

Occupational Therapy Assistant Program

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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 by 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 — Occupational Therapist](#)
 - 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 a [Positive Tuberculosis Screening Questionnaire](#) form.
- [\(LINK\) Physical Exam: Student Physical Exam Attestation – Occupational Therapy Assistant Program 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](#).

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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 Student Financial Services June 1st through August 1st.
- ❑ **Influenza** – one vaccine dose is required by October 1st if fieldwork occurs 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.
- ❑ **Background Criminal Check and Drug Screening:** 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](#)
- ❑ **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/coordinated through your program chair. Dates/times will be announced in class or by other communication means through the program.
- ❑ **CPR Certification: American Heart Association BLS Provider** is part of the first semester curriculum unless completed previously. Certification must be maintained throughout enrollment in the program. Submit [AHA ecard](#) by January 1st immediately following certification. <https://ecards.heart.org/student/myecards>

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

Health and Wellness Center · Building 19, Room 177 · Phone (413) 755-4230 · Fax (413) 755-6045

Student Physical Exam Attestation – Occupational Therapy Assistant

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

Name: _____ **Date of Birth:** _____ **STCC ID#:** _____ **Exam Date:** _____

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 – Occupational Therapy Assistant (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)

STUDENT DISPOSITION:

Programmatic Technical Standards for the Occupational Therapist Program

Psychomotor Abilities that enable the student to:

- Maintain and assume a variety of positions including sitting for up to 2 hours continuously, frequent standing, walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, turning, and movement of the trunk and neck in all directions.
- Work in a clinical setting for 8 to 10 hours a day.
- Perform manual material handling and manipulation of various sizes and weights including lifting and transferring patients, guarding patients during gait training on level surfaces/uneven surfaces/ramps/stairs, pushing and pulling to provide resistance and to assist in maneuvering patients. Specific requirements include:
 - The ability to safely lift up to 50 pounds independently.
 - The ability to safely lift up to 200 pounds with assistance as with patient transfers.
 - The ability to safely push and pull up to 200 pounds.
- Apply therapeutic agent modalities that may have manual, visual, and/or audible controls such as ultrasound, electrotherapy and traction.
- Apply resistance to limbs and body movements of patient while maintaining own balance.
- Set up and use therapeutic exercise devices for patient.
- Independently perform some aspects of emergency patient care, such as Cardiopulmonary Resuscitation (CPR).
- Legibly record/document patient progress notes in medical records.

Sensory and Motor Coordination Abilities that enable the student to:

- Perform assessments and treatments that require manipulation of clinical tools, fabrication of orthoses, positioning of clients and self, and demonstration of adaptive equipment.
- Inspect condition of skin, including color, temperature, moisture, and texture.
- Observe posture, facial expression, and quality and speed of movement.
- Be able to execute the correct procedure to monitor blood pressure, pulse readings and respiration.
- Palpate anatomical structures.
- Adjust and monitor equipment controls.
- Demonstrate and instruct clients in the use of various therapeutic media including those that require fine motor skills.

Communication, Behavioral and Social Abilities that enable the student to:

- Use oral or written forms of the English language for expression during communication with faculty, staff, members of the healthcare team, patients, families and peers in the educational, clinical and community environments.
- Receive and interpret oral and written forms of the English language.
- Communicate effectively, professionally and appropriately through email.
- Receive and interpret visual information, such as body language and movement.
- Record in writing information expressed orally by an individual.
- Express one's self in the written English language, including completing written assignments and maintaining written records.
- Complete reading assignments.
- Use therapeutic communications appropriately, such as attending, clarifying, coaching, facilitating, and touching.
- Demonstrate cultural sensitivity empathy in patient care and community environments.
- Demonstrate effective listening through behaviors such as eye contact, use of appropriate body language, voice modulation, and body position in relation to others. Additionally, students must accurately perceive others' feelings and communicate empathy and understanding by making relevant verbal and nonverbal responses.
- Adapt to changing environments, display flexibility and accept suggestions and criticisms and respond by modification of behavior when necessary.

Cognitive Abilities that enable the student to:

- Learn from observation and use observation skills to assess and respond to client behaviors and changes in functional status.
- Comprehend, organize, prioritize, memorize, analyze and synthesize information from scientific and clinical sources.
- Recognize two- and three-dimensional relationships, particularly those occurring in anatomical structures.
- Recognize relative direction, speed, and consistency in human movement.
- Use computer applications for searching, recording, storing, and retrieving information.
- Search for scientific literature.
- Apply information and complete decision-making and problem-solving tasks in a timely manner.
- Apply creative and intuitive processes.
- Participate in multiple tasks simultaneously.
- Recognize the psychosocial impact of dysfunction and disability

Affective Abilities that enable the student to:

- Exhibit appropriate professional conduct and to represent the profession effectively in a variety of educational, clinical, and community settings.
- Demonstrate appropriate behaviors and attitudes in order not to jeopardize the emotional, physical, mental, and safety of patients and other individuals in academic and clinical settings.
- Establish and maintain professional, trusting, and empathetic relationships with a variety of individuals.
- Demonstrate respect for individual differences and to engage in non-judgmental interactions regardless of individual lifestyle, culture, or medical status.
- Comply with the ethical standards of the American Occupational Therapy Association.
- Work effectively in groups and to meet external deadlines.
- Fulfill commitments and be accountable for actions and outcomes.
- Maintain general good health, self-care, and hygiene in order not to jeopardize the health and safety of self and individuals with which one interacts.
- Assess personal strengths and weaknesses.
- Develop personal goals and follow through to achieve them.
- Develop self-confidence and self-motivation.
- Use positive coping skills in circumstances perceived as stressful.

These functions were adapted with permission from the technical and essential standards for the Doctorate of Physical Therapy and the Occupational Therapy Programs from Springfield College, Springfield, Massachusetts and American International College, Springfield, Massachusetts.

Revised: June 2016

Effective Date: For incoming class of 2017