

## Nursing Clinical Clearance Packet

Welcome and thank you for your interest in the Nursing Program. Most of our courses at NMSU-DACC have a clinical component which allows students the opportunity to demonstrate skills learned in class with live patients/residents in a medical facility. To participate in these opportunities, NMSU-DACC students must meet strict health and safety standards regulated by the New Mexico Department of Health's Health Facility Licensing and Certification (HFL&C) Bureau, the U.S. Department of Health and Human Services' Centers for Medicare and Medicaid Services (CMS), and the Centers for Disease Control and Prevention (CDC).

### Academic Advising Team:

Marlene Alvarado	Academic Advisor	575-528-7249	<a href="mailto:malvarado@dacc.nmsu.edu">malvarado@dacc.nmsu.edu</a>
Kelly Briarton	Academic Advisor	575-874-7786	<a href="mailto:kbriarton@dacc.nmsu.edu">kbriarton@dacc.nmsu.edu</a>

### Clinical Compliance Team:

Victor Medina	Clinical Coordinator	575-528-7094	<a href="mailto:medina23@nmsu.edu">medina23@nmsu.edu</a>
Patricia Martinez	Admin Assistant	575-527-7735	<a href="mailto:PMartinez@dacc.nmsu.edu">PMartinez@dacc.nmsu.edu</a>
Celia Amaya	Admin Assistant	575-527-7504	<a href="mailto:CAmaya@dacc.nmsu.edu">CAmaya@dacc.nmsu.edu</a>
Alex Garns	Graduate Assistant	Via email	<a href="mailto:apgarns@nmsu.edu">apgarns@nmsu.edu</a>
Deniz Sekerci	Graduate Assistant	Via email	<a href="mailto:dsekerici@nmsu.edu">dsekerici@nmsu.edu</a>

### Program Deadlines

Fall 25 Term Deadline: August 8, 2025

Spring Term 26 Deadline:  
 Spring 26 Deadline: December 5, 2025

Summer Term 26 Deadline:  
 Summer 26 Deadline: April 24, 2026

## Accessing Your Castle Branch Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator at DACC will have their own secure portal to view your compliance status and results.

**Contact CastleBranch** for additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.



## Program

### *Order Instructions for Dona Ana Community College – Nursing*

1. Allied Healthcare Program--Purchasing a CastleBranch Subscription
  - a. Go to: <https://mycb.castlebranch.com/>
  - b. Click on “Place Order” you will enter the code for the Nursing Program: DK56im
  - c. CastleBranch will navigate you to a screen that will ask you to “Please review”. Review your package contents and click on the box to confirm you read, understand, and agree to the Terms and Conditions of Use.
  - d. Next, you will begin the process to “Place Order”. You will fill in all the required information such as: Personal information and Personal Identifiers. Then you will complete purchase: \$52.98.00 + \$1.99 service fee
2. Order the drug screen according to compliance for clinical site. The results will post to your CB account; students with a positive drug screen will not be admitted to clinical courses.
  - **DK56dt** for the drug screen: \$49.99 + \$1.99 service fee
  - The University strives to maintain a safe and productive environment free from the influence of illicit drugs and unlawful use of alcohol. As a recipient of federal funds, the University is obligated to inform all students that the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its **activities is prohibited** and is a violation of university policy. Students who violate this prohibition will be subject to appropriate disciplinary action, which may include termination of employment or **expulsion from school**.
  - A positive drug screen may prevent a student from completing courses/program and gaining employment in the field. Any student who has been dismissed or suspended for drug or alcohol violations and who has evidence of successful rehabilitation may petition for readmission to NMSU-DACC upon recommendation from relevant psychological or psychiatric professionals.
  - Students who voluntarily seek treatment for drug or alcohol violations before disciplinary action, and students who are readmitted to the NMSU-DACC after rehabilitation, may be assessed and receive after-care counseling from an on-campus counseling center or be referred to an appropriate community resource.

