on establishing a CastleBranch (DISA CB) account:

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 or review their support page at https://disahealthcare.com/login/disa-cb/#contactsupport.

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.

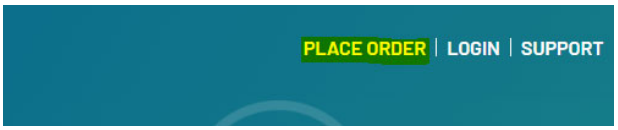
Rejected item? If a document you submitted is rejected, you will receive an email from CastleBranch. Read the email closely to understand and correct the issue.

It is imperative that you check your AU 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.

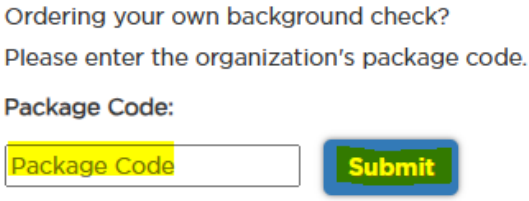
How To Establish a CastleBranch (DISA CB) Account:

1. Go to https://disahealthcare.com/login/disa-cb/
2. Watch the "Getting Started" video under the "Getting Started" tab to set up your account.
3. Review information under each tab "Resources," "FAQs," and "Contact Support."
4. Watch the "How Do I Complete my Order" video under "FAQs."
5. Click "Place Order" in upper right hand of screen.

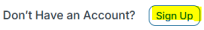


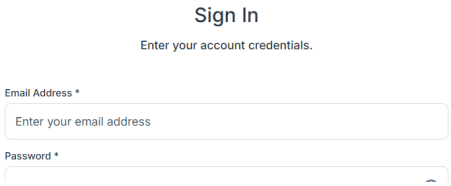
6. Click "Go" under DISA CB CastleBranch

7. 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.**



8. Click "Sign Up" in the upper right of your screen.





9. Create your new account.
10. Provide the necessary information and check for accuracy.
11. Do **not** select to rush the order.
12. Select a form of payment. Payment is due at the time you place the order.
13. To access your CastleBranch (DISA CB) account in the future, go to: https://login.castlebranch.com/login.
14. **Read the information below for how to complete your Background Check and Drug Screen.**

Background Check

A Criminal Background Check must be completed. CastleBranch will not process your background check until you submit the **Illinois Statewide Criminal Release** form. This downloadable form is provided by CastleBranch and is **TIME SENSITIVE**. The applicant signed form needs to be emailed to expedite@disahealthcare.com.

- **Not sure how to find the Illinois Statewide Criminal Release form?**
  - Go to https://disahealthcare.com/login/disa-cb/. Watch the "How Do I Complete Background Check Releases and Alerts" video under the "FAQ" tab.

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.

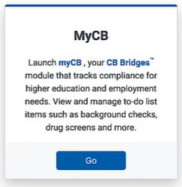
Any "hits" found in the background check are reviewed by the School of Nursing for determination of next steps and continued enrollment in the program. Clinical facilities may be provided the results of the background check.

Drug Screen

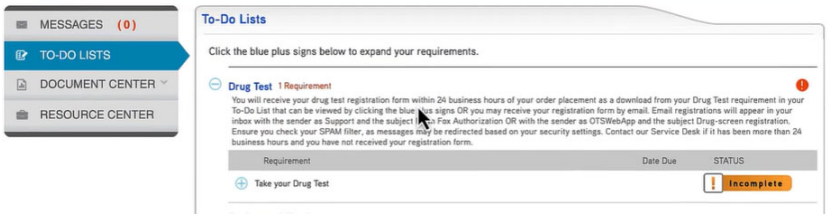
A drug screen is required. Read the instructions closely in your CastleBranch account on how to schedule your drug screen.

Helpful Information:

1. Log into your CastleBranch account and click "Go" in the MyCB box.



2. The drug screen will appear under "To-Do Lists."



3. Quest Diagnostics is the only acceptable laboratory that may be used for screening.
4. 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.
5. Bring a valid driver's license to the laboratory on the day of specimen collection.
6. Results will be sent to CastleBranch in 3-5 business days and posted to your account.
7. If you are unable to provide a urine sample at Quest, you must order a new drug test via CastleBranch for approximately $60.

If the drug test has a positive result, 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.

Health Clearance Form

The Health Clearance Form is located at https://aurora.edu/academics/undergraduate/nursing/documents.html and within your CastleBranch account.

A Physician or Advanced Practice Provider will need to complete this form to clear you to participate in clinical activities without restrictions. **Make sure your provider selects either "Without restrictions" or "With restrictions."**

Make sure your name, date, and provider information are all clearly showing. Your provider must sign or use their office stamp on the form. Once completed, upload this form to your CastleBranch account to complete the requirement.

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.

