

## Registered Nursing Health Requirements Checklist

All MATC Health Science students are required to complete and upload health requirements prior to petitioning for courses which contain a clinical component. MATC School of Health Sciences has partnered with CertifiedBackground.com to provide health record tracking for all MATC Health Sciences students. The cost of the health record tracking (\$35) is the responsibility of the student.

**Use the steps below to complete the CertifiedBackground (CB) electronic health record tracking process.**

1. Visit CertifiedBackground.com website: [www.certifiedbackground.com](http://www.certifiedbackground.com)
2. Click on Student
3. Enter the **package code MF28im** (package code is specific to the Registered Nursing program)
4. Follow the directions to setup your CB account

\* The cost of the health examination and immunizations are your responsibility. You may be able to obtain health care services at your local Health Department or you may call 1-866-211-3380 for a list of clinics in your area.

\* If a student is accepted into core technical courses via petitioning, he or she will receive instructions for completing a mandatory drug test. The cost for the drug test is an additional \$34 per a test.

### TO DO:

- Acknowledgment of Essential Functions-Functional Abilities Form**
- Health Certification Requirements**
  - 1)  **Certification of student's good health by a physician, physicians assistant or nurse practitioner.**
  - 2)  **Immunizations**
    - a)  MMR immunizations shots **1 and 2** **OR**
    - b)  Rubella **AND** Rubeola titer (Lab results must be attached)  
**AND**
    - c)  Chicken pox - Proof of having had chicken pox or chicken pox immunization per authorized medical signatures **OR** Varicella titer (Lab results must be attached)
  - 3)  **TB skin test, Step 1 and Step 2**  
(2 negative TB skin tests within 30 days of each other)
    - a)  Chest x-ray, only if TB skin test was positive
    - b)  Quantiferon TB Gold blood test option
  - 4)  **Tetanus Shot**
  - 5)  **Hepatitis B Release Form** - Signed and verifying Hepatitis B status
  - 6)  **CPR** – American Heart Association, Healthcare Provider (upload a copy of the card)
  - 7)  **Health Sciences Handbook Acknowledgment Form**
  - 8)  **Clinical/Field Placement Liability Release Form**

**MILWAUKEE AREA TECHNICAL COLLEGE**  
**School of Health Sciences**  
**Essential Functions**  
**for the**  
**Associate Degree Nursing Program**

The Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions necessary for this program and occupation.

Students requiring accommodation and/or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

The following physical, cognitive and environmental performance standards are encountered by students in this program.

**ESSENTIAL FUNCTIONS**

	Sometimes 1-30%	Frequently 31-75%	Always 76-100%
<b>GROSS MOTOR SKILLS</b>			
Move within confined spaces			X
Maintain balance in multiple positions		X	
Reach above shoulders (e.g., IV poles)			X
Reach out front			X
<b>FINE MOTOR SKILLS</b>			
Pick up objects with hands			X
Grasp small objects with hands (e.g., IV tubing, pencil)			X
Write with pen or pencil			X
Key/type (e.g., use of computer)			X
Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)			X
Twist (e.g., turn objects/knobs using hands)			X
Squeeze with finger (e.g., eye dropper)		X	

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	Sometimes 1-30%	Frequently 31-75%	Always 76-100%
<b>PHYSICAL ENDURANCE</b>			
Stand (e.g., at client side during surgical or therapeutic procedure)			X
Sustain repetitive movements (e.g., CPR)		X	
Maintain physical tolerance (e.g., work on your feet a minimum of 8 hours)			X
<b>PHYSICAL STRENGTH</b>			
Push and pull 50 pounds (e.g., position client, move equipment)		X	
Support 50 pounds of weight (e.g., ambulate client)		X	
Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)		X	
Carry equipment/ supplies			X
Use upper body strength (e.g., perform CPR, physically restrain a client)		X	
Squeeze with hands (e.g., operate fire extinguisher)			X
<b>MOBILITY</b>			
Twist			X
Bend			X
Stoop/squat			X
Move quickly (e.g., response to an emergency)			X
Climb stairs			X
Walk			X
<b>HEARING</b>			
Hear normal speaking-level sounds (e.g., person-to-person report)			X

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	Sometimes 1-30%	Frequently 31-75%	Always 76-100%
Hear faint voices			X
Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)			X
Hear in situations when not able to see lips (e.g., when masks are used)			X
Hear auditory alarms (e.g., monitors, fire alarms, call bells)			X
<b>VISUAL</b>			
See objects up to 20 inches away (e.g., information on computer screen, skin conditions)			X
See objects up to 20 feet away (e.g., client in room)			X
Use depth perception			X
Use peripheral vision			X
Distinguish color and color intensity (e.g., color codes on supplies, flushed skin/paleness)			X
<b>TACTILE</b>			
Feel vibrations (e.g., palpate pulses)			X
Detect temperature (e.g., skin, solutions)			X
Feel differences in surface characteristics (e.g., skin turgor, rashes)			X
Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)			X
Detect environmental temperature			X
<b>SMELLING</b>			
Detect odors (e.g., foul smelling drainage, alcohol breath, smoke gasses or noxious smells)			X

