

StudentPassport TCCP

**A Guide to Providing Your
Clinical Compliance Requirements**

Step 1: Log In

StudentPassport (DEV SITE) Please Login!

Home Help

Username (email): testuser12@clinicalcoordination.org

Password: Reset Password

Log In Clear

Click HELP if you have been invited to the system but cannot log in.

© 2016 TCCP

COMODO SECURE TRUST GUARD Security Scanned Weekly TRUST GUARD Privacy VERIFIED 08-06-16

Username: Your CSS Email Address

Password: Initially Assigned to You By TCCP

Please click the Help button in StudentPassport (TCCP) with log in questions or difficulties.

Step 2: Complete User Profile

StudentPassport: Student Home Page (DEV SITE)

Home

Help

Log Out

PBSC A Test

Post bacc SC Faculty
College of St. Scholastica

333-333-3331
testuser12@clinicalcoordination.org

Deadline to Submit: **September 19th, 2016**

Required for Clinical Experiences:

Required for Clinical Experiences:	Status:
User Profile	In Progress
Immunizations & Health Records	Not Started
Background	Not Started
Certifications & Licenses	Not Started
Other Signature Documents	Not Started

Student Passport Tips & Tricks: How to Easily Complete Requirements

[Recorded Training](#) [PDF Doc](#)

**Status will switch to "In Progress" once you begin to enter information and "Pending Approval" when you are done.*

NOTICE! You will also be required to complete onboarding/orientation materials for the hospital/healthcare system where your clinical assignment will take place.

Once your school assigns you to a clinical placement, you will receive an email notice and details will appear below.

Clinical Assignment(s) Details

Assignments: 0

Your school has not assigned you to a clinical associated with a TCCP clinical user. [Contact your school](#) if you have questions regarding your clinical assignments. [Who are TCCP clinical users?](#)

© 2016 TCCP



Edit Profile

All fields are required.

Username: testuser12@clinicalcoordination.org

School: College of St. Scholastica

Program:

* Address 1:

(optional) Address 2:

* City:

* State:

* Zip:

* Phone:

* Emergency Contact Name:

* Emergency Contact Phone:

* Your Date of Birth:

* Your Gender:

* Photo Identification: No file chosen



*Photos must be in .JPG format.
Photo's content should include a close-up of your face in a neutral/professional manner. A good guideline to use when selecting a photo is to consider if you would want a future employer to see it.*

Is it OK if we share your contact information with healthcare employers who are recruiting for positions?
What information and with whom will be shared?

* Yes No

Note: You may change your answer at any time.

Enter address where you are able to get your mail while in the program.

Please complete this portion completely.

Information in this section will be used throughout the program. Documents you will need to submit will be mailed to the address listed on this page, so please be sure it is an address where you can receive mail and know when those documents arrive.

Step 3: Complete Immunizations & Health Records

StudentPassport: Student Home Page (DEV SITE)

Home

Help

Log Out

PBSC A Test

Post bacc SC Faculty
College of St. Scholastica

333-333-3331
testuser12@clinicalcoordination.org

Deadline to Submit: **September 19th, 2016**

Required for Clinical Experiences:

Status:

[User Profile](#)

In Progress

[Immunizations & Health Records](#)

Not Started

[Background](#)

Not Started

[Certifications & Licenses](#)

Not Started

[Other Signature Documents](#)

Not Started

Student Passport Tips & Tricks: How to Easily Complete Requirements

[Recorded Training](#) [PDF Doc](#)

NOTICE! You will also be required to complete onboarding/orientation materials for the hospital/healthcare system where your clinical assignment will take place.

Once your school assigns you to a clinical placement, you will receive an email notice and details will appear below.

Clinical Assignment(s) Details

Assignments: 0

Your school has not assigned you to a clinical associated with a TCCP clinical user. [Contact your school](#) if you have questions regarding your clinical assignments. [Who are TCCP clinical users?](#)

© 2016 TCCP



Immunizations & Health Records

Your school requires you to have up-to-date and complete immunization records for your clinical assignment.

These records are important because they are required by clinical sites in order for you to legally have access to their patients.

All immunizations must be current for the duration of the semester. Expired immunizations must be updated or they will be considered incomplete.

This information is ONLY accessible to you, your school and the clinical site assigned to you.

Failure to complete this information may result in your inability to attend clinical and potential failure of the course.