- **Acceptable TB tests include the following:**

  - **2-step TB skin test or QuantiFERON Gold blood test.**
    - A 2-step TB skin test requires **4** total provider visits.
      - Visit 1: Have provider place TB test #1 and wait 48-72 hours.
      - Visit 2: Return to provider and have TB test #1 read; **wait 7-21 days**.
      - Visit 3: Have provider place TB test #2 and wait 48-72 hours.
      - Visit 4: Return to provider and have TB test #2 read.
      - Upload both test results together to CastleBranch. Make sure your name, collection date, reading date, and results are listed. Your name must be on every page uploaded.
      - **If you do not have enough time to do both steps prior to the CastleBranch due date, you must complete the QuantiFERON Gold blood test.**

  - **If the TB test is positive**, you must submit a chest-x-ray and the Annual Symptom TB Screening Form (available for download under the TB requirement in your CastleBranch account) with clearance given by a healthcare provider.

- **Every year, you will need to complete the following**:
  - **1-step TB skin test or QuantiFERON Gold blood test**
    - A 1-step TB skin test requires **2** total provider visits.
      - Visit 1: Have provider place TB test #1 and wait 48-72 hours.
      - Visit 2: Return to provider and have TB test #1 read.

  - **If previous positive**, you must submit the Annual Symptom TB Screening Form (available for download under the TB requirement in your CastleBranch account) with clearance given by a healthcare provider. **If new positive**, you must submit a chest-x-ray and the Annual Symptom TB Screening Form with clearance given by a healthcare provider.

Some Clinical sites have stricter TB testing guidelines and you will have to obtain another TB test during the semester. You will be notified if you are assigned to one of these sites.

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.**

- **Measles (Rubeola):** Submission of evidence of immunity: positive titer result (Measles IgG) **or** vaccination documentation that shows completion of the MMR (2-dose) series at least 28 days apart.
    - If there is no proof of having prior completion of the vaccine series or titer results are negative or equivocal, completion of the MMR vaccine series (2 doses) with at least 28 days between doses is required. You must upload documentation to CastleBranch after each repeated vaccine. No subsequent titer is needed.
- **Mumps**: Submission of evidence of immunity: positive titer result (Mumps IgG) **or** vaccination documentation that shows completion of the MMR (2-dose) series at least 28 days apart.
    - If there is no proof of having prior completion of the vaccine series or titer results are negative or equivocal, completion of the MMR vaccine series (2 doses) with at least 28 days between doses is required. You must upload documentation to CastleBranch after each repeated vaccine. No subsequent titer is needed.
- **Rubella:** Submission of evidence of immunity: positive titer result (Rubella IgG) **or** vaccination documentation that shows completion of the MMR (2-dose) series at least 28 days apart.
    - If there is no proof of having prior completion of the vaccine series or titer results are negative or equivocal, completion of the MMR vaccine series (2 doses) with at least 28 days between doses is required. You must upload documentation to CastleBranch after each repeated vaccine. No subsequent titer is needed.
- **Hepatitis B:** Submission of evidence of immunity: positive titer (anti-HBs) **or** vaccination documentation that shows completion of the Hepatitis B vaccine series is required.
    - If there is no proof of having prior completion of the vaccine series or titer results are negative or equivocal, you must repeat the vaccine series (either 2 dose (ex. Heplisav-B) or 3 dose (ex. Engerix-B or Recombivax)). You must upload documentation to CastleBranch after each repeated vaccine. No subsequent titer is needed.
- **Varicella:** Submission of evidence of immunity: positive titer (Varicella Zoster IgG) **or** vaccination documentation that shows completion of the Varicella (2-dose) series at least 28 days apart is required.
    - If there is no proof of having prior completion of the vaccine series or titer results are negative or equivocal, completion of the Varicella vaccine series (2 doses) with at least 28 days between doses is required. Submit documentation to CastleBranch after each vaccine. No subsequent titer is needed.
- **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 vaccinations from a previous season. Documentation should include the following:
    - Administration date (Must be for current season. Flu vaccines should be available after 8/1).
    - 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 SON cannot guarantee placement at a clinical site and progression in the program. Exemption forms: https://aurora.edu/student-life/campus-services/wellness/forms.html

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 only 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. You can apply for Medicaid, find a plan on the marketplace at healthcare.gov, request to be on your parent's insurance plan (if under 26), or purchase a monthly insurance plan. To find monthly insurance plans, search online for "monthly health insurance plans." Several major insurance carriers offer monthly plans (UnitedHealthCare, BlueCross BlueShield, etc.).

If you need assistance with a Medicaid application for insurance, the VNA or Aunt Martha's may be able to assist you:

- https://vnahealth.com/benefits-assistance/
- https://www.auntmarthas.org/healthcare/care-coordination/.

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. You will be assigned to these courses prior to the due date. Information on how to access the courses will be sent to your AU email at least 1 week before the due date.

