

Occupational Therapy Assistant

Petition Requirements & Forms

INSTRUCTIONS TO STUDENTS

All MATC Healthcare Pathway students are required to complete criminal background check, drug testing and health requirements* **AFTER** being selected** through the petition process for their program. After being selected to continue the petition process, you will need to complete additional steps before being fully admitted to your program.

Once you have been selected to move forward in the petition process, you must complete a mandatory orientation where instructions for completing these requirements will be provided. The forms below will be used to complete the program requirements.

- * The cost of the criminal background check, drug testing, 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 IMPACT@ 1-866-211-3380 for a list of clinics in your area.
- **Please note that being selected through the petition process, does not guarantee full admission to your program.

DO NOT UPLOAD UNLESS ALL RESULTS AND SIGNATURES ARE COMPLETE!

If you have any questions about uploading forms, call the **MATC Petition Office at 414-297-6088** or contact CastleBranch, Inc. at 888-914-7279 or studentservices@castlebranch.com.

HEALTH REQUIREMENTS (Forms attached for your use)

- (1) Physical Examination
- (2) Measles, Mumps and Rubella (MMR) Vaccination
- (3) Varicella (Chicken Pox) Vaccination
- (4) Tuberculosis Test
- (5) Tetanus Vaccination
- (6) Hepatitis B Vaccination
- (7) Handbook Acknowledgment
- (8) Liability Release
- (9) CPR Certification
- (10) Essential Functions Form (upload this page only)
- (11) Influenza (Flu) Vaccination
- (12) Health Insurance Portability and Accountability Act (HIPAA) Acknowledgment
- (13) Drug Test Verification Form
- (14) Criminal Background Check (CBC) and Self-Disclosure (BID) Verification Form
- (15) Covid-19 Vaccination Proof of Completion Upload a copy of your Wisconsin Immunization Record (WIR) or Electronic Health Record (EHR)

OTHER

Criminal Background Check (Refer to castlebranch.com)

Note: You must disclose <u>everything</u> that is part of your record on the self-disclosure form (BID), regardless of the outcome. All MATC clinical affiliates reserve the right to deny student placement at their facilities. If placement is denied, you will not be able to complete or graduate from your program. You must complete and upload the CBC/BID verification form separately in your health requirements profile.

Drug Testing (Refer to castlebranch.com)

Note: You must upload the drug test verification form in your health requirements profile. You must complete and upload the drug test verification form separately and upload in your health requirements profile.



Physical Examination (1)

VERIFICATION OF STUDENTS GOOD HEALTH

(Only Physician, Physician Assistant, or Nurse Practitioner, to Complete the Following:

I have examined		and certify that she/he is	in good physical and n	nental health.
On letterhead stationery, please list a the essential functions of this profess		er disabilities which would lim	nit this individual's capa	acity to perform
Physicians, Physician Assistant or Nurse Pract	itioner SIGNATURE & Medical Title	Date		
Print Professional's Name:		OfficeTelephone #		
Address:	City:	State:	Zip:	
A full exam is on file at:				
**I give permission to release information	on the health requirements to the the benefit and/or safet		al affiliate staff if it is deem	ned necessary for
Student Name:	Signature:		ID #:	



Measles, Mumps and Rubella (MMR) Vaccination (2)

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	Date:	Authorized Signature & Medical Title	e:
		AND	
Rubeola Titer	Date:	Authorized Signature & Medical Tit	le:
**I give permission to	o release information on the	e health requirements to the professional colleg the benefit and/or safety of myself and othe	e and clinical affiliate staff if it is deemed necessary fo ers.
Student	Name:	Signature:	ID #:



Varicella (Chicken Pox) Vaccination

(3)

		DOV
CH	CKFN	PUX

Must have documentation of Health Care Provider Diagnosed Chicken Pox. If no documentation is available, must have 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.

<u>OR</u>				
Varicella Vaccine #1				
	Date	,	_	Authorized Signature & Medical Title
30 Days later #2		•	_	Authorized Signature & Medical Title
O.D.	Dale			Authorized Signature & Medical Title
<u>OR</u>				
Varicella Titer				
varicena riter _	Date	Results	_	Authorized Signature & Medical Title
**I give permission to r	elease inform	ation on the health	requirements to the p	rofessional college and clinical affiliate staff if it is deemed neces.
**I give permission to r	elease inform	ation on the health the	n requirements to the pe benefit and/or safety	rofessional college and clinical affiliate staff if it is deemed neces of myself and others.



Tuberculosis Test

(4)

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:

A Mantoux Tuberculin Skin Test of 0.1 (STU) PPD is administered under the skin on the forearm.

