

Hinds Community College Nursing and Allied Health Programs Clinical Record Packet



General Directions & Information

All nursing/allied health programs utilize CastleBranch to intake students' clinical health records. CastleBranch provides colleges, universities and other education institutions nationwide a secure, web-based, environment to maintain all records required as part of the clinical records packet. Additionally, CastleBranch monitors and notifies students of any missing documents as well as notifying students reminders of when documents are set to expire. Students pay a small fee for this service, which is charged to students as part of healthcare professional fees. Students have access to all submitted documents through CastleBranch even when no longer enrolled in the college.

During orientation, students will be given information regarding the registration process for a CastleBranch account. Students will be informed by program chair/director or advisor when students may register for a CastleBranch account. **DO NOT attempt to register for a CastleBranch account until you have been notified by your chair/director or advisor.**

Using a login and password to access the CastleBranch student portal, students will be required to upload clinical requirement documents to the student's account by the program's designated due date. Failure to submit all documents required as part of the Clinical Record Packet by the designated due date will result in disruption in progression. Attendance guidelines will be enforced for any time missed due to lack of complete clinical requirements. For questions about program deadline dates or satisfactory completion of requirements, contact the appropriate program representative provided on the list on page 2 of this packet.

Uploading your documents is easiest by scanning and uploading. Scanning and uploading using your cell phone is very convenient. Newer iPhones have the ability to scan documents as PDF through the Notes App, or the CamScanner mobile app, which is available through the App Store on your phone. **Please do not take photos of the document and upload.** Directions regarding how to upload documents is available on the CastleBranch website.

Students may choose to go to any healthcare provider, clinic, etc.; however, the following healthcare agencies offer discounted pricing to Hinds Community College students for lab tests, immunizations, etc.:

- Jackson Hinds Comprehensive Health · 601-362-5321
- MedScreens, Inc. · 601-939-3030
- TrustCare Medical Express Clinics (various locations in the Jackson Metro Area)

All clinical requirements uploaded to CastleBranch must include a date that will be current for the entire semester. **Altered documents will not be accepted and may be grounds for student conduct referral!**

Program Representatives

Wendy Lingle, Director, NAHC
Associate Degree Nursing
601-376-4861
wendy.lingle@hindsc.edu

Tawanda McNair, Director, NAHC
Associate Degree Nursing
601-376-4865
tawanda.mcnaair@hindsc.edu

Portia Travis, Program Director, Transition to RN
Associate Degree Nursing
601-376-4862
pftravis@hindsc.edu

Audrey Murray,
Nursing Director, Rankin Campus
Associate Degree & Practical Nursing
601-936-1842
ACMurray@hindsc.edu

Natalie McKee
Nursing Learning Lab/Clinical Coordinator
601-376-4903
Natalie.sigler@hindsc.edu

Valeria Winston, Program Chair
Dental Assisting
601-376-4820
Valeria.Winston@hindsc.edu

Lesa Wilson, Program Chair
Diagnostic Medical Sonography
601-376-4821
lbwilson@hindsc.edu

Andrew Shelby, Program Chair
Emergency Medical Technology
601-376-4822
andrew.shelby@hindsc.edu

Jackey Sisk, Instructor
Healthcare Assistant
601-376-4848

Jacqueline.Sisk@hindsc.edu

Michele McGuffee, Program Chair
Health Information Technology
601-376-4823
mlmcguffee@hindsc.edu

Sheila Johnson, Program Chair
Medical Laboratory Technology
601-376-4824
sheila.johnson@hindsc.edu

Pam Chapman, Program Chair
Physical Therapist Assistant
601-376-4825
ptchapman@hindsc.edu

Ms. Chris Pittman, Practical Nursing Director
Practical Nursing
Andrea.pittman@hindsc.edu
601-376-4850

Jennifer Davis, Program Chair
Radiologic Technology
601-376-4826
Jennifer.Davis@hindsc.edu

Lashonda Eades, Program Chair
Respiratory Care
601-376-4827
lashonda.eades@hindsc.edu

Dottie Binkley, Program Chair
Surgical Technology
601-376-4828
ddbinkley@hindsc.edu

Kim Neely, Health
Continuing Education Coordinator
*Short-Term [Nursing Assistant & Phlebotomy]
Reorientation to Nursing*
601-376-4958
Kimberly.Neely@hindsc.edu

Clinical Record Requirements Check List

The following are requirements for all students entering/continuing in nursing and allied health programs. Students are responsible for uploading all documents, with the exception of the Clinical Clearance Letter and the Drug Screen Results, to the student's account through the CastleBranch Portal.