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 2026: Upload 2026-2027 Student Handbook Acknowledgement page when link is emailed to students. This will occur at the end of August.

Entering Spring 2027: Upload 2026-2027 Student Handbook Acknowledgement page. Handbook can be found at aurora.edu/nursingdocs**. Make sure the handbook is from the correct school year.**

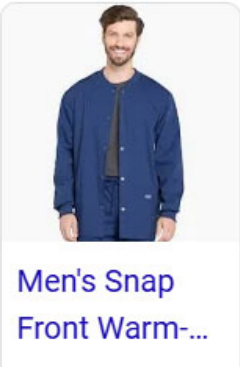
Uniform Information

Students are required to wear the School of Nursing uniform with patches. **The uniform (scrub jacket, scrub top, and scrub pants) must be worn on the first day of Clinical or Lab**. You do not need to wear your uniform to Junior 1 Orientation on the first day of the semester.

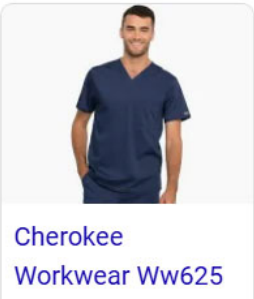
You may purchase the uniform pieces from any store or website that offers navy blue scrubs. The AU School of Nursing patches are available at the Aurora University bookstore

Uniform:

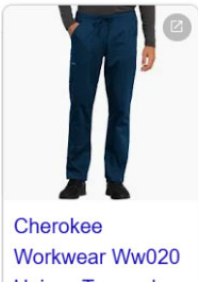
1. Navy Blue snap front warm up jacket. Examples:



2. Navy Blue scrub top. Examples:



3. Navy Blue scrub pant or skirt. Examples:



4. If you would like to wear a shirt underneath your scrubs, you may wear either a plain white or navy-blue top.

Footwear:

- Shoes must be clean, closed-toe, and closed-back.
- Must be able to be wiped clean.
- Not permitted: clogs, Crocs, platform shoes, anything with heels, or sandals.
- No restrictions on color or brand.
- Socks may have logos but should not have any other writing on them. Preference is neutral colors (Navy, white, or black).

Patches from the Aurora University Bookstore:

Two (2) Aurora University School of Nursing Patches (sewing patches on will make them more secure):

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

Nursing Patch

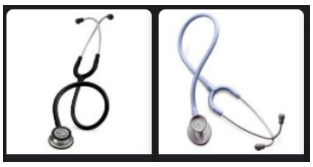
Equipment for Clinical and Lab

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 if you order by December 28, 2026.** Equipment will be distributed to you during your orientation on the first day of the semester. 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

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.

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 or your first repeated vaccine in the series to your CastleBranch account. CastleBranch will then add a new requirement for each needed repeat vaccine with a new due date. Your repeated vaccine series must be completed by the start of clinical, except for the Hepatitis B series.

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).*

Will I need to do any further testing besides what is already listed as annual requirements?

If a clinical site has stricter restrictions than what is in CastleBranch, you will be notified and required to fulfill the site's requirement (i.e. a new drug screen, a titer blood test to prove immunity, another TB skin test, etc.). Students will be responsible for these costs.

Are there any low-cost options on where to go for vaccines, TB testing, and/or titers?

Please reach out to the following facilities for assistance: VNA Health (vnahealth.com), Aunt Martha's (auntmarthas.org), or your local health department (AU is located within Kane County: kanehealth.com).

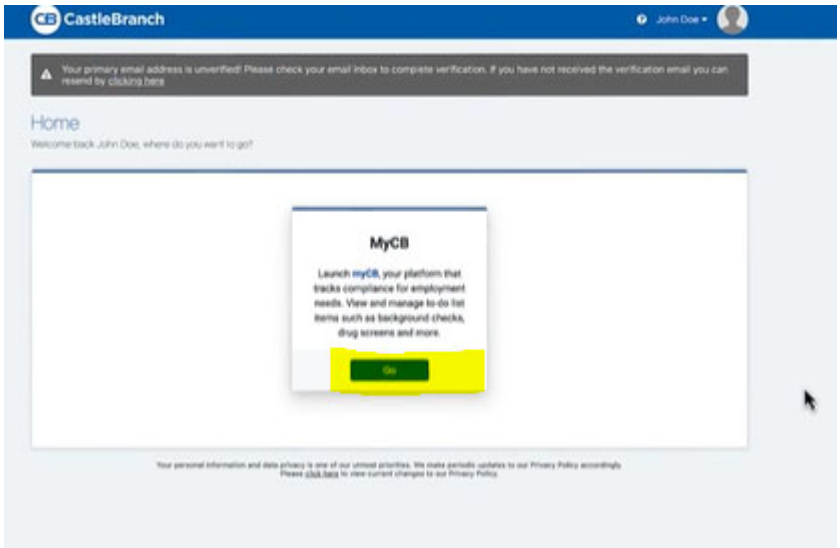
I have a question or concern, what should I do?

