INSTRUCTIONS FOR COMPLETING
STUDENT HEALTH AND IMMUNIZATION RECORD

Health and Public Service Department Students need to complete and submit the Student Health and Immunization Record when beginning their program. The form must be thoroughly completed with health care provider (HCP) verification of current immunization, conditions requiring treatment, and/or special accommodation needs.

Complete documentation is necessary for assigning students to cooperating agencies for the practice component of the program. Program continuation requires each student to perform every essential function of the student role. If the student, with reasonable accommodation, is unable to perform any essential function in a safe and successful manner, he/she will be required to withdraw from the program.

HEPATITIS B, CHICKENPOX AND PERTUSSIS (Tdap) IMMUNIZATION:
Des Moines Area Community College requires incoming students in Dental Assisting, Dental Hygiene, Early Childhood Education, Medical Assisting, Medical Lab Technology, Nursing, Optometric Tech, Pharmacy Tech, Phlebotomy, Respiratory Therapy and Surgical Technology to be vaccinated or have titers as evidence of immunity to Hepatitis B. Aging Services Management students are exempt from the HEP B requirement. All students must show proof of immunity to Chickenpox and documentation of current vaccination to tetanus, diphtheria and pertussis. If proving immunity by titers, lab reports documenting each titer must be attached to the form. Please read the vaccine information sheets available from the Center for Disease Control (CDC) at http://www.immunize.org/vis/ to learn the advantages and contraindications for Tdap, Chickenpox, Hepatitis B, and MMR. Information on TB testing is available at: http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm

WHERE TO GET IMMUNIZED
If you are currently working in a health care facility, check with your employer to see if the TB test and vaccines are offered free of charge. Some insurance companies will cover the cost of the vaccines or titers (blood tests). If your insurance company will not cover the cost of the vaccination or titers, you will be responsible to cover the cost. Immunizations can be arranged through your private physician, County Health Department or the Ankeny campus nurse.

As you undergo immunization, it is very important not to miss an injection. If you cannot have an immunization, a medical waiver form must be completed and signed by your physician and accompany your immunization form. See your Program Chair for a waiver form.

Immunization records are required for most health care positions. Students must make a copy of their completed form for future job applications and file it with their important papers.

Completed forms and any supporting documents (lab titers) are to be uploaded to your Certifiedbackground.com account NO LATER THAN THE FIRST DAY OF THE TERM. You are to keep a hard copy of the completed form and all supporting documents in your Red Clinical Requirements Folder.

<table>
<thead>
<tr>
<th>Questions about completing the form contact:</th>
<th>Questions about uploading the form, contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Brown, Program Coordinator</td>
<td>Certified Background Student Support</td>
</tr>
<tr>
<td>Ankeny Campus, Bldg. 9, room 4</td>
<td>888-666-7788, ext. 1 or email</td>
</tr>
<tr>
<td>515-964-6309 or 800-362-2127 ext. 6309,</td>
<td><a href="mailto:customerservice@certifiedbackground.com">customerservice@certifiedbackground.com</a></td>
</tr>
<tr>
<td><a href="mailto:lmbrown@dmacc.edu">lmbrown@dmacc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Before uploading or sending your form to CertifiedBackground, look it over very carefully to assure that:

- All sections (Part I, II, III) are completed
- There are no blank lines or missing signatures
- All lines are filled in and all signatures are present
- Information about health insurance is listed or “none” is indicated (Include insurance provider and your account number)
- Someone is identified for emergency notification if you are seriously ill or injured
- Dates of your last physical and dental exams are filled in
- Allergies to medications or other substances are listed or you have put “none known”
- You signed and dated the bottom of Part I
- Your health care provider completed, dated and signed the bottom of Part II
- Correct information is listed for each immunization or screening in Part III
- Please read the instructions for each item carefully.
- Your health care provider signed the bottom of Part III
- If you are using titers to show evidence of immunity, you must attach copies of laboratory tests for each titer
- If you declined the Chicken Pox or Hepatitis B vaccination, you and your health care provider completed the appropriate waiver.
- You made one hard copy of the completed health form and put it in your Red Clinical Requirements Folder. Scan your form and save it as a PDF on your PC.

- Every DMACC campus library has a scanner available for student use.

Put your Original completed forms in a safe place. When you get a new job any health care employer will ask you to provide documentation of your immunizations.