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	Sometimes 1-30%	Frequently 31-75%	Always 76-100%
<b>ENVIRONMENT</b>			
Tolerate exposure to allergens (e.g., latex gloves, chemical substances)			X
Tolerate strong soaps			X
Tolerate strong odors			X
<b>READING</b>			
Read and understand written documents (e.g., flow sheets, charts, graphs)			X
Read digital displays			X
<b>MATHEMATICS</b>			
Comprehend and interpret graphic trends			X
Calibrate equipment			X
Convert numbers to and from metric, apothecaries', and American systems (e.g., dosages)		X	
Tell time			X
Measure time (e.g., count duration of contractions, CPR, etc.)			X
Count rates (e.g., drips/minute, pulse)			X
Read and interpret measurement marks (e.g., measurement tapes and scales)			X
Add, subtract, multiply, and/or divide whole numbers			X
Compute fractions and decimals (e.g., medication dosages)			X
Document numbers in records (e.g., charts, computerized data bases)			X

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<b>EMOTIONAL STABILITY</b>			
Establish professional relationships			X
Provide client with emotional support			X
Adapt to changing environment/stress			X
Deal with the unexpected (e.g., client condition, crisis)			X
Focus attention on task			X
Cope with own emotions			X
Perform multiple responsibilities concurrently			X
Cope with strong emotions in others (e.g., grief)			X
<b>ANALYTICAL THINKING</b>			
Transfer knowledge from one situation to another			X
Process and interpret information from multiple sources			X
Analyze and interpret abstract and concrete data			X
Evaluate outcomes			X
Problem solve			X
Prioritize tasks			X
Use long-term memory			X
Use short-term memory			X
<b>CRITICAL THINKING</b>			
Identify cause-effect relationships			X
Plan/control activities for others			X
Synthesize knowledge and skills			X
Sequence information			X
Make decisions independently			X

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	Sometimes 1-30%	Frequently 31-75%	Always 76-100%
Adapt decisions based on new information			X
<b>INTERPERSONAL SKILLS</b>			
Establish rapport with individuals, families and groups			X
Respect/value cultural differences in others			X
Negotiate interpersonal conflict			X
<b>COMMUNICATION SKILLS</b>			
Teach (e.g., client/family about health care)			X
Influence people			X
Direct/manage/ delegate activities of others			X
Speak English			X
Write English			X
Listen/comprehend spoken/written word			X
Collaborate with others (e.g., health care workers, peers)			X
Manage information			X

If you have any questions or wish to discuss further the essential functions required of this program, please call the Health Occupations Division Office at 414-297-6263.

**MILWAUKEE AREA TECHNICAL COLLEGE**  
**School of Health Sciences**  
**Essential Functions**  
**for the**  
**Associate Degree Nursing Program**

\_\_\_\_\_ I have read and I understand the essential functions for this program.

\_\_\_\_\_ I have the ability to meet the essential functions as specified.

\_\_\_\_\_  
(Print Name of Program)

\_\_\_\_\_  
(Signed) (Date)

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Students requiring accommodation or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

\_\_\_\_\_ I require the following accommodations to meet the essential functions as specified and I have provided supporting documentation from my health care provider to the MATC Student Accommodation Services.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signed) (Date)

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2). Retain a copy for your records.

[www.certifiedbackground.com](http://www.certifiedbackground.com)

**HEALTH CERTIFICATION**

**(Print Name and Address)**

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
ADDRESS: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
PROGRAM NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
STUDENT ID # or SS# : \_\_\_\_\_

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**ONLY PHYSICIAN, PHYSICIAN ASSISTANT, NURSE PRACTITIONER, TO COMPLETE THE FOLLOWING:**

I have examined \_\_\_\_\_ and certify that she/he is in good physical and mental health.

Student's Name

On letterhead stationary, please list any physical limitations or other disabilities which would limit this individual's capacity to perform the essential functions of this profession. (See attached)

Physicians, Physician Assistant or Nurse Practitioner SIGNATURE & Medical Title

\_\_\_\_\_  
Date \_\_\_\_\_  
Print Professional's Name \_\_\_\_\_ Office Telephone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip Code

A full exam is on file at \_\_\_\_\_

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**IMMUNIZATIONS**

Proof of at least two MMR's at least 30 days apart or blood test evidence of rubella and measles immunity. A copy of the titer lab results must be attached if a blood test is performed.