Questions? [Contact your school](#)

Requirements to Complete:	Status:
Flu	Not Started
Mantoux / Tuberculosis (TB)	Not Started
Measles, Mumps & Rubella (MMR)	Not Started
Hepatitis B (Hep B)	Not Started
Chickenpox / Varicella	Not Started
Pertussis, Tetanus, Diphtheria (Tdap)	Not Started

[Back](#)

Flu Vaccine – Completed Annually. *It is not required until it becomes available in late fall/early winter.*



Mantoux /Tuberculosis (TB) – Required Annually. First record submitted **MUST** be a 2-step test or x-ray. If a 2-step skin test is done, an annual skin test must be completed. Test will expire after 365 days. If it expires, you must start over with a 2-step skin test.



Measles, Mumps & Rubella (MMR) – Verification of immunity OR 2-step vaccination series started before your 1st birthday.

Immunizations & Health Records

Your school requires you to have up-to-date and complete immunization records for your clinical assignment.

These records are important because they are required by clinical sites in order for you to legally have access to their patients.

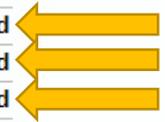
All immunizations must be current for the duration of the semester. Expired immunizations must be updated or they will be considered incomplete.

This information is ONLY accessible to you, your school and the clinical site assigned to you.

Failure to complete this information may result in your inability to attend clinical and potential failure of the course.

Questions? [Contact your school](#)

Requirements to Complete:	Status:
Flu	Not Started
Mantoux / Tuberculosis (TB)	Not Started
Measles, Mumps & Rubella (MMR)	Not Started
Hepatitis B (Hep B)	Not Started
Chickenpox / Varicella	Not Started
Pertussis, Tetanus, Diphtheria (Tdap)	Not Started



Back



Hepatitis B (Hep B) – Completed Once – Provide Titer/Lab Results or Complete a 3-step Hep B vaccination series.



Chickenpox / Varicella – Completed Once – Provide Titer/Lab Results, evidence for 2 doses of Vaivax (chickenpox vaccine), or written evidence of physician diagnosed varicella or herpes zoster.



Pertussis, Tetanus, Diphtheria (Tdap) – Completed Every 10 Years – Provide evidence of Tdap vaccination within the last 10 years. *This is not the same as Dtap, Td or DT.*

PBSC A Test

Post bacc SC Faculty
College of St. Scholastica
333-333-3331
testuser12@clinicalcoordination.org

Deadline to Submit: September 19th, 2016

Required for Clinical Experiences:	Status:
User Profile	In Progress
Immunizations & Health Records	In Progress
Background	Not Started

Immunizations & Health Records

Requirements to Complete:	Status:
Flu	Pending Approval
Mantoux / Tuberculosis (TB)	Not Started
Measles, Mumps & Rubella (MMR)	Not Started
Hepatitis B (Hep B)	Not Started
Chickenpox / Varicella	Not Started
Pertussis, Tetanus, Diphtheria (Tdap)	Not Started

Flu

Deadline to Complete: September 19th, 2016
Remember: Failure to complete will affect your eligibility for your clinical assignment.
Deadline to Update: 08/15/2016
This must be updated by this date.

Questions? Contact your school

CDC summary of what this vaccination is and how it is administered

This vaccination must be updated each Flu season; Flu season (and when vaccinations are available) is October 1 – March 31. Flu vaccinations for the previous season expire on September 15th of each year. Student Passport will send you an email alert 60 days before expiration.

To complete, you must provide evidence that you have received a flu vaccination.

To confirm, you will be asked to upload a valid record(s). What is a valid record?

If one of your records has evidence of multiple vaccinations, upload that file to all applicable immunization requirements. The Uploader will store all records for you to easily apply to the pertaining requirement.

Upload evidence of a Flu Vaccination

Date Administered: 09/06/2016

Filename: 14291873_10210394283954032_7223203987133856900_n.jpg Remove file from this Requirement: Remove

Uploader

School Approval Status: Pending Approval

Submit for Review

for your clinical assignment.
for you to legally have
immunizations must be updated
igned to you.
and potential failure of the

NOTE: All submissions will be reviewed by a representative of the school to ensure accuracy. If the upload is not correct you will receive a notice that your record was denied and will not be considered compliant until it is corrected.

PBSC A Test

Post bacc SC Faculty
College of St. Scholastica

333-333-3331
testuser12@clinicalcoordination.org

Deadline to Submit: September 19th, 2016

Required for Clinical Experiences:	Status:
User Profile	In Progress
Immunizations & Health Records	In Progress
Background	Not Started

StudentPassport: Student Home Page (DEV SITE)

Immunizations & Health Records

Immune immunization records for your clinical assignment. You must have immunization records on file by clinical sites in order for you to legally have clinical experiences during the semester. Expired immunizations must be updated before the start of the semester and the clinical site assigned to you. Failure to complete immunization requirements may result in inability to attend clinical and potential failure of the semester.