****Do not upload any documents that expire during the semester in which you enter or are continuing. For example, if you have a Quantiferon blood test (for TB) completed in October 2021, it expires in October 2022, which is during the current semester. The Quantiferon blood test will need to be repeated prior to the beginning of the Fall 2022 semester.**

Hinds' Nursing/Allied Health Requirements	Item Completed	Item Uploaded
Annual Requirements		
Completed Health History Upon Admission & Annually Thereafter To be completed by the student, Page 6.		
Completed Physical Exam Form Upon Admission & Annually Thereafter To be completed by physician or certified nurse practitioner within <u>three months prior to the published due</u> date, i.e., if due on August 1, must have been completed no earlier than May 1 st . All areas must be completed on the Hinds Community College approved form on page 7.		
Quantiferon Gold or T-Spot for TB Screening, Upon Admission & Annually Thereafter A record of negative results from a IGRA (QuantiFeron Gold® or T-Spot) blood test is required upon admission. <i>It must have been done in a time frame so that it does not expire during the middle of a semester.</i> Note: TB skin tests are no longer accepted for students.		
Flu Vaccine Annually between September 1 & October 1st Flu vaccines are required annually in the fall between September 1st and October 1 st . Students returning in the spring and summer semesters must show documentation of flu vaccine between September 1st of the previous year and the beginning of the semester. <ul style="list-style-type: none"> • Students have the right to request medical or religious exemption, but the agency may not allow exemptions and has the right to deny clinical experiences to the student, or may require the student to wear a mask for an entire clinical experience. • A Flu Declination Statement is available for download on CastleBranch, must be completed and uploaded along with appropriate documentation of a medical or religious exemption. 		
OSHA/HIPAA Certificates Upon orientation/registration students will be given information by program director/chair regarding completion of OSHA/HIPAA modules. Upon completion students will upload completion certificates (9). These must be uploaded at one time. You will not be able to upload 1-2 certificates then come back later to upload more. <i>Satisfies CAE-2Y criteria 5a and 5b</i>		
Biannual Requirements (every 2 years)		
CPR: Upon Admission and Every 2 Years Thereafter Proof of current American Heart Association <u>BLS Provider Certification (Heart Saver courses are not acceptable)</u> with a signed card. Both front and back of card must be uploaded. A BLS Provider eCard is also acceptable for uploading. Letters stating student has completed a BLS course and is awaiting a CPR Card will only be accepted from Hinds Community College's continuing education department and must be uploaded. Must not expire during the current semester. **NAHC Healthcare Continuing Education Department holds BLS Provider Certification Courses frequently. Contact 601-376-4958 for course information. If you chose to utilize another facility for this, make sure you are taking the BLS Provider Certification class, NOT a HeartSaver class.		

