MONTANA STATE UNIVERSITY
COLLEGE OF NURSING

POLICY A-36: Procedure

TITLE: NURSING STUDENT BACKGROUND CHECKS

Traditional BSN option Fall Applicant (August 1st)

I. Fall applicants:
   a. Application is due by August 1st each year
   b. Start Upper Division (J1) the following Fall
   c. Start Sophomore NRSG courses Spring semester before J1

1. Initial **Back Ground Check** is completed by August 1st when the application is due and is used to begin NRSG 225 clinicals the next Spring semester.
   a. The College of Nursing utilizes CastleBranch® for all **Background checks**, urine drug screens, immunization tracking, CPR verification, and E-learning compliance training
   b. Students must create a CastleBranch® Account before turning in their applications.
   c. **Background checks**, urine drug screens, CPR verification, and E-learning must be completed at application deadline
   d. All Immunization status must be uploaded at application deadline
      • Hepatitis B may be in process
      • TB 2 step may be in process

2. 2nd **Back Ground Check** is completed by August 1st and is used to begin J1 clinicals in the Fall.

3. 3rd **Back Ground Check** is completed by August 1st and is used to begin S1 clinicals in the Fall.

Traditional BSN option Spring Applicant (January 2nd)

II. Spring applicants:
   a. Application is due by January 2nd each year
   b. Start Upper Division (J1) the following Spring
   c. Start Sophomore NRSG courses Fall semester before J1

1. Initial **Back Ground Check** is completed by January 2nd when the application is due and is used to begin NRSG 225 clinicals the next Fall semester.
   a. The College of Nursing utilizes CastleBranch® for all **Back Ground Check**, urine drug screens, immunization tracking, CPR verification, and E-learning compliance training
   b. Students must create a CastleBranch® Account before turning in their applications.
   c. **Back Ground Check**, urine drug screens, CPR verification, and E-
learning must be completed at application deadline
d. All Immunization status must be uploaded at application deadline
   • Hepatitis B may be in process
   • TB 2 step may be in process

2. 2nd **Background Check** is completed by January 2nd and is used to begin J1 clinicals in the Spring.

3. 3rd **Background Check** is completed by January 2nd and is used to begin S1 clinicals in the Spring.

All students in the Traditional BSN option will complete a total of **3 Background Checks & urine drug screens.**

**ACCELERATED OPTION BSN (ABSN)**

III. Annual (Fall) Application:
   a. **Application is due by October 15th each year**
   b. Start the Sophomore Nursing courses the following May
   c. Start Upper Division in the Fall following the first block of summer course work

1. Initial **Background Check** is **completed by October 15th** when the application is due and is used to begin clinical and lab the next May at program start
   a. The College of Nursing utilizes CastleBranch® for all **Background Checks**, urine drug screens, immunization tracking, CPR verification, and E-learning compliance training
   b. Students must create a CastleBranch® Account before turning in their applications.
   c. **Background Check**, urine drug screens, CPR verification, E-learning must be completed at application deadline
   d. All immunization status must be uploaded at application deadline
      • Hepatitis B may be in process
      • TB 2 step may be in process

2. 2nd **Background Check** is completed by October 15th and is used for continuing clinical compliance through graduation the following August.

All students in the Accelerated BSN option will complete a total of **2 Background Checks & urine drug screens.**
GRADUATE STUDENTS

1. Initial Background Check is due with your application
   
   a. The College of Nursing utilizes CastleBranch® for all Background Checks, urine drug screens, immunization tracking, E-learning compliance training, and CPR and RN-licensure tracking
   
   b. Students must create a CastleBranch® Account in order to begin the compliance screening process
   
   c. All Immunization status must be uploaded at application deadline
      • Hepatitis B may be in process
      • TB 2 step may be in process

2. Continuing graduate students will receive direction from the graduate program coordinator regarding annual compliance due dates