For further instructions on what to do with your completed Health forms:
Refer to the Handout: Where to submit Health and Immunization Records and CPR Certification

Rev. 4/11
Health and Public Services Department
Student Health and Immunization Record

Program in which you are enrolling: ______________________________ Campus: _______________________

All students enrolling in the health and early childhood programs must complete Part I of this form before consulting with a health care provider (MD/DO, PA, NP) to verify dates of immunizations and treatment of current or chronic conditions. With the exception of immunization information or in the case of medical emergencies, no information will be released to anyone other than the Health and Public Service Department without consent of the student.

Program continuation requires each student to perform every essential function of the student role. If the student, with reasonable accommodation, is unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

PART I: BACKGROUND INFORMATION To be completed by student. (Please Print)

A. PERSONAL DATA Gender:  □ Male  □ Female  DMACC ID Number: ________________

Last Name  First Name  Middle Initial  Date of Birth

Home Address (Number and Street)  City  State  Zip Code

Telephone: Home  Work  Health Insurance Company  Policy Number

(    )  (    )

In Case of Emergency, Notify: Name  Relations  Home Phone  Work Phone

B. PERSONAL HEALTH HISTORY

DATE OF MOST RECENT DENTAL EXAM

month year

ALLERGIES: If none, write below None Known

Medication Allergies: __________________________________________________________

Other Types (Environmental, food,): ____________________________________________

I have the following “Med-alert” condition: __________________________________________ (If none write NA)

OTHER COMMENTS: __________________________________________________________________

Student Signature ______________________________ Date ______________________________

Rev. 4/11
Part II Medical History & Part III Immunizations  TO BE COMPLETED AND SIGNED BY HEALTH CARE PROVIDER

PART II: MEDICAL HISTORY

Student Name __________________________________________

1. Physical/mental conditions which have required treatment within the last 6 months or are chronic in nature:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Medications taken currently or routinely:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Conditions which restrict activity and/or require special adaptation(s):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. Other:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. Core Performance Standards:

   Please refer to the attached Iowa Core Performance Standards for Health Career Programs and indicate if the above named individual may have difficulty meeting any of the eleven standards outlined.

   At this time this individual is capable of meeting the performance standards:

   ___ Agree
   ___ Disagree. The following limitations are present_______________________________
   ___ Additional evaluation suggested___________________________

6. Date of Last Physical Exam: _____________________________
   (within one year of program entry) mm/dd/yr

_________________________  ___________________________
Rev. Date                  Signature of Health Care Provider (MD, DO, ARNP, PA)
4/11
IOWA CORE PERFORMANCE STANDARDS

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution’s ADA Policy.

<table>
<thead>
<tr>
<th>CAPABILITY</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
</table>
| Cognitive-Perception | The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately | • Identify changes in patient/client health status  
• Handle multiple priorities in stressful situations |
| Critical Thinking   | Utilize critical thinking to analyze the problem and devise effective plans to address the problem. | • Identify cause-effect relationships in clinical situations  
• Develop plans of care as required |
| Interpersonal       | Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences. | • Establish rapport with patients/clients and members of the healthcare team  
• Demonstrate a high level of patience and respect  
• Respond to a variety of behaviors (anger, fear, hostility) in a calm manner  
• Nonjudgmental behavior |
| Communication       | Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality. | • Read, understand, write and speak English competently  
• Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods  
• Explain treatment procedures  
• Initiate health teaching  
• Document patient/client responses  
• Validate responses/messages with others |
| Technology Literacy | Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care. | • Retrieve and document patient information using a variety of methods  
• Employ communication technologies to coordinate confidential patient care |
| Mobility            | Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting. | • The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available |
| Motor Skills        | Gross and fine motor abilities to provide safe and effective care and documentation | • Position patients/clients  
• Reach, manipulate, and operate equipment, instruments and supplies  
• Electronic documentation/ keyboarding  
• Lift, carry, push and pull  
• Perform CPR |
| Hearing             | Auditory ability to monitor and assess, or document health needs | • Hears monitor alarms, emergency signals, auscultatory sounds, cries for help |
| Visual              | Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination | • Observes patient/client responses  
• Discriminates color changes  
• Accurately reads measurement on patient/client related equipment |
| Tactile             | Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture | • Performs palpation  
• Performs functions of physical examination and/or those related to therapeutic intervention |
| Activity Tolerance  | The ability to tolerate lengthy periods of physical activity | • Move quickly and/or continuously  
• Tolerate long periods of sitting and/or sitting as required |
| Environmental       | Ability to tolerate environmental stressors | • Adapt to rotating shifts  
• Work with chemicals and detergents  
• Tolerate exposure to fumes and odors  
• Work in areas that are close and crowded  
• Work in areas of potential physical violence  
• Work with patients with communicable diseases or conditions |

