Nursing Program
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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 by May 15th to be eligible to continue.

Students will be required to keep their immunization, tuberculosis surveillance, and physical examination status up-to-date throughout the program by following the guidelines set forth by the Centers for Disease Control and Prevention for healthcare personnel.

- **Physical Exam: Student Physical Exam Attestation – Nursing** form is specific to the programmatic Technical Standards and is the only acceptable form. Student Disposition must indicate “Cleared for all classroom/lab/fieldwork participation without restriction”, be signed by a physician, Physician’s Assistant or Nurse Practitioner and be dated within one year of the current academic year's start date (September 1st). Renewal is set to 2 years from exam date.

**Immunization/Immunity Records:**

- **Tetanus, Diphtheria and Pertussis (TDaP)** vaccination within the past 10 years. If only a TD is current, also provide evidence of the expired TDaP to meet the requirement.

- **Measles, Mumps, Rubella (MMR)** – two vaccinations OR positive immune titer results for each component. If titer component(s) is negative or equivocal, two doses are required if there is no evidence of prior vaccination. A repeat titer is not needed following series completion.

- **Hepatitis B** – documentation of either series: 3-dose HepB-alum series OR 2-dose Heplisav-B (HepB-CpG) AND Hepatitis B positive immune titer results (surface antiBODY, anti-HBs). If negative, with evidence of prior vaccination, receive one booster dose and obtain a second titer six weeks later. Refer to additional instructions in your myCB To-Do List.

- **Varicella** (chickenpox) – evidence of two vaccinations OR positive immune titer results

- **Meningitis** – For students under 22 years old: Menveo, Menactra or MenQuadfi dose required after 16th birthday (these vaccines are known as MenACWY, formerly listed as MCV4) OR signed meningitis waiver form

- **COVID-19** – evidence of vaccinations and booster dose(s) according to CDC guidance

- **Tuberculosis Screening**: Due by July 1st and must be dated within past 6 months of acceptance into the program. Renewal required annually.
  - 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. To rule out a false negative, 7-21 days later, a second PPD is planted and read 48-72 hours later
      Only a single plant is required annually thereafter.

      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**: Administered annually by October 1st. Documentation must include: patient name and date of birth; vaccination name, date, dose/site and LOT#; and the administering individual’s name/agency

Upon acceptance you will be directed how to complete 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 in compliance 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 program start date. Upon completion, upload BOTH pages to your CastleBranch account. Renewal will be set for 2 years from this date and must remain current throughout the program.

**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)

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)
Nursing Program Health Record Requirements

IMPORTANT: You MUST complete both steps 1 & 2 by May 15th!

STEP 1: Program requirements

1. You must have an active STCC Account/email access to begin (as directed under separate notice: Getting Started with Your STCC Email Account).
2. Click this link: Place order for Nursing Program PY21im: Compliance Tracker. You must enter your STCC email when prompted. This will become your myCB Username. Your STCC 7 Student ID will be your ordering PIN#. Please read through each step of this intuitive process, then sign into your myCB account and complete your To-Do List there. Review STCC myCB FAQs for more information.

STEP 2: School Health Records

The following must be recorded by the Health and Wellness Center by May 15th. Supporting documentation may be submitted in person, fax, or by uploading as a pdf file to the STCCNet Portal Dropbox:

- Click this link for the Criminal Offender Record Information (CORI) Acknowledgement Form and Instructions. This requirement may be renewed annually in March. If not renewed, a hold will be placed preventing summer and/or fall class registration in early April.
- Click this link to complete the Student Health History E-Form. STCC Account access is required.
- COVID-19 – evidence of vaccination

Massachusetts School Immunization Requirements**:

- TDaP – 1 dose within the past 10 years and must remain current with TD or TDaP
- Hepatitis B – 3 doses; laboratory evidence of immunity acceptable (anti-HBs)
  (Note: myCB Nursing requires a positive titer (anti-HBs) and 3 doses or declination)
- Measles, Mumps, Rubella (MMR) – 2 doses; laboratory evidence of immunity by component is acceptable
- Varicella – 2 doses; laboratory evidence of immunity acceptable
- Meningococcal – 1 dose for all students 21 years of age or younger; Menveo, Menactra or Menquadfi dose required after 16th birthday (these vaccines are known as MenACWY, formerly listed as MCV4) or signed Meningococcal Info Waiver E-Form
- If influenza is required by the state, a notification will be sent to your STCC email in September with submission instructions.

All submissions must include full name and date of birth.
How to Upload Documents to the Health and Wellness Dropbox

The Health Compliance webpage contains several resources to aid in submitting documentation in good order.

**TITERS:** If a titer is drawn, the student is required to submit the lab report as evidence of immunity. Any result that is negative/indeterminate/equivocal will be considered a negative result and the student will be required to be revaccinated. Please refer to your myCB To-Do List for additional nursing program guidelines.

Nursing Program Requirements must be completed through CastleBranch (STEP 1).

Medical Records Obtain: Checklist for gathering the medical records you will be required to upload to your CastleBranch account by May 15th.

To request copies of your records from the STCC Health and Wellness Center:

Complete: (LINK) Authorization to RELEASE Health Records electronic form

Select:

- I hereby authorize Springfield Technical Community College (STCC) to release health information to: [Enter your name and address]

- 'Records of immunity and tuberculosis screening'.

The Health and Wellness Center will send these records to your postal address unless you arrange to pick up directly with their office. Please allow 2-5 days for processing.

** This form lists the required health records for all STCC School of Health and Patient Simulation students. These requirements are pursuant to M.G.L. Ch. 76, §15C and 105 Code of Massachusetts Regulations 220.600. The immunization requirements apply to all students who attend any classes or activities on campus, even once. If all instruction and activities are remote and the student will never be on campus in person, the requirements would not apply. If and when a student physically returns to campus, they would need to comply with the requirements.
Springfield Technical Community College - Nursing Program

How to Place Order

Welcome to my CB

To place your order go to:

https://portal.castlebranch.com/PY15/spif/PY21/PY21im

Place Order
Use your 7 digit STCC ID for your PIN

You must enter your STCC email when prompted (not 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
- Complete tasks

Please have read personal identifying information needed for security purposes.
The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com
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

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.