<p>Background Records Check: Upon Admission and Every 2 Years Thereafter All students must complete fingerprinting and criminal background check from the Nursing/Allied Health Center <i>within 3 weeks of the call-in or prior to the start of class for students attending late call-ins.</i> Students who do not comply with this may lose spot in program or be required to withdraw from program with no refund of tuition and fee. Students who have any eliminating background record will not be allowed admission to any nursing or allied health program. Students may also be denied the ability to progress in a program of study based on eliminating background information. Students will receive information regarding signing up for fingerprinting during the call-in/orientation. For more information, review the procedure on the Nursing & Health Related Professions page of the College website: https://cdn2.hubspot.net/hubfs/196949/Documents/NAHC/Criminal_Background_Check_Procedure.pdf Clinical clearance letters will be uploaded to student account by the Clinical Records Clerk.</p>		
One-time Submissions Upon Admission		
<p>*Tetanus, Diphtheria, & Pertussis Proof of immunization within the last 10 years for all three (3) infections, Tetanus, Diphtheria, & Pertussis.</p>		
<p>Varicella Titer or Copy of immunization record verifying proof of two Varicella immunizations. Proof of two separate varicella immunizations or a positive IGG Varicella titer is required if there is no proof of two Varicella immunizations. If the varicella titer is negative, the student must provide proof of two separate vaccinations. Note: There is a waiting period of at least thirty days between the two injections.</p>		
<p>MMR (2) Proof of two MMR immunizations or proof of a positive titer for each of the following: measles, mumps and rubella. Note: There is a waiting period of at least thirty days between the two injections.</p>		
<p>Hepatitis B Immunization/Immunity A complete series* of three scheduled immunizations is strongly recommended for all programs. A positive Hepatitis B titer can be substituted for a complete series. Note: Students are required to upload of the following: a complete series and a positive titer, or a declination statement. The declination statement form is found on CastleBranch and must be completed and uploaded.</p>		
<p>Covid-19 Vaccination All nursing and allied health students in the following programs will be required to show proof of full vaccination status on or before the first day of class*, beginning Spring 2022. Accreditation agencies and programs' curricula require the completion of clinical training for all pre-licensure/certification nursing and allied health programs. Because it is a requirement for program completion, failure to show proof of full vaccination status will result in the student being withdrawn from the program. Medical and/or religious exemptions will not be accepted. This requirement is subject to change as clinical agency requirements change. Any modifications made to this requirement by clinical agencies, such as the requirement of a booster, or annual vaccine, etc., will be required. If any changes or modifications to the clinical agency requirements regarding the Covid vaccine occur, students will be notified as soon as possible. *ADN, PN, HCA, DAT, DMS, EMS, RCT, RGT, SUT, and Short-term programs must provide full vaccination status by the first day of class beginning Spring 2022. *HIT, MLT and PTA students must provide full vaccination status by the first day of class in the 2nd year of the program.</p>		

Continuing Nursing and Allied Health Students' Clinical Requirements

Continuing Nursing and Allied Health students that are not already enrolled in CastleBranch will be required to register for a CastleBranch account, and upload documents to the student portal. See first page regarding CastleBranch registration instructions. Continuing Nursing and Allied Health Students are required to complete the following **annually**, (due dates will be assigned by instructors). **Do NOT upload any of these that expire during the semester in which you are continuing. These must be done prior to the start of the semester.** Students will not be allowed to participate in class, laboratory, or clinical until the annual requirements are completed:

1. An updated health history.....(Page 6)
2. A physical examination by a physician or certified nurse practitioner.....(Page 7)
3. Clinical Tests: A negative IGRA blood test (QuantiFeron Gold or T-Spot)
4. Flu vaccine annually in the fall semester (due by October 1). Students returning in the spring and summer semesters must show documentation of flu vaccine between Oct. 1 of the previous year and the beginning of the semester. May be earlier than October 1st, upon CDC recommendations.

Biennial (every 2 years) Requirements:

Continuing and/or repeating nursing and allied health students are required to complete the following biennially or every 2 years. Students will not be allowed to participate in class, laboratory, or clinical until the biennial requirements are completed.

1. CPR (BLS Provider; HeartSaver is not acceptable) certification must be updated PRIOR to the start of the semester in which it expires, i.e., if CPR expires October, 2021, it must be updated prior to the start of the Fall 2021 semester.
2. Fingerprinting for Criminal Background Check must be completed PRIOR to the semester in which it expires, i.e., if Background check expires October, 2021, it must be updated prior to the start of the Fall 2021 semester. Students must make an appointment to have fingerprint done at the NAHC.

Facts to Remember about All Immunizations:

1. If a student is pregnant or breast feeding, or has allergies to immunizations (except for COVID-19 vaccine) may be deferred with written documentation from a physician.
2. The clinical agencies may reserve the right to deny the student clinical experiences based on their policies pertaining immunization requirements.
3. There is a waiting period of at least 30 days between the two Varicella injections. There must be at least 14 days between the last injection and the first clinical day.
4. Two MMR immunizations are required. There is a waiting period of at least 30 days between the two MMR injections, if two injections are needed. Most people have had at least two MMR injections after 12 months of age in order to attend secondary schools in Mississippi. The health department and/or personal healthcare provider may have records of past immunizations.

Health History

Name of Student: _____
(Print) Last Middle
First

ID# _____ Date of Birth: _____
 Phone: _____ Cell Phone: _____
 Email: _____
 Current Address: _____ City _____ State/Zip _____
 Emergency Contact: _____ Phone: _____

1. Have you ever had or do you now have the following: (Please check at left of each item) If you check "Yes", please comment below about previous/current treatment.