ICPS Updated September 2014
**Required Test and/or Immunizations**

This form is to be completed, signed and dated by a licensed health care provider (MD, DO, ARNP, PA). Take your immunization records and documentation of disease with you to your appointment. If immunization records are not available, the HCP will determine what vaccinations tests or titers are indicated. **Documentation of the items below are required by the clinical agencies DMACC contracts with for clinical experience.**

<table>
<thead>
<tr>
<th>TB Skin Test</th>
<th>Date Admin mm/dd/yy</th>
<th>Date Read mm/dd/yy</th>
<th>Results: mm of induration</th>
<th>Is treatment plan indicated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be PPD by Mantoux (Not Tine) within the last 12 months prior to starting program. Annual testing is required.</td>
<td></td>
<td></td>
<td>mm/dd/yy</td>
<td>Check one</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CXR Results</td>
<td>No</td>
</tr>
<tr>
<td>Adult Diphtheria/Tetanus/Pertussis</td>
<td>Date of Tdap mm/dd/yy</td>
<td>Once in a lifetime booster required for Pertussis protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All healthcare personnel (HCP) who have not or are unsure if they have previously received a dose of Tdap should receive a one-time dose of Tdap as soon as feasible, without regard to the interval since the previous dose of Td. Then, they should receive Td boosters every 10 years thereafter.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCP Vaccination Recommendations Centers for Disease Control and Prevention, March 2011.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Varicella (Chicken Pox)</th>
<th>Vaccination #1</th>
<th>Vaccination #2</th>
<th>Documentation of HCP diagnosed Varicella or herpes zoster (Shingles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of immunity includes any one of the following:</td>
<td>Date mm/dd/yy</td>
<td>Date mm/dd/yy</td>
<td>Must attach a separate document signed by health care provider who diagnosed disease. Include mm/dd/yy of diagnosis.</td>
</tr>
<tr>
<td>• Positive titer</td>
<td>Titer Date mm/dd/yy</td>
<td>Titer Results</td>
<td></td>
</tr>
<tr>
<td>• Two doses of vaccine</td>
<td>Must attach copy of Lab results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Documentation by HCP of chickenpox or herpes zoster. <strong>Verbal history is not acceptable</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hepatitis B</th>
<th>Date Dose #1 Required prior to submitting this record</th>
<th>Date Dose #2 (1-2 months)</th>
<th>Date Dose #3 (4-6 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of immunity is mandatory for all* Health students and includes either</td>
<td>mm/dd/yy</td>
<td>mm/dd/yy</td>
<td>mm/dd/yy</td>
</tr>
<tr>
<td>• Completion of series, OR</td>
<td>Titer HBsAb: Results/Date</td>
<td>Date Dose #1</td>
<td>Date Dose #2</td>
</tr>
<tr>
<td>• Positive Titer of HBsAb</td>
<td>Must attach copy of Lab results</td>
<td>(1-2 months)</td>
<td>(4-6 months)</td>
</tr>
<tr>
<td>*Aging Services Management - Exempt</td>
<td></td>
<td>mm/dd/yy</td>
<td>mm/dd/yy</td>
</tr>
<tr>
<td></td>
<td>Must attach</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A copy of Lab results</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MMR</th>
<th>Titer date mm/dd/yy</th>
<th>Titer results</th>
<th>Date MMR #1 mm/dd/yy</th>
<th>Date MMR #2 mm/dd/yy</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students (regardless of age) must have documentation of either</td>
<td>Rubeola IgG</td>
<td>Must attach copy of Lab results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 MMR vaccinations</td>
<td></td>
<td></td>
<td>Date MMR #1 mm/dd/yy</td>
<td>Date MMR #2 mm/dd/yy</td>
</tr>
<tr>
<td>OR</td>
<td>Mumps IgG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation of sufficient titers for Rubeola, Mumps and Rubella. Those who have an “indeterminate” or “equivocal” level of immunity upon testing should be considered non-immune.</td>
<td>Rubella</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lab results of titers must be attached to this form.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify this student has received the TB test and immunizations as indicated above or has laboratory evidence of immunity which is attached to this form.

_______________________________________________
Print Name of Health Care Provider

_______________________________________________
Signature of Health Care Provider (MD, DO, ARNP, PA)

Date: ____________

Address of Health Care Provider

City

State

Zip

Phone

REV: 4/11, 11/12

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