- *Review the Clinical Resource Guide for the information.*
- *Contact CastleBranch with any issues, concerns, or questions at 888-723-4263 or review their FAQ page at https://disahealthcare.com/login/disa-cb/#contactsupport.*
- *Contact the School of Nursing at* ***SchoolofNursing@aurora.edu.***

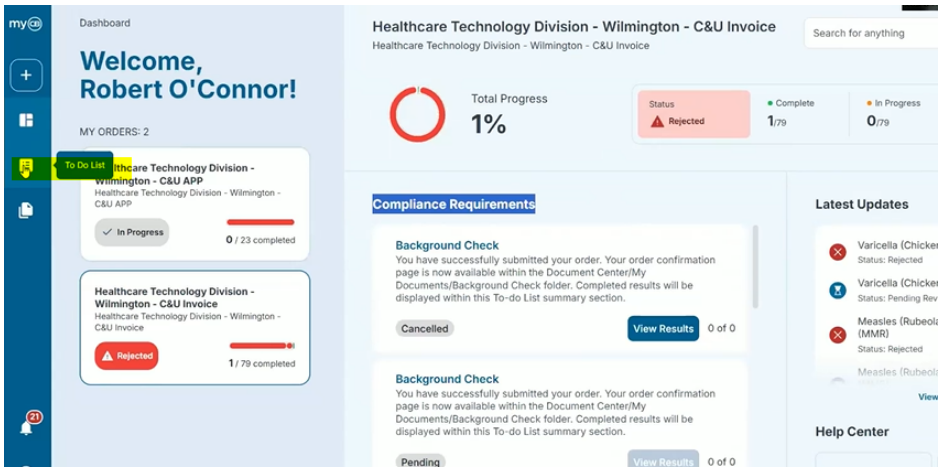
How to Submit a Document in DISA CastleBranch:

1. Log into account at https://login.castlebranch.com/login
   a. Need support? https://disahealthcare.com/login/disa-cb/

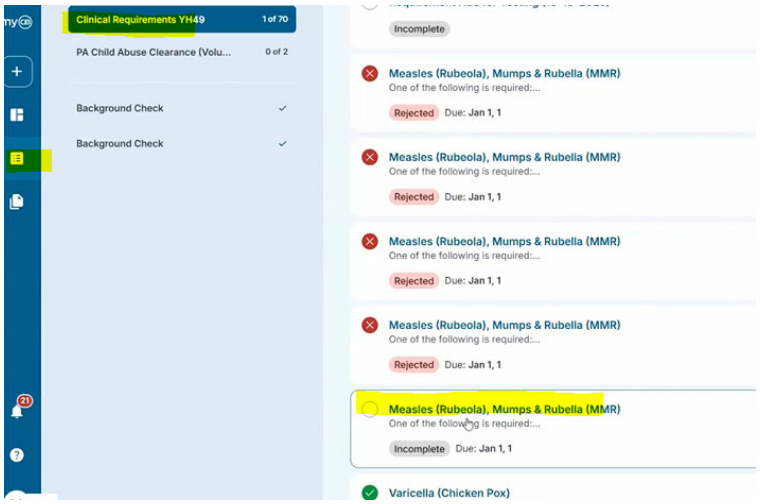
2. Under MyCB, click "go."



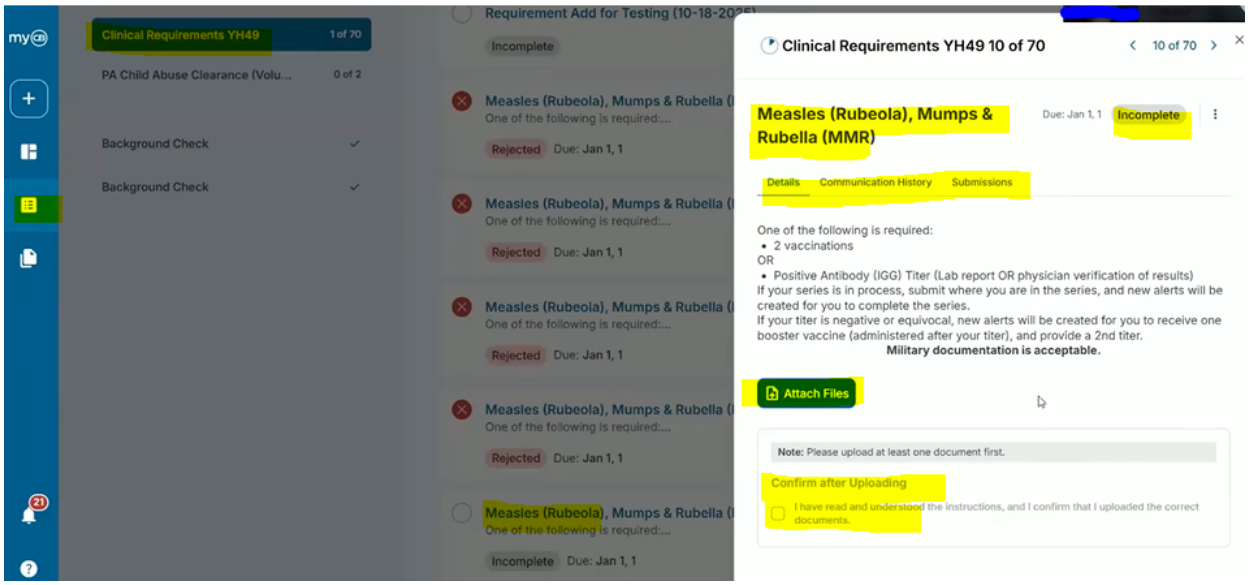
3. You will then see your Dashboard. On the left-hand side, click "To Do List."



