HEALTH RECORD REQUIREMENT CHECKLIST

How to Submit Documentation:

Forms, vaccination records, lab and imaging reports may be submitted to the Health and Wellness Center as follows. See next page for more information:

In Person ........... Building 19, Room 177 Appointment may be required.
Online ............. Upload pdf files to Dropbox: https://stccnet.stcc.edu/student_services/healthservices/;
Fax ................. (413) 755-6045
Release Request ... Please visit our office to complete a Health Record Release Form

Due within 10 days of acceptance:

☐ Click here for form and instructions: Criminal Offender Record Information (CORI) Acknowledgement Form Required annually in order to register for classes.

Due before July 1st or upon acceptance (if after July 1st):

☐ Click here to complete this online form: Student Health History Form
☐ Click here to complete this online form: Authorization to Release Information to Fieldwork Sites Form
☐ Click here to complete this online form: Policies Acknowledgement Form: Student Background Record Check, Drug Screening for Fieldwork Placement, and Latex
☐ Click here to complete this online form: Technical Standards Acknowledgement — Clinical Laboratory Science Program

☐ Tuberculosis Screening: Results must be dated within 6 months prior to the course start.
   • Option A: T-SPOT or Quantiferon-TB Gold IGRA blood test. Recommended for BCG-vaccinated individuals
   • Option B: Two - One Step Tuberculin Skin Tests
     1. The first PPD is planted and read 48-72 hours later and
     2. A 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 annually thereafter.

   Students with a positive screening may submit the positive result, a chest x-ray report completed within 12 months of the program start date and complete the Positive Tuberculosis Screening Questionnaire form.

☐ (Link) Physical Exam: Student Physical Exam Attestation – Clinical Laboratory Science form is the only acceptable physical exam form. This form must be completed by a clinician and the exam must be dated within 1 year of the program start and every subsequent 1.5 - 2 years.

Immunization/Immunity Records:

☐ COVID-19 – evidence of primary series
☐ COVID-19 – booster dose (according to CDC guidelines) may be required for fieldwork participation
☐ tetanus, diphtheria and pertussis (TDaP) – evidence of vaccination within the past 10 years
☐ measles, mumps, rubella (MMR) – evidence of two vaccinations or immune titer results for each component
☐ hepatitis B – immune titer lab report (surface antiBODY, anti-HBs) AND ☐ evidence of three vaccinations
☐ varicella (chickenpox) – evidence of two vaccinations or immune titer results
☐ meningitis – For students age 21 and younger taking 12 credits or more, Menveo/Menactra (aka MenACWY/MCV4); or signed meningitis waiver form.
Clinical Laboratory Science Program

Additional Requirements:

- **Verification of Health Insurance**: Fieldwork participants must have insurance. If enrolled in under 9 credits, submit a front and back copy of your health insurance card. Otherwise, students with 9+ credits will be verified through the student billing process through Student Financial Services June 1st through August 1st.

- **Background Criminal Check and Drug Screening**: Second year students will be provided with ordering instructions from Health Compliance 60-90 days prior to fieldwork start. Drug screening must be completed prior to the assigned deadline. For more information please refer to the BACKGROUND CHECKING AND DRUG SCREENING POLICY FOR FIELDWORK PLACEMENT.

- **Influenza**: Second year students may submit one vaccine dose before October 1st for fieldwork participation during the flu season (Oct 1-March 31). Documentation must include: Name and DOB, date administered, manufacturer and LOT number, expiration date, Vaccinator’s name and title.

- **N-95 Mask Fitting**: Students participating in lab and/or fieldwork may be required to complete annual respirator training, medical evaluation and mask fit-testing. This will be scheduled/coordinate through your program chair. Dates/times will be announced in class or by other communication means through the program.

For more information: Health and Wellness Center [www.stcc.edu/healthservices](http://www.stcc.edu/healthservices) | Phone: (413) 755-4230 | [stcc.edu/chat](http://stcc.edu/chat)

- All documentation must include full name, date of birth, date administered or date of exam or date of test.
  - Lab reports must include the date of test, reference range and result.
- Visit the Health Compliance webpage for resources to aid in submitting documentation in good order.
- The Health Compliance STCCNet portal page contains many of the electronic forms listed above.

**Understanding your titer results:**

- Positive/Reactive means you have immunity.
- Negative/indeterminate/equivocal means you are not immune.
  1. Submit lab report to the Health and Wellness Center
  2. Obtain revaccination and submit documentation
  3. Submit Health Requirement Deadline Extension Request form. Please provide a dated plan for revaccination (series or booster) and forecasted second titer date.

Students are encouraged to obtain and complete the immunity requirements when applying to the program. By doing so, upon acceptance, the student will be in compliance with these deadlines.