Yes No	Yes No	Yes No
<input type="checkbox"/> <input type="checkbox"/> Chicken Pox	<input type="checkbox"/> <input type="checkbox"/> Tooth or Gum Problems	<input type="checkbox"/> <input type="checkbox"/> Ulcer
<input type="checkbox"/> <input type="checkbox"/> Diphtheria	<input type="checkbox"/> <input type="checkbox"/> Hay Fever	<input type="checkbox"/> <input type="checkbox"/> Digestive Disturbances
<input type="checkbox"/> <input type="checkbox"/> Rheumatic Fever	<input type="checkbox"/> <input type="checkbox"/> Asthma	<input type="checkbox"/> <input type="checkbox"/> Hernia
<input type="checkbox"/> <input type="checkbox"/> Mumps or Measles	<input type="checkbox"/> <input type="checkbox"/> Tuberculosis	<input type="checkbox"/> <input type="checkbox"/> Kidney or Bladder Problems
<input type="checkbox"/> <input type="checkbox"/> German Measles	<input type="checkbox"/> <input type="checkbox"/> Chronic Cough	<input type="checkbox"/> <input type="checkbox"/> Back Problems
<input type="checkbox"/> <input type="checkbox"/> Swollen/Painful Joints	<input type="checkbox"/> <input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> <input type="checkbox"/> Arthritis
<input type="checkbox"/> <input type="checkbox"/> History of Mental Disorders	<input type="checkbox"/> <input type="checkbox"/> Menstrual Disorders	<input type="checkbox"/> <input type="checkbox"/> Foot Problems
<input type="checkbox"/> <input type="checkbox"/> Epilepsy / Seizure Disorders	<input type="checkbox"/> <input type="checkbox"/> Chest Pain	<input type="checkbox"/> <input type="checkbox"/> Diabetes
<input type="checkbox"/> <input type="checkbox"/> Frequent Severe Headaches	<input type="checkbox"/> <input type="checkbox"/> Heart Disease	<input type="checkbox"/> <input type="checkbox"/> Speech Difficulties
<input type="checkbox"/> <input type="checkbox"/> Eye Problems	<input type="checkbox"/> <input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> <input type="checkbox"/> Hearing Difficulties
<input type="checkbox"/> <input type="checkbox"/> Glasses/Contact Lenses	<input type="checkbox"/> <input type="checkbox"/> Varicose Veins	<input type="checkbox"/> <input type="checkbox"/> Skin Disorders
<input type="checkbox"/> <input type="checkbox"/> Ear/Nose/Throat Problems	<input type="checkbox"/> <input type="checkbox"/> Excessive Bleeding	<input type="checkbox"/> <input type="checkbox"/> Venereal Disease
<input type="checkbox"/> <input type="checkbox"/> Hearing Aids	<input type="checkbox"/> <input type="checkbox"/> Jaundice	<input type="checkbox"/> <input type="checkbox"/> Excessive Weight Loss

Comments: _____

2. Allergies (food, medication, latex, etc.) _____
 3. Current Medications: Name and Dosage (Attach a separate sheet listing all medications, if too many to list below)

4. Drug or Alcohol Rehabilitation: _____
 5. Surgical Operations: _____

 6. Accidents or Injuries: _____
 7. Other Health Problems: _____

I certify that I have reviewed the information recorded and that it is true and complete to the best of my knowledge.

Date: _____ Signed: _____

Physical Exam Form

Student Name: _____ ID#: _____ Program: _____ Campus: _____

To be completed by a physician or certified nurse practitioner

Vital Signs:		B/P _____	PR _____	Height _____	Weight _____
General Appearance	Neck / Head	Peripheral Vascular			
Eyes	Chest	Musculoskeletal			
Visual Acuity	Lungs	Neurological			
Ears	Heart	Skin			
Auditory Acuity	Abdomen				
Nose/Throat	Nutritional Status				

Current Medications and/or Treatment (Attach a separate list if too many to list below)

Remarks / Special Recommendations _____

Physician's/Nurse Practitioner's (Please Print)

Name _____

Address _____

Phone Number _____

<p>In your opinion, is there any health problem or prescribed medication which would interfere with this individual's ability to pursue a program of study that requires classroom and clinical experiences, including physical activity? ___ No ___ Yes (Explain)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Signed</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Physician or Nurse Practitioner</p> <p>Date _____</p>
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