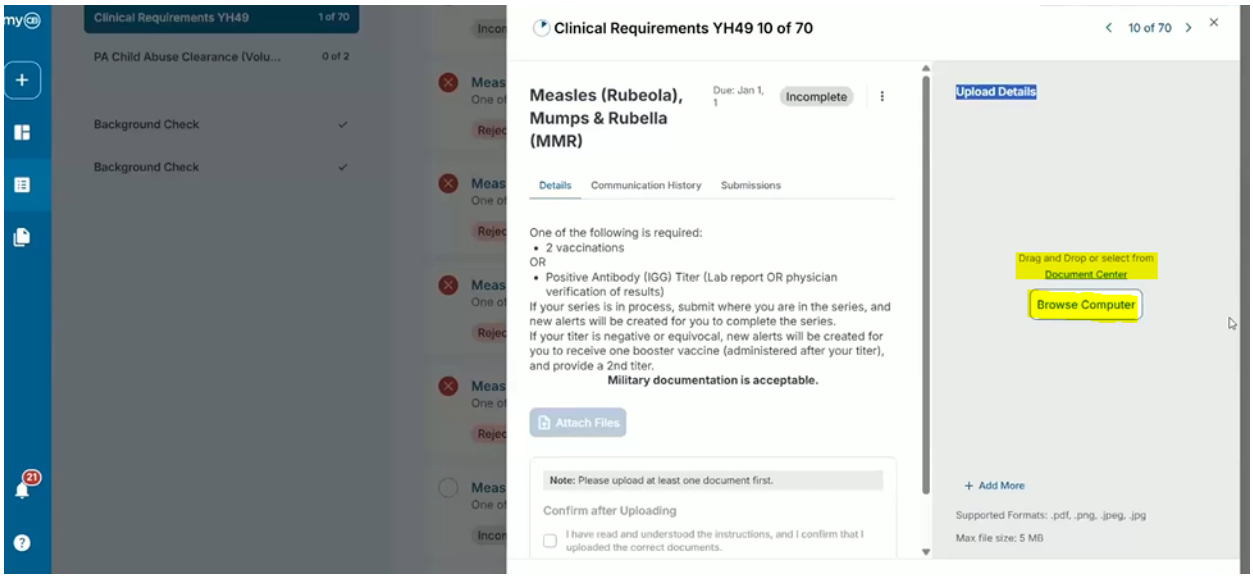
4. You can view all items on your to do list on this screen. Click on “Clinical Requirements.” You will then see a list of items either completed, in progress, overdue, or rejected. Click on the item you wish to upload a document to.



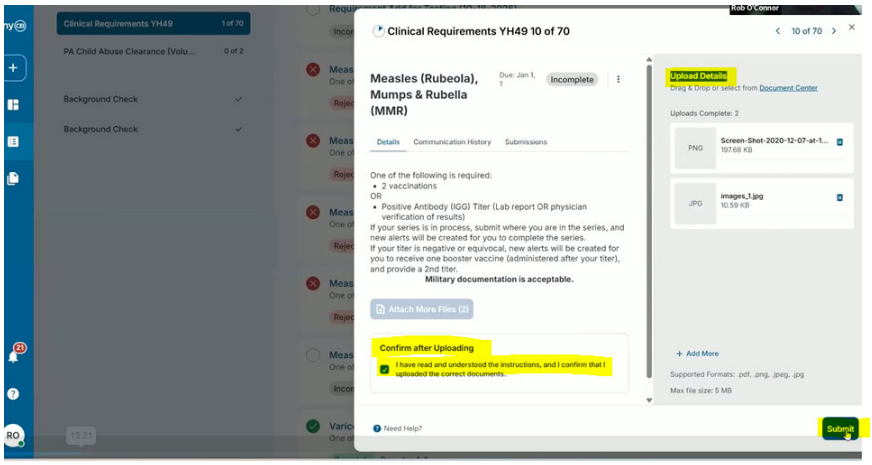
5. Once you click on the item, a pop up will open listing the name of the requirement, what items will fulfill the requirement, and an “attach files” option. Click “Attach Files.”



