

## Nursing Program Accepted Student Onboarding

Available at [stcc.edu/healthservices](https://stcc.edu/healthservices)

**Before proceeding, review and bookmark:**

**[CastleBranch Frequently Asked Questions: myCB for Nursing Students](#)**

[stcc.edu/compliance](https://stcc.edu/compliance)

### Refer to Page

**1 . . . . . Table of Contents**

**2 . . . . . Medical Records to Obtain** – Checklist of the medical records required for uploading to your To-Do List in **CastleBranch** before May 15<sup>th</sup>

**3&4 . . . . . Student Physical Exam Attestation-Nursing** – Required form to print (or get a copy from STCC Health and Wellness Center) and bring to your healthcare provider for completion. Both pages must be uploaded to myCB no later than May 15<sup>th</sup>

**5 . . . . . Health Record Requirements** – Instructions on submitting records to:

- 1) CastleBranch
  - a. Do not wait until May 15<sup>th</sup>. Set up your account and start working on your To-Do List as soon as you decide STCC Nursing is your choice!and
- 2) STCC Health & Wellness Center
  - a. [CORI Acknowledgment Form and Instructions](#) Due before May 15<sup>th</sup>
  - b. State mandated immunizations


**6&7: . . . . . Resources from CastleBranch:**

How to Place Order using your @student.stcc.edu account  
Submitting Documents Instructions for uploading

School of Health and Patient Simulation | Health Compliance | [compliance@stcc.edu](mailto:compliance@stcc.edu)

## Medical Records to Obtain

Please collect these documents if you intend to enroll in the program. Upon acceptance, you will be required to upload the following medical records to your CastleBranch account **through May 15<sup>th</sup>** to be eligible to continue. Compliance status must be maintained throughout enrollment by utilizing the guidelines set forth in CastleBranch.

- [Physical Exam Clearance Form Link – Nursing](#) . Form is specific to the program's Technical Standards and is the **only acceptable form of clearance**. Student Disposition must be "Cleared for all classroom/lab/fieldwork participation without restriction", signed by a licensed provider (MD, PA or NP), and the exam date within one year of the academic start date (September 1<sup>st</sup>). A subsequent exam may be required depending on exam date.

---

### Immunization/Immunity Records:

- Tetanus, Diphtheria and Pertussis (TDaP)** vaccine within the past 10 years. If only a TD is current, also provide evidence of the expired TDaP.
- Two Measles, Mumps, Rubella (MMR)** vaccines **OR** positive titers for each. Titer only when there is no vaccination record as two subsequent doses required following a negative/equivocal titer result.
- Hepatitis B** vaccines. Either: 3-dose HepB-alum series **OR** 2-dose Heplisav-B™ (Dynavax)

#### **AND**

- Hepatitis B Surface antiBOD**Y** blood test/ anti-HBs $\geq$ 10 mIU/mL** (positive/reactive) for one-time pre-exposure management. Anti-HBs post-exposure management: A 'Documented Responder' requires no testing or prophylaxis. If anti-HBs<10 mIU/mL, with evidence of prior vaccination, receive challenge dose followed by anti-HBs six weeks later. Refer to additional instructions in your myCB To-Do List.

***Helpful Tip!** Serologic levels decline over time. If years have passed since completing a vaccine series, receive a challenge dose 6-8 weeks before the anti-HBs to help achieve the desired result on your first attempt.*

- Varicella** (chickenpox) –two vaccinations **OR** positive immune titer result
- Meningitis** – If under 22 years of age, Menveo, Menactra or MenQuadfi administered after 16<sup>th</sup> birthday
- COVID-19** – evidence of vaccinations and any additional updated dose(s) received
- Tuberculosis Screening: Due by July 1<sup>st</sup>** and resulted within the past 6 months of acceptance into the program. Renewal required annually thereafter.

- Option A: Quantiferon-TB Gold Plus **or** T-SPOT; blood test is only option for BCG-vaccinated individuals
- Option B: **Two** Tuberculin Skin Tests
  - 1st PPD is planted and read 48-72 hours later **AND**
  - 2nd PPD is planted 7-21 days after the 1st and read in 48-72 hours (to rule out a false negative)
    - Only a single plant is required for subsequent annual renewal.