Requirements to Complete:	Status:
Flu	Pending Approval
Mantoux / Tuberculosis (TB)	Not Started
Measles, Mumps & Rubella (MMR)	Not Started
Hepatitis B (Hep B)	Denied
Chickenpox / Varicella	Not Started
Pertussis, Tetanus, Diphtheria (Tdap)	Not Started

StudentPassport: Student Home Page (DEV SITE)

Hepatitis B (Hep B)

Deadline to Complete: September 19th, 2016
Remember: Failure to complete will affect your eligibility for your clinical assignment.

Questions? Contact your school

CDC summary of what this vaccination is and how it is administered

There are two (2) options you may choose to complete this requirement:
Provide evidence of immunity to Hepatitis B (titer/lab results)
Start and complete a three (3) step Hep B vaccination series.

To confirm, you will be asked to upload a valid record(s). What is a valid record?

If one of your records has evidence of multiple vaccinations, upload that file to all applicable immunization requirements. The Uploader will store all records for you to easily apply to the pertaining requirement.

Option 1: Provide evidence of immunity to Hepatitis B (titer/lab results)

NOTE: If the lab test indicates you are not immune, you will be required to complete the Hep B vaccination series.

Upload IMMUNE (Positive) Titre / Lab Results

Date Result Read: 09/06/2016

Result: Positive: Negative:

Filename:

Remove File from this Requirement:



14222162_10210394283834029_8632459856038825931_n.jpg

Remove

Uploader

OR

Option 2: Start and Complete 3 step Hepatitis B vaccination series

Your submission was denied by your school. Incorrect document

Submit for Review

PBSC A Test

Post bacc SC Faculty
College of St. Scholastica

333-333-3331
testuser12@clinicalcoordination.org

Deadline to Submit: **September 19th, 2016**

Required for Clinical Experiences:	Status:
User Profile	In Progress
Immunizations & Health Records	In Progress
Background	Not Started

- Certifications & Other Signature
- Student Passport Tip
- Recorded Training

NOTICE! You will be notified of hospital/healthcare

Immunizations & Health Records

Your school requires you to have up-to-date and complete immunization records for your clinical assignment.

Immunization records are important because they are required by clinical sites in order for you to legally have patients.

Records must be current for the duration of the semester. Expired immunizations must be updated and considered incomplete.

Access to this information is ONLY accessible to you, your school and the clinical site assigned to you.

Failure to update this information may result in your inability to attend clinical and potential failure of the semester.

Contact your school

Requirements to Complete:	Status:
Flu	Pending Approval
Mantoux / Tuberculosis (TB)	Not Started
Measles, Mumps & Rubella (MMR)	Not Started
Hepatitis B (Hep B)	Denied
Chickenpox / Varicella	Not Started
Pertussis, Tetanus, Diphtheria (Tdap)	Not Started

Mantoux / Tuberculosis (TB)

Deadline to Complete: **October 15th, 2016**

Remember: Failure to complete will affect your eligibility for your clinical assignment.

Questions? [Contact your school](#)

[CDC summary of what this vaccination is and how it is administered](#)

This vaccination must be updated annually; it will expire 365 days from the administration date. Student Passport will send you an email alert 60 days before expiration.

There are three (3) options you may choose to complete this requirement.

- Provide evidence of a negative Tuberculin Skin Tests (TST) or
- Provide evidence of a negative Quantiferon -- TB (QFT) blood test or
- If either test was positive, medical clearance by a healthcare provider including a chest x-ray

To confirm, you will be asked to upload a valid record(s). [What is a valid record?](#)

If one of your records has evidence of multiple vaccinations, upload that file to all applicable immunization requirements. The Uploader will store all records for you to easily apply to the pertaining requirement.

Option 1: Provide evidence of a negative Tuberculin Skin Tests (TST)

Close X

TST is another name for PPD or Mantoux test

If this is the 1st test you have taken or if it has been more than 12 months since you had a negative TST test, a two-step test is required. If the 1st test is negative, the 2nd TST test must be administered 1-3 weeks after the first test is read.

IMPORTANT: If any portions of this option results in a **positive** test you will need to also complete Option 3 medical clearance by a healthcare provider including a chest x-ray.

NOTE: If you are updating this test to keep current for the next year, use your previous year's Step 2 records for your Step 1 requirement and upload your current year's test result into Step 2.