**Additional Documentation: Please note, additional documentation to be uploaded to CastleBranch account (do not send physical copies or emails)**

3. \_\_\_\_\_ Proof of Titers and Immunizations, page 4 for full listing of vaccinations; Appendix B
4. \_\_\_\_\_ American Heart Association Basic Life Support (BLS for Healthcare Providers), page 8.  
Appendix C
5. \_\_\_\_\_ Proof of personal health insurance to cover the cost of medical treatments for accidents that may occur in the laboratory or clinical setting. Ensure you submit both the FRONT & BACK of your insurance card.
6. \_\_\_\_\_ Once you have uploaded required CB documentation, contact Clinical Team listed on page 1.
  - a. Faculty member will review your CB documentation and clear you for registration
  - b. Upon successful registration, contact Patricia or Celia to schedule your Caregiver Criminal History Screening
7. \_\_\_\_\_ Caregiver Criminal History Screening (cost \$88.30).
8. \_\_\_\_\_ Fingerprinting: must include Caregiver Criminal History Screening
9. \_\_\_\_\_ Application submission.

Additional Packet Information:

- A. TB Skin Test Form – This form is for individuals who have tested **POSITIVE** on a TB Skin Test
- B. Nursing Uniform Policy
- C. Financial Aid Information

### **Appendix B – Immunizations**

Where can I find my shot record?

- Check for your immunization (shot) record with
  - Your parent
  - Your high school nurses' office
  - The county health department for the county in which you grew up
  - Family physician
- Immunization records state of New Mexico
  - Call 800-280-1618
  - Web: <https://www.nmhealth.org/about/phd/idb/imp/siis/>
  - Email: [DOH-HelpDesk-Main@state.nm.us](mailto:DOH-HelpDesk-Main@state.nm.us)

Where can I get the immunizations/titers I need?

- If you cannot find your records or they are incomplete, your family physician may be able to provide you with the required injections (shots) or titers (blood levels). **Some insurance companies will cover the costs of immunizations and titers.**
- Here are just a few ideas where you can go. DACC makes no recommendations:
  - NMSU Student Health Center – 575-646-1512
  - Walgreens
  - CVS
  - Ben Archer – 575-382-9292
  - North Main Family Health Center – 575-525-3531
  - La Clinica de Familia, Inc. – 575-556-0200
  - Monte Bello Clinic

What titers are needed?

- Students complete MMR, Hep B, and Varicella Titers regardless of prior vaccination status

What vaccines are needed?

- -TDAP
- -Booster vaccines if a titer results as a negative or equivocal.
- -Flu Vaccine(May decline, declination will be located in your CB)

## CPR Courses

*American Heart Association Basic Life Support for Healthcare Providers (First Aid, AED certificates are not accepted, must be an American Heart Association BLS certificate)*

### Dona Ana Community College

- Contact Vince Duran Program Director for Respiratory to register for CPR for the Health Care Professional
  - 575-527-7731
  - [vduran@dacc.nmsu.edu](mailto:vduran@dacc.nmsu.edu)
  - Ask about current pricing and availability
- Contact Nicole Marcak CC Lab Tech to register for OEEM 101 (1 Cr Hr), CPR for the Health Care Professional
  - 575-528-7411
  - [nmarcak@dacc.nmsu.edu](mailto:nmarcak@dacc.nmsu.edu)

### Region II EMS, Inc.

- Enroll online at: <http://www.trainingcentertechologies.com/Region2EMS/CourseEnrollment.aspx>
- Sign up for the **BLS for Healthcare Providers** only
- Cost is \$65.00

### American Heart Association Online

- <https://cpr.heart.org/en/courses/basic-life-support-course-options>

## DACC Health Sciences Division

### Annual TB Health Questionnaire Form

All students/employees with positive TB skin test must complete and sign the questionnaire annually. The questions relate to signs and symptoms of Tuberculosis. Please check "yes" or "no" to each symptom.

All Students/employees must complete and sign the questionnaire annually. The question relate to signs and symptoms of Tuberculosis. Please check "yes" or "no" to each symptom.

If you check "yes" to any item, in the comment section below, **describe the symptom, including when it started**. Should you have question, please contact the Data Records Coordinator at (575) 528-7322.