**A positive tuberculosis screening** requires a subsequent negative **chest x-ray** and completion of STCC Health and Wellness Center's Electronic Form: **Positive Tuberculosis Test Questionnaire**.

- Influenza Vaccination:** Due by October 1<sup>st</sup>

**Upon acceptance you will receive instructions for completing program requirements through CastleBranch.**

**Students are encouraged to obtain and complete the immunity requirements when applying to the program. By doing so, upon acceptance, the student will be compliant with these deadlines. The deadlines for record submission are set by the Dean of the School of Health and Patient Simulation and must be submitted on time.**

**Failure to meet the requirements set above may result in removal from the program since all students must be in compliance in order to participate in class, lab sessions and fieldwork affiliations.**

Examination Date must be within one year of the program start date. Upon completion, upload BOTH pages to your CastleBranch account. A subsequent exam may be required depending on the exam date and/or unforeseen medical issues. Therefore staying current with your annual exam is advised.

## Student Physical Exam Attestation – Nursing

This form is required for students in the Nursing program, within the School of Health & Patient Simulation.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ STCC ID: \_\_\_\_\_

Prior to performing the physical exam, please review the Programmatic Technical Standards listed on the following page which lists the essential functions of practical work on campus and fieldwork off campus. It should be noted that under the Americans with Disabilities Act, “A qualified person with a disability is one who can perform the essential function of a job with or without reasonable accommodation.”

### Programmatic Technical Standards – Nursing Program (as listed on page 2)

STUDENT DISPOSITION

**Based on your examination findings and the Programmatic Technical Standards please indicate the disposition of the student:**

**Cleared for all classroom/lab/fieldwork participation without restriction**  
 I have examined the above-named student and reviewed the Programmatic Technical Standards. The student does not present apparent clinical contraindications to fully participate in the program as outlined on this form.

**Cleared for participation with the following restrictions/recommendations**  
 Note: Any listed restrictions/recommendations will be reviewed by the College to determine whether there are accommodations that can be made to assist in meeting the technical standards. Students with a qualifying disability under the Americans with Disabilities Act are encouraged to register with the STCC Office of Disability Services (ODS) to determine their eligibility for reasonable accommodations under the law. ODS is located in Building 19, Room 141 and can be reached at (413) 755-4785:  
 \_\_\_\_\_

**Not Cleared**  
 Reason: \_\_\_\_\_

**Examination Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Clinician:** \_\_\_\_\_

(print)
(signature)
(date)
(office phone)

*Please return completed form to student.*

## **Nursing Programmatic Technical Standards**

This list is intended to inform you of some of the expectations within the Nursing profession. These are examples only, and are not a requirement for acceptance into the Nursing Program. However, the nursing program has specific competencies which may incorporate some of these examples. These competencies include personal and professional attributes in the cognitive, physical, communication, behavioral and social domains. It should be noted that under the Americans with Disabilities Act, "A qualified person with a disability is one who can perform the essential function of a job with or without reasonable accommodation."

- Demonstrate the ability to understand subjective and objective data, extract needed information from patient records, and apply critical thinking and clinical reasoning in the collaborative care of patients.
- Use of fine motor skills and manual dexterity in providing treatments & administering medications in the provision of safe patient care.
- Vision, color vision and hearing is normal or device corrected (to meet patient care needs.)
- Sufficient strength and mobility to assist with patient handling, i.e. helping to lift patients who may be comatose, paralyzed, or otherwise disabled from wheelchairs or beds and vice versa, repeatedly.
- Relate in a caring manner to patients of all ages in varying stages of illness.
- Relate in a caring manner to patients and their families in varying stages of grief.
- Relate to the concerns of family members.
- Relate to other health care personnel and physicians in a professional manner that emphasizes teamwork.
- Must be able to speak and write clearly and effectively in English.
- Ability to adapt to changing demands of the workplace
- Ability to tolerate repeated bending and stretching and standing for long periods of time.
- Move and utilize large equipment (usually on wheels) such as Hoyer lifts, and lift small equipment (less than 50 pounds)
- Rigorously follow infection control procedure using standard or organism specific infection control procedures.
- Ability to function effectively and maintain professional integrity under physically and mentally challenging workloads (Effective interpersonal relations) even in stressful situations.
- Capable of exercising discretion and professionalism.
- Willingness to maintain all immunizations and health screenings.