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:

Repeat the test within 7 to 30 days after the application of the first test using the same strength of PPD.

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.**

REPORTING RESULTS (2 Step or Chest X-Ray or TB Gold)

1. Step 1 Result	ts		
Date Read	Results	Authorized Signature & Medical Title	Date Administered
Step 2 Results	s		
ate Read	Results	Authorized Signature & Medical Title	Date Administered
est X-Ray (if re	quired)		
e Read	Results	Authorized Signature & Medical Title	Date Administered
Gold Titer (if re	equired)		
Read	Results	Authorized Signature & Medical Title	Date Administered
nual Update			
e Read	Results	Authorized Signature & Medical Title	Date Administered
*I give permissio	on to release information o	n the health requirements to the professional college and the benefit and/or safety of myself and others.	l clinical affiliate staff if it is deemed necessal
Stud	ent Name:	Signature	ID#:



Tetanus Vaccination (5)

Student Name:	Signature:	ID #:
**I give permission to release information on t	he health requirements to the professional college the benefit and/or safety of myself and other	and clinical affiliate staff if it is deemed necessary fors
Date	Authorized Signature & Medical Title	
	• •	
PROOF OF TETANUS VACCINATION:	(Within the last 10 years)	



Hepatitis B Vaccination

(6)

Please read thoroughl	y and check the a	appropriate box.
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	As a student, I understand that due be at risk of acquiring Hepatitis B vacrisk of acquiring Hepatitis B, a seriother potentially infectious material series. I hereby release Milwaukee at which I train from any liability for or not to be vaccinated. I hereby a including the attorneys' fees and coinjured as a result of any injury whi	/irus (HBV) infection. I have to cination at this time. I undersous disease. If in the future I is and I want to be vaccinated a Area Technical College, its Earny consequences to me or agree to indemnify all of the abosts, which may be brought agree.	peen advised to be vacce tand that by declining the continue to have occup with Hepatitis B vaccin Board Members, and pe any claims arising out o pove persons and organ gainst any one of them	inated with Hepatitis B vaccine. is vaccine, I continue to be at ational exposure to blood or e, I can pursue the vaccination rsonnel, and any clinical facility f or related to my decision to be izations for any and all claims,	
			OR		
	I do not wish to decline the Hepatit I understand that full immunity req		· · · · · · · · · · · · · · · · · · ·	•	
		Signature of Student	Student ID#	Date	
		Print Name			
<u>IF HI</u>	BV given:				
1st D	ose Date:				
		Authorized Medical S	Signature		
2nd [Dose Date:	Authorized Medical S	Signature		
3rd D	Pose Date:				
**l gi	ve permission to release information			and clinical affiliate staff if it is deemed neco	essary f
	Student Name:	Signati	ıre:	ID #:	



Handbook Acknowledgement

(7)

Healthcare Pathway Student Handbook Signature Page

I acknowledge that I am responsible for the contents of the current Healthcare Pathway Student Handbook located on the MATC website under each program page link at:

https://www.matc.edu/course-catalog/healthcare/documents/health_sciences_handbook.pdf

Student Signature:

I further agree to abide by the terms and conditions found in the contents of the current Healthcare Pathway Student Handbook.

Signature Date:	
Student MATC ID Number:	-
Student Name: (Please print)	-



Liability Release

(8)

ACCEPTANCE OF RISKS AND RESPONSIBILITYAGREEMENT AND RELEASE OF LIABILITY

This Acceptance of Risks and Responsibility Agreement and Release of Liability ("Agreement and Release") is executed by: (please print student first and last name ("Participant") and is issued to

Participant is participating in a COLLEGE affiliated Program/Course/Practicum/ Training/Activity ("Activity"). This Activity is more fully described in each of the MATC School of Health Sciences program pages, which have been provided to Participant.

Participant understands that there are certain dangers, hazards, and risks inherent in the Activity. These include, but are not limited to, contact with sharp, contaminated medical instruments, contagious diseases, infectious blood and/or body fluids, electrical instruments, electronic devices or other risks associated with patient care/non-patient care and the particular site.. In certain circumstances, these dangers can include damage/destruction to property, severe bodily injury, and even death.

Participant agrees to exercise reasonable care at all times with respect to Participant's own safety and with respect to the safety of others. Participant agrees to abide by all rules, policies and procedures of the COLLEGE that are set forth in the Code of Conduct found in the COLLEGE's Student Handbook, as well as any additional rules, policies and procedures of the location of the Activity. Participant has no health-related issues that would preclude or restrict participation in the Activity.