SYMPTOM	YES	NO
1. Fatigue		
2. Loss of Appetite		
3. Unexplained Weight Loss		
4. Low Grade Fever		
5. Coughing Up Blood		
6. Night Sweats		
7. Cough Lasting More Than Three (3) Weeks		
8. Cough Combined with Fever, Chills, Sweating, and Weakness (Not Responsive to Treatment)		
9. Shortness of Breath		
10. Dull Aching or Tightness in Chest		

Name:\_\_\_\_\_ Signature:\_\_\_\_\_ Date:\_\_\_\_\_

## Uniform Policy

Nursing Students are required to wear the DACC uniform for all clinical experiences. The uniform or components thereof, including the name tag may not be worn at any time other than those for which permission has been granted.

### Uniforms:

- Scrub bottom: Galaxy Blue
- DACC Name Tag
- Shoes: White or Black, non-skid, closed toe & heel
- Socks: White
- Scrub top: Galaxy Blue
- DACC Nursing Program Patch (right side)

Nursing	Galaxy Blue Top and Bottom
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Uniforms and accessories must be clean and neat at the beginning of each clinical experience.

### Fingernails:

- Fingernails must be clean, neat and short
- No nail polish or artificial nails

### Hair:

- Must be clean, worn back from the face and off the collar
- Facial hair must be contained and off from face

### Jewelry:

- Small pair of studs in ears
- No bars or hoops
- No facial jewelry of any kind
- Rings: one band type ring or a wedding set
- Watch with a second hand
- No other jewelry should be visible

### Tattoos:

- Follow hospital/clinical agency policy for tattoos

### Name Tags:

- Must be worn during all clinical rotations
- Replacement if lost, \$5.00
- Must return all nametags to your clinical instructor at the completion of the semester

**Allergies:**

- Please do not wear perfume, scented lotions/talcums, colognes

**Financial Aid**

<https://dacc.nmsu.edu/student-services/financial-aid/contact-us.html>

**For general inquiries please have students email [finaid@dacc.nmsu.edu](mailto:finaid@dacc.nmsu.edu) or call the Information Center front desk at 575-528-7000**

**\*\*Please note, your financial aid advisor is based on the last 2 digits of your AGGIE ID number\*\***

**Financial Aid Application Process: <https://dacc.nmsu.edu/student-services/financial-aid/>**

**Other Financial Resources:**

The federal Workforce Innovation and Opportunity Act (WIOA) funds eligible, in-demand programs that are designed for adults over the age of 18. Depending on eligibility, individuals can receive tuition assistance to help pay for their education. Assistance can cover tuition fees, books, and supplies. Please contact Workforce Connection Center at 575-524-6250 or visit their office at 226 S. Alameda in Las Cruces, NM.

***NMDOH Background Check***

How to complete the process of your required Background Check:

1. Email or Call Celia Amaya and Patricia Martinez to schedule an in-person or Zoom appointment to start the process of your background check.

For all in-person appointments, here is the location: DACC Espina Campus Health and Public Services Building (DAHL), Room 190, 3400 S. Espina Street, Las Cruces, NM 88003.

For all Zoom appointments: An email link will be sent to you once your appointment is made.

2. Items to bring to your appointment:
  - a. Valid ID: Driver's license or Current Passport
  - b. Debit/Credit card (NO CASH), a \$88.30 fee is required at the appointment.
3. Once the appointment is completed, you will be provided with a hard copy of your Fingerprinting authorization forms and a receipt of your payment and an appointment will be made for your fingerprinting. Also, if you complete your Background check via Zoom, all documents will be emailed.



If you need it printed, please be sure to let them know at the time of your meeting, and they will be able to provide a date/time when you can come in and pick up the paperwork from the Espina Campus office in Las Cruces.

4. Please take your Fingerprinting authorization forms and receipt documents (all documents must be printed) with you to complete your fingerprinting.
5. Lastly, NMDOH will provide the department with a clearance letter once you are cleared. There is no estimated time when we will receive your clearance letter. All clearance letters vary.

**\*\*Once your clinical clearance is completed, the clinical clearance coordinator will notify advising that you are cleared & advisors will register you for NURS courses \*\***