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 1\(^{st}\) or upon acceptance (if after July 1\(^{st}\)):

- 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 — Surgical Technologist

**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.

- Physical Exam: Student Physical Exam Attestation – Surgical Technologist 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.
Due by August 15th:

☐ **American Heart Association Basic Life Support Provider CPR Certification:** Must remain current throughout the entire program. ([Link] AHA.org Class Connector)

(_LINK) [https://cpr.heart.org/en/courses/basic-life-support-course-options](https://cpr.heart.org/en/courses/basic-life-support-course-options)

Submit AHA ecard [https://ecards.heart.org/student/myecards](https://ecards.heart.org/student/myecards)

**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 billing June 1st through August 1st.

☐ **Background Criminal Check and Drug Screening:** First year students will be provided with ordering instructions from Health Compliance 60-90 days prior to fieldwork start (mid October). 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](https://www.stcc.edu/healthservices/healthrequirements)

☐ **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.

☐ **Influenza** – both first and second year students must submit one vaccine dose by 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.

For more information: Health and Wellness Center [www.stcc.edu/healthservices](https://www.stcc.edu/healthservices)

<table>
<thead>
<tr>
<th><a href="mailto:healthservices@stcc.edu">healthservices@stcc.edu</a></th>
<th>Phone: (413) 755-4230</th>
<th><a href="https://www.stcc.edu/chat">stcc.edu/chat</a></th>
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<tr>
<td>All documentation must include full name, date of birth, date administered or date of exam or date of test.</td>
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<tr>
<td>• Lab reports must include the date of test, reference range and result.</td>
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<td>Visit the Health Compliance webpage for resources to aid in submitting documentation in good order.</td>
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<td>The Health Compliance STCCNet portal page contains many of the electronic forms listed above.</td>
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**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.

SURG 02162022
Student Physical Exam Attestation – Surgical Technologist

(This form is required for students in the Surgical Technologist 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 – Surgical Technologist (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)
Requirements of the Association of Surgical Technologists (AST)
All students must meet these requirements of the accrediting association:

**PHYSICAL STANDARDS:**
1. Able bend and stoop; able to stand and/or sit for long periods of time in one location with minimum/no breaks
2. Able to lift a minimum of 50 pounds to assist moving patients
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours or more
4. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needle holders with/without corrective lenses and while wearing safety glasses
5. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment
6. Hear and understand muffled communications without visualization of the communicator’s mouth/lips within 20 feet
7. Hear activation/warning signals on equipment
8. Able to detect odors sufficient to maintain environmental safety and patient needs
9. Manipulate instruments, supplies and equipment with speed, dexterity and good eye-hand coordination
10. Ambulate/move around without assistive devices
11. Able to assist with and/or lift, move, position and manipulate the patient who is unconscious with or without assistive devices

**COMMUNICATION/COMPREHENSION STANDARDS:**
12. Communicate and understand fluent English both verbally and in writing, including health care information in order to communicate effectively with surgeons and staff to assure patient safety
13. Exhibit social skills necessary to interact effectively with surgeons, patients, families, Co-workers and supervisors of the same or different cultures such as respect, politeness, tact, collaboration, teamwork and discretion

**MENTAL/ATTITUDINAL STANDARDS:**
14. Possess short and long term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively
15. Able to make appropriate judgment decisions
16. Demonstrate the use of positive coping skills under stress
17. Demonstrate calm, appropriate and effective responses, especially in emergency situations
18. Exhibit positive interaction skills during patient, staff and faculty interactions (note that STCC requires this in all interactions related to the program)

**HEALTH STANDARDS:**
19. To be free of reportable communicable diseases and chemical free
20. Able to demonstrate immunity (natural or artificial) to Rubella, Rubeola, Tuberculosis, and Hepatitis B or be vaccinated against these diseases or be willing to sign a waiver of release of liability regarding these diseases (note that **STCC REQUIRES** immunity)

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