

NSST Student Procedures

Purpose & Applicability

The purpose of this document is to establish uniform procedures for students pertaining to the maintenance of their medical records on Typhon Group's Nursing School Student Tracking system (NSST). This policy applies to all ATS Institute of Technology students enrolled in a nursing program.

Definitions

Nursing School Student Tracking (NSST) - The Nursing School Student Tracking (NSST) System is a Web based tool used by students and faculty. NSST can be used for student scheduling, logging and tracking students' skills and procedures through their clinical rotations, reporting clinical experiences, and [Notifying Students of Changes in Policy - Cleveland](#). The system allows students and staff to provide feedback through Custom Evaluations and Surveys (EASI). It also offers students the ability to generate reports and create electronic portfolios of their work, which can be a useful tool when seeking employment.

Supporting Documentation – Supporting documentation includes all documents listed in Clinical Requirements

Responsibilities

NSST Administrator – Collects supporting documentation from assigned mailbox on daily basis; updates NSST with correct expiration dates; notifies Instructors when students are cleared for clinical.

Student – Scans and uploads original medical documents; provides paper copy of supporting documentation for verification.

NSST Personal Record:

1. Students are to maintain documentation of drug testing, vaccinations, TB testing, CPR for Health Care Professionals training, and medical insurance in Typhon. Students will not be able to attend clinical or enter data into Typhon if medical records are out-of-date.
2. Students will maintain up-to-date contact information such as a current phone number and email in Typhon so ATS faculty and staff can contact them by phone or email when necessary.

Procedures for Updating Medical Records on NSST by Students

Logging In

- Go to the ATS library or computer room and sign on to the computer attached to the scanner.
- Click on the shortcut to Nursing School Student Tracking (NSST). The URL is <http://www.typhongroup.net/atsinstitute>
- Choose the Data Entry Login.
- Enter user login and user password. Press log in to continue.

First Time Logging In

- Check email for message labeled "Typhon Group Evaluation System – Login Information." This will contain the facility number (8139) as well as a user id (student ID number) and a password. Write down this information and save for future use.
- Click on the shortcut to Nursing School Student Tracking (NSST) on any ATS computer or type the following address into the address bar of the Web browser and press "Go."
<http://www.typhongroup.net/atsinstitute>
- Choose the Data Entry login.
- Enter user login (student ID number) and use password. Press "Log In" to continue.

Forgotten Password

- From the Data Entry login page, click on "Forgot login or password?"
- The facility number (8139) should already be entered.

- Type in email address.
 - Press “Request Login/Password” button.
- Verify that personal information such as home address, phone number, and email address are correct. If changes are required, make the changes and press the Save Information button. Make sure that you pressed save information button.
 - Scroll down to the bottom of the page to the section labeled Other User Information. This is where expiration dates of tests and immunizations are listed. This information will be available 65 days before expiration. An expiration date in red indicates that the test or vaccination is about to expire and needs to be updated. Dates that appear with a strike-through (ex. ~~05/05/05~~) indicate that the record is expired. Documents that do not expire will not be viewable. Missing documentation is listed as expired on the first day of the semester.
 - Updated documentation is required for each item listed under Other User Information. Original documents must be scanned and uploaded to the NSST. The copy needs to be dropped in the dedicated mailbox in the library.

Scanning Documents

Use the computer that is connected to the Scanner in the ATS library or computer room. You may also scan your documents from any locations

- From the desktop, click on the Paper Port icon.
- Click on the “Scan” icon, which is the second icon on the upper left-hand side.
- Select Black and White or Grayscale. 300 dpi is the optimal resolution and is pre-selected.
- Put your document in the scanner with the print side to the wall.
- Click “Scan.”
- When the document has finished scanning, a box will appear with the following fields: comments, author, keywords, and document name. There will also be an option to scan the other side. If the document is double-sided, scan the second side of the document. Then, give the document a name and hit “Done” to save the file.
- After the file is saved, it can be found in the Scanned folder.

Uploading Documents to NSST

Log in to NSST if not already logged in to the system. The main page will appear. Under the Help section, click on Account Settings & Defaults. At the bottom of the Account Settings & Default page, users will find a section labeled Other User Information. This is where ATS Institute displays individual student medical records and other documentation required for clinical. Students do not have the ability to change expiration dates; however, they may upload supporting documentation for the date fields. ***When a document is approaching its expiration date, updated supporting documentation must be turned in a minimum of 2 days before the clinical date. For example the document that expired on January 5, 2012 it will be counted as expired on January 3, 2012.***

A green plus sign (+) indicates that supporting documentation may be uploaded. To upload this documentation:

- Click on the green plus sign.
- A new field will appear on the screen. Click “Browse.”
- Select scanned document from the Scanned folder.
- Click “Upload.”
- After the file has uploaded, click “Save Information.” If more supporting documentation needs to be uploaded, repeat these steps.

- Once supporting documentation has been uploaded and saved, users must delete personal files from the Paper Port program and empty the Recycling Bin from the Desktop. This will protect student privacy.
- Make a copy of the document and place the copy in the mailbox in the library or computer room.
- Keep originals of supporting documentation.

Verifying Supporting Documentation

- The NSST Administrator will check the NSST mailbox on a daily basis. The NSST Administrator will validate supporting documentation and update the date fields in the Other User Information section of the Account Settings & Defaults page. If supporting documentation is not valid, NSST Administrator will inform student by email.
- After three (3) days, check the Account Settings & Defaults page to verify that changes have been made. If changes have not been made, contact the NSST Administrator.

Records Management

The NSST Administrator will retrieve copies of student documentation from the mailbox and update NSST to reflect correct expiration dates.