# Student Health Record Requirements - Home Health Aide

This form lists the required health records for the program, and the deadline to submit each record. All required forms are available on our website. Please attach documentation of vaccinations, lab work and imaging reports and return records to Health Services. Records may be hand delivered to our office, mailed or faxed.

<table>
<thead>
<tr>
<th>Due prior to 1st Day of Classes</th>
<th><strong>Student Health History Form</strong>: required of all students enrolled at Springfield Technical Community College and must be updated every two years.</th>
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<td><strong>Authorization to Release Information to Externship Sites Form</strong>: Students must read and complete the Authorization to Release Information to Externship Sites Form.</td>
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<td><strong>Technical Standards Acknowledgement Sheet</strong>: This form is attached to the programmatic technical standards, and will be issued at orientation. Students must read the technical standards, complete the acknowledgement sheet, and return it to Health Services.</td>
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<td><strong>Criminal Offender Record Information (CORI) Acknowledgement Form</strong>: must be submitted in person with original, valid, government issued photo identification and submitted annually thereafter.</td>
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| Due by Noon on Friday of the 4th Week of Classes | **Tuberculosis Screening**: must be obtained within 3 months of the start of clinical rotations and annually thereafter. Students must receive either two-step Mantoux testing (PPD) or IGRA-serology (T-SPOT or Quantaferon Gold).  
Two-Step Mantoux test: The purpose of the two-step PPD is to rule out a false negative on the first test. Step 1: PPD implanted into forearm and 48-72 hours later, the student will have the test “read” and results are documented by the clinician. Step 2: One to three weeks later, a SECOND PPD is implanted into the forearm and 48-72 hours later, the student will have the test “read” and results are documented by the clinician.  
If the student has a positive PPD or IGRA screening, a chest x-ray must be obtained between May 1st and June 30th of the year of acceptance into the program and the chest x-ray report must be submitted to Health Services with a Positive Tuberculosis Test Questionnaire. The questionnaire is required to be completed annually for all students with positive tuberculosis screening. |
|                                                | **Immunization/Immunity Records**:  
- tetanus, diphtheria and pertussis (TDaP) vaccination required within the past 10 years  
- measles – evidence of two live vaccinations or immune titer results required  
- mumps – evidence of two live vaccinations or immune titer results required  
- rubella – evidence of two live vaccinations or immune titer results required  
- hepatitis B – evidence of three vaccinations or immune titer results required  
- varicella (chickenpox) – evidence of two vaccinations or immune titer results required  
**TITERS**: If a titer is drawn, the student is required to submit the lab report to Health Services. Any result that is negative/indeterminate/equivocal will be considered a negative result and the student will be required to be revaccinated with the complete series of vaccinations for which a negative titer is received. |
Physical Exam: The STCC Student Physical Exam Attestation – Home Health Aide form provided to the student, specific to their programmatic Technical Standards, is the only acceptable physical exam form. This form must be completed by a clinician and submitted to Health Services. The exam must be within 1 year of the program start date and every subsequent 1½ - 2 years.

Influenza Vaccination: Recommended for all students and required by some clinical affiliation sites during influenza season, typically between November 1st and March 31st. For fall classes this must be submitted to Health Services no later than October 20th annually. If the student does not receive the influenza vaccination, a declination form must be signed and submitted to Health Services no later than October 20th.

For Spring Classes starting prior to March 31st, documentation of the influenza vaccination or the declination form must be submitted prior to the first day of classes.

The deadlines for record submission are set jointly by the Office of Workforce Training and the Health Services Department. Records must be submitted on time. Failure to meet the requirements set above may result in removal from the program, without refund of tuition or fees. Extensions to deadlines are granted in only certain situations (i.e. late admission to a program, in the midst of some vaccination series). Deadline requests must be made in writing to the Department of Health Services explaining why the student cannot meet the requirements. All requests will be reviewed on a case by case basis.