1) MMR \_\_\_\_\_  
Date \_\_\_\_\_ Authorized Signature & Medical Title \_\_\_\_\_

2) MMR \_\_\_\_\_  
Date \_\_\_\_\_ Authorized Signature & Medical Title \_\_\_\_\_

**OR**

Rubella Titer \_\_\_\_\_  
Results \_\_\_\_\_ Date \_\_\_\_\_ Authorized Signature & Medical Title \_\_\_\_\_

**AND**

Rubeola Titer \_\_\_\_\_  
Results \_\_\_\_\_ Date \_\_\_\_\_ Authorized Signature & Medical Title \_\_\_\_\_

(continue to next page)

The applicant must: 1). Upload the original completed form to your CertifiedBackground profile.  
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**CHICKEN POX**

Must have documentation of Health Care Provider Diagnosed Chicken Pox. If no documentation is available, must have a positive blood titer test or documentation of 2 shot vaccinations at least 30 days apart. A copy of the titer lab results must be attached if a blood test is performed.

**RESULTS**

Has this patient had:

Chicken Pox	_____	_____	_____	_____
	Yes	No	Date	Authorized Signature & Medical Title
<b>OR</b>				
Varicella Vaccine #1.	_____			_____
	Date			Authorized Signature & Medical Title
30 days later	#2. _____			_____
	Date			Authorized Signature & Medical Title
<b>OR</b>				
Varicella Titer	_____	_____		_____
	Date	Results		Authorized Signature & Medical Title

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**TWO STEP MANTOUX TUBERCULIN SKIN TEST:** Documentation of a Two Step test must be submitted. Skin tests are good for 1 year. If the 2-step is more than a year old, attach documentation of the past 2-step dates, along with a current annual update.

**PROCEDURE:**

**Step 1:**

- 1). A Mantoux Tuberculin Skin Test of 0.1 (STU) PPD is administered under the skin on the forearm.
- 2). A health care professional must read the results within 48-72 hours.

If negative perform step 2. If positive, must follow-up with a chest x-ray.

**Step 2**

- 1). Repeat the test within 7 to 30 days after the application of the first test using the same strength of PPD.
- 2). A health professional must read the results within 48-72 hours.

If positive, must follow-up with a chest x-ray.

**QUANTIFERON – TB GOLD TEST:** The TB Gold blood draw may be performed in place of skin tests. TB gold blood draws are good for one year and a copy of the lab report must be attached to the health packet.

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**REPORTING RESULTS**

1. STEP 1 RESULTS

_____	_____	_____	_____
Date Administered	Date Read	Results	Authorized Signature and Medical Title

2. STEP 2 RESULTS

_____	_____	_____	_____
Date Administered	Date Read	Results	Authorized Signature and Medical Title

3. ANNUAL UPDATE

_____	_____	_____	_____
Date Administered	Date Read	Results	Authorized Signature and Medical Title

4. CHEST X-RAY (if required)

_____	_____	_____	_____
Date Administered	Date Read	Results	Authorized Signature and Medical Title

5. TB Gold Titer

_____	_____	_____	_____
Collection Date	Date Read	Results	Authorized Signature and Medical Title

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The applicant must: 1). Upload the original completed form to your CertifiedBackground profile.  
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**PROOF OF TETANUS IMMUNIZATION:** (Within the last 10 years)

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Authorized Signature and Medical Title**

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**PLEASE NOTE:** You **MUST** make a copy of your completed health form and retain it. You may need to provide it to a clinical agency.

**IMPORTANT**

**DO NOT UPLOAD UNLESS ALL RESULTS AND SIGNATURES ARE COMPLETE.**

I give permission to release information on this health form to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.

Signature of Student \_\_\_\_\_

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**INSTRUCTIONS TO STUDENTS**

- **Did your doctor or authorized medical person sign every authorized signature, dates and results of tests?**
- **Is your physical exam completed and all necessary information on the form complete?**  
i.e. (signatures, print name, address, telephone #, lab results, etc.)
- **Do we have your home phone # on the space provided?**
- **Do you have a copy?**

If you have questions about uploading forms please contact Certified Background at 888-666-7788 or email them to [studentservices@certifiedprofile.com](mailto:studentservices@certifiedprofile.com)

If you have specific health related questions please email Joe Tuttle at [tuttlejm@matc.edu](mailto:tuttlejm@matc.edu) or call 414-297-7871

