



## Harriet Rothkopf Heilbrunn School of Nursing



### Faculty Requirement Checklist

All of the items below **MUST** be completed for the Harriet Rothkopf Heilbrunn School of Nursing. Documents from other employers will **NOT** be accepted. If you are employed by more than one school that uses CastleBranch, it is your responsibility to contact CastleBranch to have your documents transferred to the LIU account. Drug screen, background checks, and HIPAA and OSHA training must be completed annually.

- Completed Health Clearance Form (including physical exam) – must be on LIU form
- Measles vaccine (2) or proof of positive titer (lab print out required)
- Mumps vaccine (2) or proof of positive titer (lab print out required)
- Rubella vaccine (2) or proof of positive titer (lab print out required)
- Varicella vaccine (2) or proof of positive titer (lab print out required)
- Hep B vaccine (3) or proof of positive titer (lab print out required) or proof that you are in the process of receiving the series
- Tetanus, Diptheria, and Pertussis (Tdap) within 10 years
- Two step TB skin test OR annual results from previous 2 years OR Quantiferon Gold. If there is a history of receiving the BCG vaccine or a history of a positive PPD a copy of a recent chest x-ray or quantiferon gold blood test or t-spot blood test **AND** a completed TB screening form is necessary (screening will expire one year from the date received)
- CPR card (signed or e-card) from the American Heart Association (BLS for the Healthcare Provider)^
- Background Check♦
- Drug Screen♦
- Health Insurance (name must be on card)
- Confidentiality statement signed and dated
- HIPAA and OSHA training\*
- Faculty health information release (signed)
- Flu vaccine due October 1<sup>st</sup> of each year (declination not acceptable)
- Valid NYS Nursing License

^ Limited seats are available for AHA BLS classes at the Harriet Rothkopf Heilbrunn School of Nursing. A fee applies. See website for more information.

♦ Must be completed through CastleBranch. If completed for another university using CastleBranch, results can be transferred to your LIU account.

\* Can be completed through CastleBranch once logged in. Employer sponsored training will be accepted on a case by case basis. Completion certificates must clearly state HIPAA and OSHA training was complete. Generic “mandatory education” will NOT be accepted.