Accordingly, Participant, on behalf of him/herself, the Participant's spouse (if applicable), the Participant's heirs, assigns, related individuals and related entities, does hereby WAIVE, RELEASE, AND DISCHARGE the COLLEGE, including its Board of Trustees/Directors, administrators, officers, employees, teachers, agents and insurers, from any and all claims, causes of action, suits, damages, or liabilities sounding in negligence, which the Participant has, shall have, or may have in the future against the COLLEGE arising out of, based on, related to, or connected with, the Participant's enrollment and participation in the Activity. This release of liability does not, however, apply to any intentional or reckless acts or conduct by the COLLEGE.

This Agreement and Release shall be governed by the laws of the State of Wisconsin, which shall be the forum for any lawsuits filed under, or incident to, this Agreement and Release.

By signing this document, Participant acknowledges that s/he is fully informed of the contents of this Agreement and Release, and represents that s/he understands it. Participant is not relying on any oral or written representations, statements or inducements, apart from those made in this Agreement and Release.

Participant is at least eighteen (18) years of age, and is competent to sign this document. If Participant is a minor under the age of eighteen (18), the parent and/or guardian acknowledges they are competent to sign this document on behalf of the Participant.

By signing this Agreement and Release. you give up substantial legal rights. sign it.	Read and understand this entire document before y	<u>ou</u>
Participant	Date	
Parent/Legal Guardian (Signature required if Participant is under age 18.)	Date	



CPR Certification

(9)

CPR Verification:

American Heart Association 2-year BLS Healthcare Provider level only.

Sign your CPR card and upload a copy of the FRONT and BACK of the card to castlebranch.com.

MATC offers this CPR course. You can check for course offerings (PHYED-441) and register thru Self Service.

Self-Service link

Other vendors that offer American Heart Association CPR training:

First Aid Plus

Badgerland CPR & First Aid

Advanced Professional Healthcare Education, LLC

Healthline First Aid, LLC

Paratech Community Training Center



Essential Functions Signature Form

(10)

(Upload this page only)

ADA AND ESSENTIAL FUNCTIONS

The Americans with Disabilities Act (ADA) of 1990 (42 USC & 12101. et seq.) and the ADA Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 USC & 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, Milwaukee Area Technical College makes every effort to insure a quality education for students. To aid in student success, it is important to inform students of the essential functions demanded by a particular occupation. The purpose of this document is to ensure students acknowledge that they have been provided information on the essential functions required for their chosen program. To meet the Essential Functions, information on accommodations is available upon request of the applicant. Please visit the MATC Student Accommodation Services Department.

<u>INSTRUCTIONS</u>

- Click on **YOUR** program link below.
- > Read the essential functions required for success in your program.
- > If you have read and understood the essential functions for your program, sign and date this form below.

DENTAL PROGRAMS	ALLIED HEALTH PROGRAMS	NURSING PROGRAMS
Dental Assistant	Anesthesia Technology	Nursing Assistant
Dental Assistant Bilingual	Cardiovascular Technology - Echocardiography	Practical Nursing
Dental Hygiene	Cardiovascular Technology - Invasive	Practical Nursing LPN-RN Educational Progression
	Central Service Technician	Registered Nursing
	EKG Technician	
	Health Information Technology	
	Healthcare Services Management	
	Health Unit Coordinator	
	Medical Assistant	
	Medical Coding Specialist	
	Medical Interpreter	
	Medical Laboratory Technician	
	Nutrition and Dietetic Technician	
	Occupational Therapy Assistant	
	Pharmacy Technician	
	Phlebotomy	
	Physical Therapist Assistant	
	Radiography	
	Renal Dialysis Technician	
	Respiratory Therapist	
	Surgical Technology	

COMPLETE, INITIAL AND SIGN		
Student Name:	Student ID#:	
My program is:		
(Initial) I am able to meet the Esser	If the Essential Functions criteria specific to a student in r ntial Functions as presented with or without accommodat tion concerning accommodations or special service if ne	tion.
	t be the program to which you have applied. Completion ed to more than one program, this form must be complet	of this form verifies that you have read and understand the led for each of those programs.
Signature		Date
**I give permission to release information	on the health requirements to the professional colle the benefit and/or safety of myself and oth	ge and clinical affiliate staff if it is deemed necessary for ners.
Student Name:	Signature:	ID #:



Influenza (Flu) Vaccination (11)

As a patient safety initiative, the Healthcare Pathway at MATC requires influenza vaccinations for all students in all health programs.