**Health Records and Petition Office Reception Desk**

414-297-6482  
between the hours of  
8am. – 4pm  
Monday - Friday

*(Revised 10/14/11 JMT)*

## **School of Health Sciences**

### Information About Hepatitis B Vaccines

**THIS GENERAL INFORMATION IS PROVIDED AS A COURTESY AND MATC MAKES NO REPRESENTATION AS TO ITS ACCURACY. YOU SHOULD CONSULT YOUR PHYSICIAN FOR ALL MEDICAL INFORMATION REGARDING THE MATTERS GENERALLY DESCRIBED HERE.**

#### **The Disease and the Risks**

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of patients. Most people with Hepatitis B recover completely, but approximately 2-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Immunization against Hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

#### **Risk of Exposure**

Medical and paramedical personnel are at increased risk of contracting hepatitis depending upon their degree of exposure to the blood or body fluids (e.g. saliva, feces, sweat, vaginal secretions, respiratory secretions and other body secretions) of patient infected with Hepatitis B (known or unknown). Hepatitis B is spread by direct contact of broken skin or mucus membranes with the blood or body fluids of a person who has Hepatitis B or is a carrier of the disease. Routine or frequent handling of blood or contaminated tissue products, therefore, constitutes significant risk because of the ease of transmission of the disease and the fact that many people with Hepatitis B have no symptoms and do not know they have the disease.

The first line of defense against Hepatitis B is the Hepatitis B vaccine. Immunization with the Hepatitis B vaccine is the most effective method of preventing HBV infection.

## **The Vaccine**

The Hepatitis B vaccine (Engerix B, Recombivax HB) is produced using recombinant DNA technology. The vaccine works by stimulating the immune system to produce antibodies to the virus.

The vaccine is given intramuscularly in the deltoid in three doses. The second dose one month after the first, and the third dose six- twelve months after the second. After vaccination, more than 90% of healthy adults develop protective antibodies. The cost is about \$150.00 for the series. Only minor adverse reactions have been reported with vaccination, including transient fever and soreness at the injection site, rash, nausea joint pain and mild fatigue have also been reported. The vaccine is not contraindicated in pregnancy.

## **Reference**

- a. Ganza, a., Torshner, L. (1997) Hepatitis Update. RN, 60 (12), 39-44.
- b. Hepatitis B Virus Vaccine Safety: Report of an Interagency Group: MMWR 31(34): 465 September 3, 1982.
- c. Hollinger, F. Blaine: Hepatitis B Vaccines-To Switch or Not to Switch. JAMA 257 (19): 2634-2636, May 15, 1987.
- d. Inactivated Hepatitis B Virus Vaccine: Annual of Internal Medicine 97:379-83, 1982.
- e. Jilg, W., et.a.: Clinical Evaluation of a Recombinant Hepatitis B Vaccine. The Lancet: 1174-1175, November 24, 1984.
- f. Krugman, Saul: The Newly Licensed Hepatitis B Vaccine. JAMA 247 (14): 2012-15, April 1992.
- g. Leads from the MMWR: Recommendations of the Immunization Practices Advisory Committee Update on Hepatitis B Prevention. JAMA 258(4): 437-449, July 24/31, 1987.
- h. Lewis, S., Heitkemper, M., Dirkson, S., (2000). Medical Surgical Nursing. 1193-1198. Mosby.
- i. Medical College of Wisconsin, Student Health Services.

**Student Name:** \_\_\_\_\_

**Name of Program:** \_\_\_\_\_

**MILWAUKEE AREA TECHNICAL COLLEGE  
Health Sciences Division**

**RELEASE FORM: HEPATITIS B**

**Please read thoroughly and check the appropriate box.**

I have received and read the information regarding Hepatitis B and the vaccines that are available.

I am declining the Hepatitis B vaccine.

As a student, I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been advised to be vaccinated with Hepatitis B vaccine. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can pursue the vaccination series.

I hereby release Milwaukee Area Technical College, its Board Members, and personnel, and any clinical facility at which I train from any liability for any consequences to me or any claims arising out of or related to my decision to be or not to be vaccinated. I hereby agree to indemnify all of the above persons and organizations for any and all claims, including the attorneys' fees and costs, which may be brought against any one of them by anyone claiming to have been injured as a result of any injury which may occur as a result of my decision.

**OR**

I am currently in the process/or have completed the series. I understand that full immunity requires three doses of vaccine over an eight to 12-month period.

\_\_\_\_\_  
**Signature of Student (required)**

\_\_\_\_\_  
**Date**

**IF Hepatitis B vaccine given:**

1st Dose Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Medical Signature

2nd Dose Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Medical Signature

3rd Dose Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Medical Signature

Revised: 10/14/11:JMT