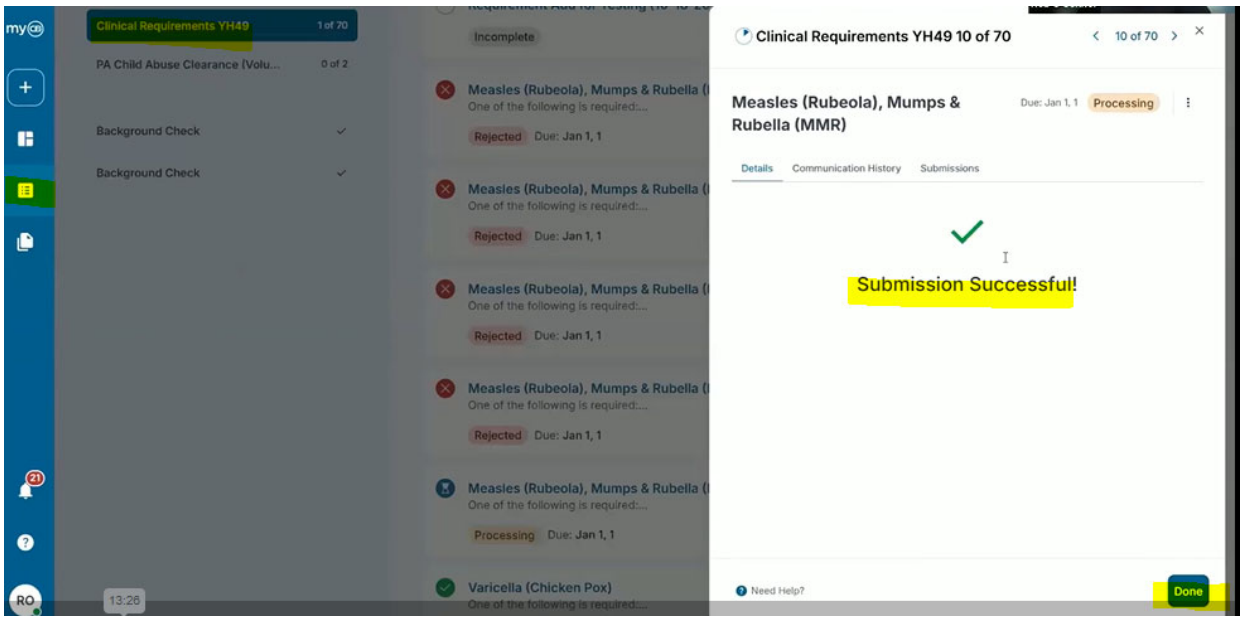
6. Click “Browse Computer” to view files on your computer. You can either select them or drag and drop them to this area.



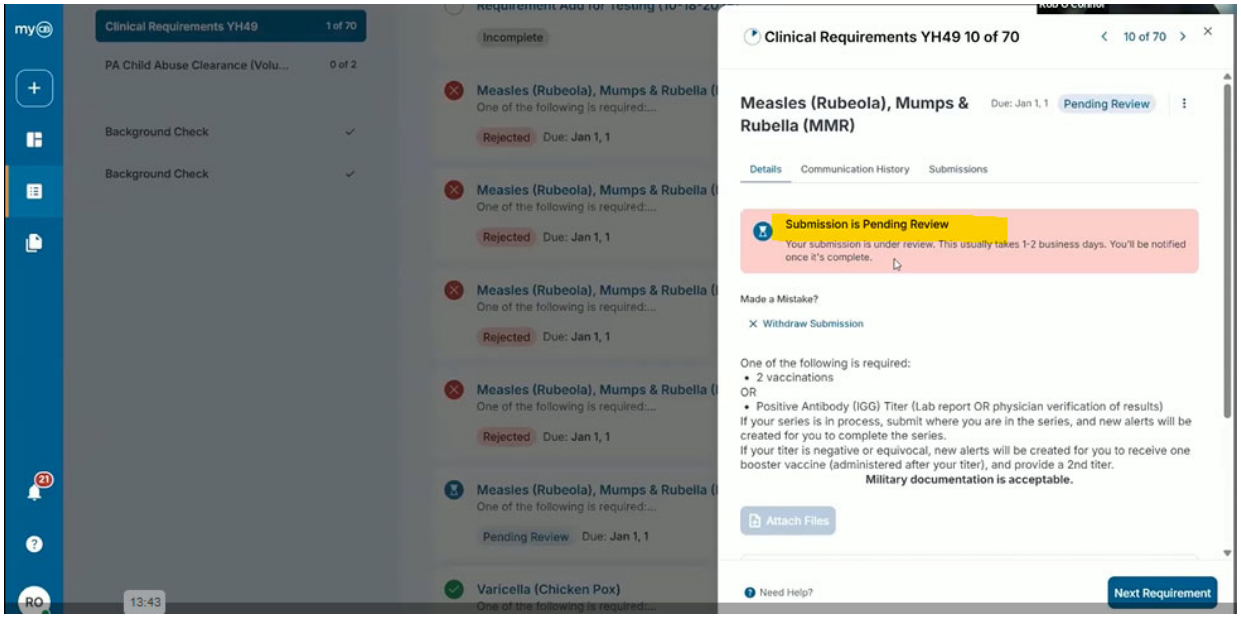
7. **After uploading the document, you must check the box under “Confirm after Uploading.” Once you check that box, click “Submit.”**



