

# NPE AND CLINICAL ONBOARDING FLOWCHART

## OPTION 1:

### THROUGH THE CSI HEALTH CENTER

The student will:

- Schedule an appointment with the CSI Health Center (**HC**) at (718) 982-3045
- Go to the CastleBranch website to order:  
(1) a urine drug screen and  
(2) a criminal background check

**First visit to the HC.** Student will:

- undergo physical examination
- have blood work done
- obtain clearance for fit testing

**Drug test.** Student will deposit urine sample for drug testing in a facility accredited by CastleBranch.

**Fit Test.** Student can have a fit test done at the Nursing Department, 5S-215 c/o Mr. Robert Blancke. Must show clearance paperwork.

**BLS.** Student will attend Basic Life Support (BLS) class.

**Second visit to the HC.** Student will provide the NPE and all supporting documents listed in item #8 before giving clearance. HC staff will review NPE for completeness, and make copies for filing at the HC. Original copies should remain with student.

**Submit documents to the Nursing Office, 5S-213.** Student will submit documents as mentioned on the admissions web page.

## OPTION 2:

### THROUGH AN EXTERNAL PROVIDER

The student will:

- Schedule two appointments with a licensed provider (MD, DO, PA, or NP). There will be two visits, approximately a week apart to complete this process.
- Go to the CastleBranch website to order:  
(1) a urine drug screen and  
(2) a criminal background check

**First visit to provider.** Student will:

- undergo physical examination
- have blood work done
- obtain clearance for fit testing

**Drug test.** Student will deposit urine sample for drug testing in a facility accredited by CastleBranch.

**Fit Test.** Student can have a fit test done at the Nursing Department, 5S-215 c/o Mr. Robert Blancke. Must show clearance paperwork.

**BLS.** Student will attend BLS class.

**Second visit to provider.** Provider reviews results of lab work listed in item #8 before giving clearance. Student must make sure that provider fills out all blanks in the NPE.

**Visit to Health Center.** Student reports to HC. HC staff will review NPE and supporting documents for completeness, and make a copy of the paperwork for filing at the HC. Original copies should remain with student.

**Submit documents to the Nursing Office, 5S-213.** Student submits papers to 5S-213.