STUDENT INFORMATION:				
Name:		Date of Birth:		
Student ID#:		Program:	1:	
**I give permission to release inf	ormation on the he	alth requirements to the professional colleg the benefit and/or safety of myself and othe	re and clinical affiliate staff if it is deemed necessary fors.	
Student Name:	_	Signature:	ID #:	
		For Clinic/Office Use only		
Vaccine Information:				
Vaccine Administered (Trade n	ame):	Vaccination D	ate:	
Vaccine Lot#:				
Facility Information: Name of Location:				
Street Address:				
City:	State:	Zip/Postal Co	de:	
Phone Number:				
Name and Title of Vaccinator	(Please Print):			
Signature of Vaccinator:		Date:		



Health Insurance Portability Accountability Act (HIPAA Training)

(12)

Student is to complete HIPAA Training provided by the North American Learning Institute by following the process below.

HIPAA Training website is https://nalearning.org/hipaa/MATC provided by the North American Learning Institute

- · Create an Account
- Training cost is \$15
- One hour of minimal training for course. Must preview all pages, cannot skip to post test and will time out if page is left open and no activity recorded. You can stop and start course. Extra Authentication for log in.
- Must score at least 70% or greater for successful completion on Post Test. You can retake Post Test to pass.
- Course can be taken on Desktop, Laptop, Tablet or Phone
- 24/7 Support provided by the North American Learning Institute for Login or technical issues via Text, Phone or Email.
- Customer Service Phone (407) 906-6254 Customer Service Email Help@nalearning.org Privacy Policy

Upload Successful Course Completion Certificate to CastleBranch Profile



By completing this training, I acknowledge that I agree to abide by the terms and conditions found in the contents of the HIPAA training course.



Drug Test Verification Form

(13)

(Upload this page only)

Drug	Test'	Verific	ation:
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acknowledge that my drug test RESULTS were posted on my CastleBranch, Inc. profile on (date):
lote: You must upload the drug test verification form in your health requirements profile after ordering/paying/completion of the drug test itself. This form prom CastleBranch to enter the next due date for the drug test requirement.
3
Student Signature:
Student Name: (Please print)
Student MATC ID number:
Signature Date:



<u>Criminal Background Check (CBC) & Self-Disclosure (BID)</u> <u>Verification Form</u>

(14)

(Upload this page only)

Criminal Background Check (CBC) & Self-Disclosure (BID) Verification Form:

Date of last Criminal Background Check (CBC):
Date of last Self-Disclosure (BID):
Note: You complete and upload this CBC-BID verification form in your health requirements profile after ordering/purchasing and completion of the
CBC/BID itself. This form prompts CastleBranch to enter the next due date for the CBC/BID requirement.
Student Signature:
Student Name: (Please print)
Student MATC ID number:
Signature Date:

Criminal Background Check (CBC) & Self-Disclosure (BID) must be renewed every 2 years.



Covid-19 Vaccination Completion (15)

Covid-19 Vaccination Completion Process:

Upload a copy of your Wisconsin Immunization Record (WIR) or Electronic Health Record (EHR) to your CastleBranch profile



INSTRUCTIONS TO STUDENTS

<u>PLEASE NOTE</u>: You <u>MUST</u> make a copy of your completed health forms and retain them. <u>DO NOT UPLOAD UNLESS ALL RESULTS AND SIGNATURES ARE COMPLETE</u>

SUMMARY OF MATERIALS TO BE COMPLETED

Health Requirements

- 1.) Physical Examination Form
- 2.) Measles, Mumps and Rubella (MMR) Vaccination Form
- 3.) Varicella (Chicken Pox) Vaccination Form
- 4.) Tuberculosis Test Form
- 5.) Tetanus Vaccination Form
- 6.) Hepatitis B Vaccination Form
- 7.) Handbook Acknowledgment Form
- 8.) Liability Release Form
- 9.) CPR Certification (upload front/back of signed/dated Certification)
- 10.) Essential Functions Form (upload this page only)
- 11.) Influenza (Flu) Vaccination Form
- 12.) Health Insurance Portability and Accountability Act (HIPAA) (upload copy of Course Completion Certificate)
- 13.) Drug Test Verification Form (upload this page only)
- 14.) CBC/BID Verification Form (upload this page only)
- 15.) Covid-19 Vaccination Proof of Completion

Other

- Criminal Back Check (refer to castlebranch.com)
- Drug Testing (refer to castlebranch.com)

Call or email CastleBranch, Inc. at 888-914-7279 or studentservices@castlebranch.com

or call the MATC Healthcare Pathway at 414-297-6263 or email at healthpathway@matc.edu