8. You will then see “Submission Successful!”

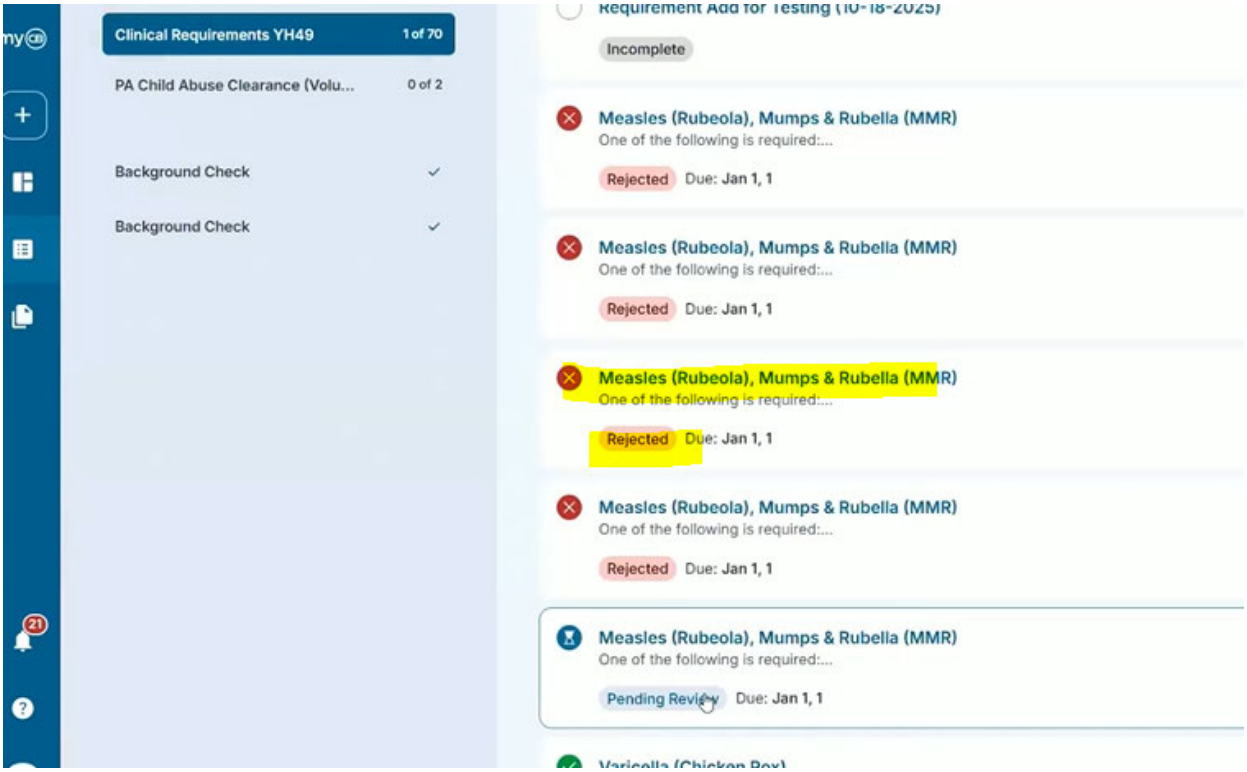


9. You will then see that your “Submission is Pending Review.” Continue to watch your account to make sure it is approved. If it is rejected, follow the next steps.