Step 1: Upload a NEGATIVE Tuberculin Skin Test (TST) performed in the past year

Date:

Administered:

Result: Positive: Negative:

Uploader

Uploader

All records must be in JPG or PDF format and should not exceed 8 MB. You may upload multiple records for files that are more than one page. Click the "Save" button for each upload in this area.

No file chosen or

IMPORTANT Your TST results must be updated within 12 months. 60 days before your TST results expire, you will receive a St Pass Expiration notice -- it is highly recommended you schedule a test to update your TST results ASAP.

Failure to update your TST results within 12 months will change your TB immunization status to Not Started -- meaning you will need to schedule and pay for 2 TST tests (instead of the 1 test that is less than 12 months old)

I Agree:

How to Upload

2 Step TST Note

Step 4: Complete Background Studies

StudentPassport: Student Home Page (DEV SITE)

Home

Help

Log Out

PBSC A Test

Post bacc SC Faculty
College of St. Scholastica

333-333-3331
testuser12@clinicalcoordination.org

Deadline to Submit: **September 19th, 2016**

Required for Clinical Experiences:	Status:
User Profile	In Progress
Immunizations & Health Records	Not Started
Background	Not Started
Certifications & Licenses	Not Started
Other Signature Documents	Not Started

Student Passport Tips & Tricks: How to Easily Complete Requirements

[Recorded Training](#) [PDF Doc](#)

NOTICE! You will also be required to complete onboarding/orientation materials for the hospital/healthcare system where your clinical assignment will take place.

Once your school assigns you to a clinical placement, you will receive an email notice and details will appear below.

Clinical Assignment(s) Details

Assignments: 0

Your school has not assigned you to a clinical associated with a TCCP clinical user. [Contact your school](#) if you have questions regarding your clinical assignments. [Who are TCCP clinical users?](#)

© 2016 TCCP



StudentPassport: Student Home Page (DEV SITE)

Home Help Log Out

Background

Your school requires you to have up-to-date and complete background check(s) for your clinical assignment. Depending on your school, you may have to complete more than one background check (i.e., Minnesota, National, and/or Wisconsin, etc...).

These background checks are important because they are required by clinical sites in order for you to legally have access to their patients.

All background checks must be current for the duration of the semester. Expired background checks must be updated or they will be considered incomplete.

This information will ONLY be accessible to you, your school and the clinical site you are assigned.

Failure to complete this information may result in failure of your class.

Questions? [Contact your school](#)

Requirements to Complete:	Status:
CSS Post bacc Castle Branch Background Study	Not Started
CSS Post Bacc MN DHS Background Requirements	Not Started

[Back](#)

StudentPassport: Student Home Page (DEV SITE)

Home

CSS Post bacc Castle Branch Background Study

Deadline to Complete: **September 19th, 2016**
Remember: Failure to complete will affect your eligibility for your clinical assignment.

Questions? [Contact your school](#)

To confirm you will be asked to upload your background study results.

NOTE Upload Certified Background study results NOT DHS results.

[Access CSS Castle Branch Background instructions here.](#)

Required Step

Upload Result

[Uploader](#)

You will receive a digital notification confirming your background is complete. You will upload that notification here.

THIS PAGE IS NOT DONE:
Here are some possible Errors:
Upload Result: Verification Upload = Upload is missing

[Back](#) [Save Changes](#)

© 2016 TCCP   

StudentPassport: Student Home Page (DEV SITE)

Home Help Log Out

CSS Post Bacc MN DHS Background Requirements

Deadline to Complete: **September 19th, 2016**
Remember: Failure to complete will affect your eligibility for your clinical assignment.

Questions? [Contact your school](#)

Minnesota background checks must be updated annually; it will expire at 365 days from the administration date. Student Passport will send you an email alert 60 days before expiration.

To confirm, you will be asked to upload a BLUE result form. [What is a blue result form?](#)

[Access the MN DHS background study instructions here.](#)

Required Step

Upload Blue Result Form

Date Administered:

[Uploader](#)

MDH will send you a notice confirming your background is complete. That notice must be uploaded, NOT a screen shot of the MDH website.