*(Updated March 2017)*

School of Health and Patient Simulation | Health Compliance | [stcc.edu/compliance](https://stcc.edu/compliance)

## Nursing Program Health Record Requirements

**IMPORTANT: Complete both steps 1 & 2 by May 15<sup>th</sup>!**

### **STEP 1: Program requirements** **CastleBranch (myCB)**

1. Make sure your @student.stcc.edu account is active.

2. **Place order for Nursing Program PY21im: Compliance Tracker** 

Enter your @student.stcc.edu email when prompted. This will become your myCB Username. When prompted for ordering PIN#, enter your 7 digit student ID.

Follow each step of this intuitive process, then sign in to your [myCB](#) account and begin working on your To-Do List. Refer to Medical Records Obtain checklist and [STCC's myCB FAQs](#) as needed.

#### **To request records previously submitted to the Health & Wellness Center:**

First check the Dynamic Forms Health & Wellness Center Dropbox via:

[stccnetportal.stcc.edu/dashboard](https://stccnetportal.stcc.edu/dashboard) > Tools > Campus Resources > Dynamic Forms

Otherwise, complete Authorization to RELEASE form: [tinyurl.com/y4y4ruuo](https://tinyurl.com/y4y4ruuo) 

Select: *authorize STCC* **to release** [Enter your name and address], select 'records of immunity and tuberculosis screening'. Arrange pick up directly with their office or records will be postal mailed to the address on file 2-3 weeks later.

---

### **STEP 2: School Health Records** **STCC Health and Wellness Center**

[stcc.edu/healthservices](https://stcc.edu/healthservices) | [Online Dropbox](#) 

Building 19, Room 177 | ChatNow | Fax (413) 755-6045

**Due May 15th. Documentation submitted online dropbox, in person or fax:**

**Criminal Offender Record Information (CORI) Acknowledgement Form Instructions** 

Required on acceptance and annually thereafter to prevent a registration hold on your account.

[Massachusetts School Immunization Requirements:](#)

**Tetanus, Diphtheria and Pertussis (TDaP)** vaccine within the past 10 years. If only a TD is current, also provide evidence of the expired TDaP; must remain current with TD or TDaP

**Hepatitis B vaccines.** Either: 3-dose HepB-alum series or 2-dose Heplisav-B™ (Dynavax)

**(Note:** myCB Nursing requires anti-HBs ≥ 10 mIU/mL 'Documented Responder' **and** evidence of vaccination or declination as stated in checklist: Medical Records to Obtain)

**Two Measles, Mumps, Rubella (MMR) vaccines** or laboratory evidence of immunity

**Two Varicella (chickenpox) vaccines** or laboratory evidence of immunity

If under 22 years of age, Menveo, Menactra or MenQuadfi administered after 16<sup>th</sup> birthday or

[Meningococcal Info Waiver](#)

**All submissions must include full name and date of birth**

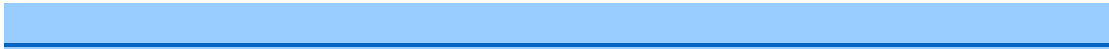


Springfield Technical Community College - Nursing Program

# How to Place Order

Welcome to my 

To place your order go to:



Place Order  
Your 7 digit STCC ID  
is your PIN

Enter your **@student.stcc.edu** account when prompted. Do not use a personal email.  
This will become your username.

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders:  
*Monitor your @student.stcc.edu account! Drug screen order instructions are sent from compliance@stcc.edu the first week of June!*
- ✓ Complete tasks

**Please have ready personal identifying information needed for security purposes.**  
**The email address you provide will become your username.**  
**Alerts are sent from: no-reply@castlebranch.com. Monitor Spam/Junk!**

# Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

## UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

### Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University's resources

### Submitting Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **Your Computer or Flash Drive**
- Select file(s) needed, one at a time
- Hit **Submit**



All Documents uploaded are stored in your **Document Center** for future use.

To attach a previously uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents**.



**Note:** Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click **Remove Document** and re-attach the correct version.

### Replacing Rejected Documents

- Read the rejected reason
- Re-upload using the same steps above

**The two most common rejection reasons are missing information and illegible documentation.** Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.