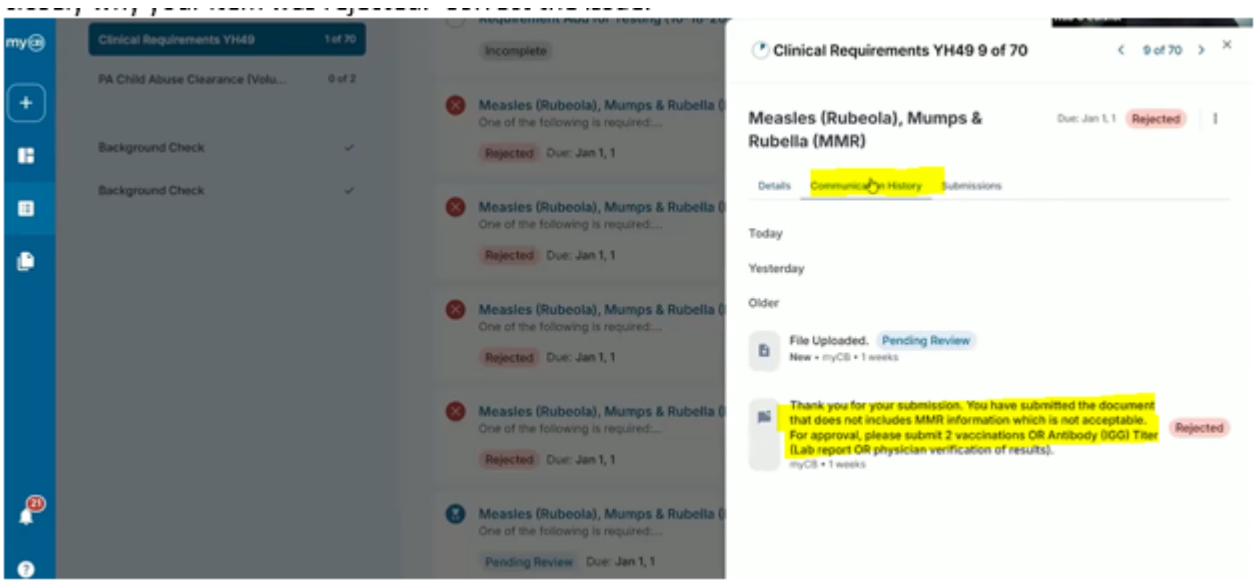
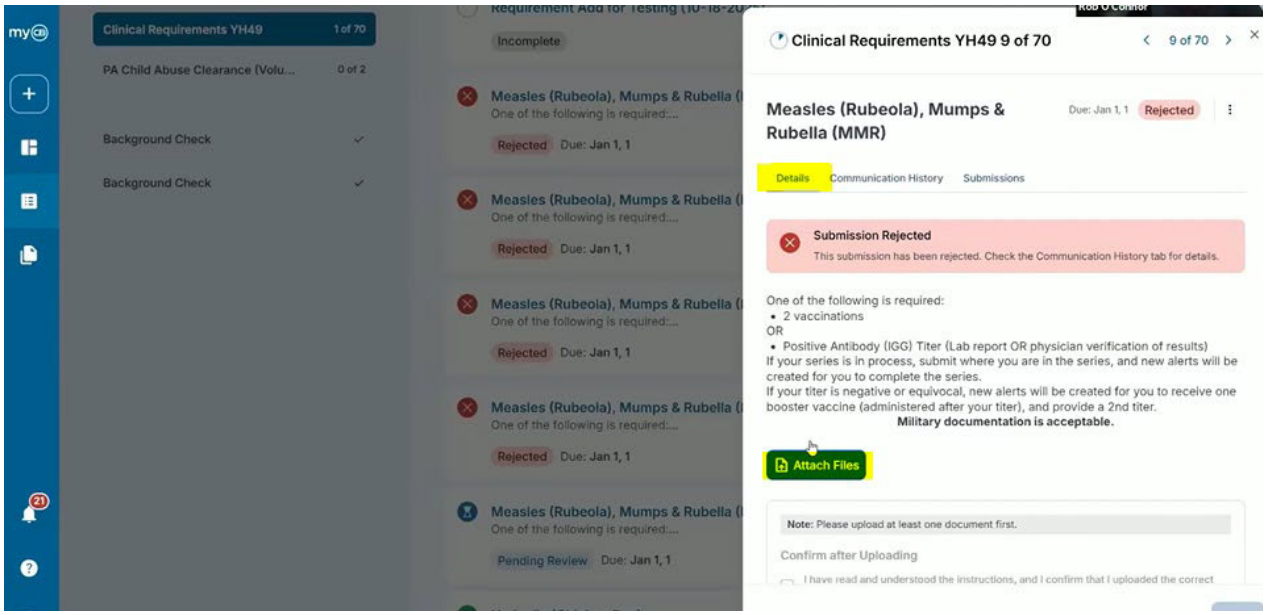


How to view/correct a Rejected Submission

1. Follow the steps above to log-into your DISA CastleBranch account and go to your "To Do" list. View the items that are rejected (in red).



2. When you click on the item, you will see a pop-up window. Click "Communication History." Read closely why your item was rejected. Correct the issue.



3. Once you have the corrected document ready, go to “Details” and click “Attach Files.” Follow directions above on how to upload a document.