The deadlines for record submission are set forth 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. 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 Director of Health Compliance using the Health Requirements Deadline Extension Request Form. All requests will be reviewed on a case by case basis but are not guaranteed. Students may be excluded from fieldwork or clinical affiliations until requirements are met.

CLLS 02162022
Student Physical Exam Attestation – Clinical Laboratory Science

(This form is required for students in the Clinical Laboratory Science program, within the School of Health & Patient Simulation. Other majors and student athletes need to complete a separate form.)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
<th>STCC ID#:</th>
<th>Exam Date:</th>
</tr>
</thead>
</table>

Please review the Programmatic Technical Standards (listed on the reverse side of this form), prior to performing the physical exam. These list 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 – Clinical Laboratory Science** (see reverse side for Programmatic Technical Standards)

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

Clinician:

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

Updated January 2019
Clinical Laboratory Science Department
Programmatic Technical Standards

Technical Standards (Essential Functions) are the non-academic standards that a student must be able to master to participate successfully in the CLS department and become employable*. Examples of this program’s essential functions are provided below.

If you are not sure that you will be able to meet these essential functions, please consult with the Admissions Office for further information and to discuss your individual situation.

Visual and Observation Skills: A student in the CLS department must possess sufficient visual skills and skills of observation to:

- Determine the color, consistency, and clarity of biological samples or reagents.
- Use a clinical grade binocular microscope to discriminate among fine differences in structure and color (i.e. hue, shading, and intensity) in microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
- Detect differences in light intensity in laboratory equipment (microscopes, alarms).

Motor and Mobility Skills: A student in the CLS department must possess adequate motor and mobility skills including the ability to:

- Perform moderately taxing continuous physical work. This work may require prolonged sitting and/or standing, over several hours and some may take place in cramped positions.
- Reach laboratory bench tops and shelves, the interiors of large instruments, patients lying in hospital beds or patients seated in specimen collection furniture.
- Lift and move objects of at least 20 pounds.
- Perform fine motor tasks such as pipetting and precise sample procedures, inoculating media, handling blood collection equipment and withdrawing a blood sample from a patient, recapping samples, handling small tools and/or parts to repair and correct equipment malfunctions, and grasp, hold, transport, and utilize specimens, reagents, hazardous chemicals, and equipment in a safe manner as needed to perform laboratory testing.
- Palpate veins for venipuncture.
- Use a computer keyboard to operate laboratory instruments and to record, evaluate, and transmit laboratory information.

Auditory Skills: A student in the CLS department must possess adequate skills to:

- Communicate with others, including the use of telephone and monitoring of equipment (or use prosthetics that will enable the senses to function adequately so the requirements can be met).
- Convey and receive verbal information, questions and request from faculty members, fellow students, staff, patients, and other health care professionals.
- Comprehend and respond in English, verbally and in recorded format (writing, typing, graphics, or telecommunication).
- Monitor and assess patient needs, to detect and respond to auditory alarms, emergency signs and calls for help.

Cognitive Skills: A student in the CLS department must possess adequate cognitive skills to:

- Measure, calculate, analyze, interpret, synthesize, evaluate, record, and transmit laboratory information.

Behavioral Skills: A student in the CLS department must possess behavioral skills to:

- Manage the use of time, organize and prioritize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively apply knowledge, exercise appropriate, independent judgment and to think logically in the performance of duties.
- Perform laboratory procedures accurately and quickly even under stressful conditions, emergent demands (i.e. “stat” test orders), and distracting environment (i.e., high noise levels, crowding, complex visual stimuli.) and when handling potentially infectious specimens.
- Maintain composure while managing multiple tasks simultaneously.
- Maintain alertness and concentration during a normal work period (8 hours).
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Exhibit social skills necessary to interact effectively and respectfully with patients, families, supervisors and co-workers of the same and different cultures.
- Support and promote the activities of fellow students and of health care professionals and work well in a team.
- Be honest, compassionate, ethical, and responsible by assume responsibilities for one’s work, being forthright about errors or uncertainty, critically evaluate her or his own performance, accepting constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities).
- Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language and public behavior. (For example, body piercing other than ears and visible tattoos are not considered professional appearance. This includes tongue piercing.)

The National Accrediting Agency for Clinical Laboratory Science requires us to define, publish and provide to prospective students specific essential functions required for admission to the program and a procedure to determine that the applicants’ or students’ health will permit them to meet these Technical Standards / Essential Functions.

Note: Graduates are qualified to enter professions in the Clinical Laboratory. 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.” It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements as described. Students with disabilities must contact the Office of Disability Services, which is located in Building 19, Room 141 (Phone 413-755-4551, TTY 413-746-0079) to arrange for support services. If a student does not inform the college of a disability, STCC is not required to make any exceptions to any standard procedures. *Certain disabilities may limit employment opportunities. Moreover, immunocompromised individuals may put themselves at personal risk due to exposure to infectious agents that occurs in all aspects of the laboratory.

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