THIS PAGE IS NOT DONE:
Here are some possible Errors:
Upload Blue Result Form: Admin Date = No date entered
Upload Blue Result Form: Verification Upload = Upload is missing

[Back](#) [Save Changes](#)

© 2016 TCCP   

Follow the links for directions on how to complete these studies

Step 5: Complete Certifications & Licenses

StudentPassport: Student Home Page (DEV SITE)

Home

Help

Log Out

PBSC A Test

Post bacc SC Faculty
College of St. Scholastica

333-333-3331
testuser12@clinicalcoordination.org

Deadline to Submit: **September 19th, 2016**

Required for Clinical Experiences:

Status:

[User Profile](#)

In Progress

[Immunizations & Health Records](#)

Not Started

[Background](#)

Not Started

[Certifications & Licenses](#)

Not Started

[Other Signature Documents](#)

Not Started

Student Passport Tips & Tricks: How to Easily Complete Requirements

[Recorded Training](#) [PDF Doc](#)

NOTICE! You will also be required to complete onboarding/orientation materials for the hospital/healthcare system where your clinical assignment will take place.

Once your school assigns you to a clinical placement, you will receive an email notice and details will appear below.

Clinical Assignment(s) Details

Assignments: 0

Your school has not assigned you to a clinical associated with a TCCP clinical user. [Contact your school](#) if you have questions regarding your clinical assignments. [Who are TCCP clinical users?](#)

Certifications & Licenses

Your school requires you to have up-to-date and complete certifications and/or licenses.

Depending on your school, you may have to complete more than certification or license.

All certifications and/or licensure must be current for the duration of the semester. Expired certifications and/or licensure must be updated or they will be considered incomplete.

This information will ONLY be accessible to you, your school and the clinical site you are assigned.

Failure to complete this information may result in failure of your class.

Questions? [Contact your school](#)

Requirements to Complete: Status:

CNA Registration	Not Started	←
CNA Training	Not Started	←
CPR Certification	Not Started	←

Back



CNA Registration – Must up-to-date when you begin the program. Provide a copy of your CNA Registration Card (that is less than 2 years old), or verification of CNA registration (ie. a letter from the registry).



CNA Training – Completed Once – Provide transcripts of your training, or a certificate of complete by the school/facility.



CPR Certification – Must be up to date AT ALL TIMES! Provide verification from American Heart Associate (Basic Life Support for Healthcare Providers) or American Red Cross (CPR/AED for Professional Rescuers and Health Care Providers).

Step 6: Other Signature Documents

StudentPassport: Student Home Page (DEV SITE)

Home

Help

Log Out

PBSC A Test

Post bacc SC Faculty
College of St. Scholastica

333-333-3331
testuser12@clinicalcoordination.org

Deadline to Submit: **September 19th, 2016**

Required for Clinical Experiences:

Status:

[User Profile](#)

In Progress

[Immunizations & Health Records](#)

Not Started

[Background](#)

Not Started

[Certifications & Licenses](#)

Not Started

[Other Signature Documents](#)

Not Started

[Student Passport Tips & Tricks: How to Easily Complete Requirements](#)

[Recorded Training](#) [PDF Doc](#)

NOTICE! You will also be required to complete onboarding/orientation materials for the hospital/healthcare system where your clinical assignment will take place.

StudentPassport: Student Home Page (DEV SITE)

Home

Help

Log Out

Other Signature Documents

Your school requires you to submit additional documentation.

This information will ONLY be accessible to you, your school and the clinical site you are assigned.

Failure to complete this information may result in failure of your class.

Questions? [Contact your school](#)

Requirements to Complete: Status:

[CSS Drug Screen](#)

Not Started

[Back](#)

This is only required if a Clinical Coordinator contacts you about completing it.

© 2016 TCCP

© 2016 TCCP



Final Remarks

- Please add the website for Student Passport - <https://studentpassport.clinicalcoordination.org/> - to your favorites for easy access
- If you forget your password, please follow the steps on the website to reset it. You will need to log into this system frequently, please remember your password and keep it secure.
- Questions about logging in or other issues with the website, please contact TCCP directly via the Help button on the top of the screen.
- All immunization verifications must be able to be verified. If you use a list of your vaccinations, you must upload it into each item that it fulfills the requirement of. If you have a letter from your physician, it must include contact info for verification purposes.
- For questions about each requirement, click on the link for that requirement to get a detailed description of accepted items that meet requirements.
- If you submit something that is denied, please click on the item to see the description as to why it was denied.
- If you have questions about this process, or what is required, please refer back to this PowerPoint or click on the item in TCCP to get further explanation about what is required of you.
- There are TWO background studies. Each one requires you to go to a different website to complete. Please make sure you complete both steps fully. The Wisconsin study only has to be completed once. The Minnesota study expires after 365 days.
- Remember, if you are not compliant by the deadline given for clinical you will not be allowed to participate until you are compliant. This may result in a failure to graduate on time, or having to pay for a clinical expense out of pocket.