



Student Name:

Pima A#:

MLT and Phlebotomy Program Checklist – Rotation documents

Document	Explanation / Where can you get this?	Document DATES
DPS fingerprint clearance	Background Check: Forms available on line , in MLT / phlebotomy office (WC E234), at any DPS location, or by mail. Cost is ~\$65. ⁰⁰	<i>Exp date:</i>
Essential Stds (Health Doc) Phlebotomy	Physical: Students MUST the appropriate form, below: PHLEBOTOMY: pima.edu/phlebotomy MLT: https://pima.edu/medical-lab-aas	<i>Date of exam:</i> <i>List any restrictions – or “none”:</i>
Varicella	Immunization – Chicken Pox: See your physician. Requirement: Documentation of positive titer for Varicella (chicken pox) – or –vaccination record showing TWO (2) vaccines – document both dates. -Or- Date of POS Titer:	<i>NOTE: “History of disease” is not acceptable – you will need a <u>titer</u> to show immunity.</i> <i>Vax dates: 1: 2:</i> <i>-or- Titer Date:</i> (circle one) NEGATIVE (not immune) Equivocal (Borderline) POSITIVE (immune)
MMR	Immunization – Measles, Mumps, Rubella: See your physician. Requirement: Documentation of positive titer for Measles, Mumps AND Rubella – or –vaccination record showing TWO (2) vaccines – document both dates. -Or- list Mo/Yr of POS titers for EACH (Measles, Mumps, Rubella):	<i>Vaccine Dates: 1: 2:</i> <i>-or- Titer Date:</i> <i>Measles (circle one)</i> NEGATIVE (not immune) Equivocal (Borderline) POSITIVE (immune) <i>Mumps (circle one)</i> NEGATIVE Equivocal POSITIVE <i>Rubella (circle one)</i> NEGATIVE Equivocal POSITIVE
Hepatitis B	Immunization – Hepatitis B: See your physician. Requirement: Documentation of positive titer for Hepatitis B – or –vaccination record showing THREE (3) vaccines, or signed waiver only if vaccine is already in progress. Or Date of POS Titer:	<i>Waiver is only acceptable if vaccination is in progress. Vax Dates:</i> <i>1: 2: 3:</i> <i>-or- Waiver Signed:</i> <i>Date vaccine will be completed:</i> <i>-or- Titer Date:</i> (circle one) NEGATIVE (not immune) Equivocal (Borderline) POSITIVE (immune)
TDaP	Immunization – Tetanus, Diphtheria, Pertussis: See your physician. Requirement: Vaccine record showing TWO vaccinations –most recent MUST be <10 yrs - document both dates.	<i>NOTE: If your last TD vaccine was >9 yrs ago, you will need a booster. Must be less than 10 yr on the LAST day of rotation</i> <i>Vax Dates: 1: 2:</i> <i>-or- Titer Date:</i> (circle one) NEGATIVE (not immune) Equivocal (Borderline) POSITIVE (immune)
TB	Skin Test - Tuberculosis: See your physician. Requirement: Two Step TB test , or negative chest Xray within the last year, or neg QuantiFERON or T-SPOT TB blood test. Requirement is TWO SEPARATE negative TB skin tests	<i>TB skin test 1 date:</i> <i>Result:</i> <i>TB skin test 2 date:</i> <i>Result:</i> <i>-or-</i> <i>Alternate Test Type:</i> <i>Date:</i> <i>Result:</i>
Influenza	Immunization – Seasonal Flu: Requirement: Documentation of <u>CURRENT</u> season flu vaccine. (Typical Flu Season is Fall / August → Summer / July)	<i>Flu season is fall → summer, get new vaccine each fall.</i> <i>Required at all site / ALL rotations including summer!</i> <i>Date of vaccine:</i>
Insurance	Personal Health Insurance: Requirement: Documentation showing student is currently covered by a health insurance plan.	<i>Company:</i> <i>Policy Expiration Date:</i>
COVID 19	Immunization: One or two vaccinations, FULLY vaccinated, depending on vaccine. (Some sites may require annual booster similar to influenza.)	<i>Vaccine Brand:</i> <i>Date: (Date): (Date):</i>

Please read the following page of instructions to help with onboarding.

PLEASE OBTAIN / assemble ALL OF THE ABOVE and then do the following:

Record “DOCUMENT DATES” in the table above

- Expiration date of the DPS fingerprint clearance card
- DATES for EACH vaccination –or– the date of the positive titer(s) for each disease
 - TDaP, COVID and Flu require current vaccination record (no titers available)
 - TDap or recent TD (must be less than 10 years at the END of your rotation)
 - Seasonal Flu (fall → summer) If you get one in the spring, you'll need another in the fall
- Name of the health insurance company and expiration date, as applicable.
- Document the dates of the **TWO STEP** TB skin test – or – dates of Xray or blood test
 - Two step TB skin test is two **separate** negative TB skin test results
 - The application of the test and the reading of the test is one test – ONE step!
 - Read the information on the link provided if you have questions.
 - Alternate documentation for TB
 - Quantiferon – blood test
 - T-spot – blood test
 - Chest Xray (required if other testing is positive)

After obtaining all of the above:

- Schedule document review and bring the following to your appt:
 1. **Printed copies of your Completed Checklist and Essential Standards Health Document**
 2. Supporting documents for everything recorded on the checklist
 - Documents must be LEGIBLE and have your NAME / identification on the page
 - Anything missing, illegible, outdated, etc – Student will not be cleared for registration

Your documents will be compared to your completed checklist. We will keep a copy of your checklist and the Essential Standards Health document. Be sure to keep a copy for yourself!

- Review of documents and completed checklist are due before being cleared for PHB or MLT courses.
 1. Dates, times and locations of review will be emailed to a student's PIMA email address (only)
 - Do not email electronic copies of your documents
 - All reviews are held at the West Campus – usually in the MLT/ phleb classroom
 2. After the above documents are reviewed, students will receive a form for a urine drug screen.
 - This will be time sensitive and must be completed before the expiration date
 - Bring your CURRENT prescriptions for medications with you to the testing center.
- AFTER document review: Students will be registered for PHB150IN (and MLT classes, as required)

LAB COATS are required during all lab sessions. Students can purchase a coat for \$20 during the document review. REQUIREMENT: White, full length, long sleeves, impermeable, good condition.

Notify the Program Director ASAP if there will be a delay in obtaining any of the required documents! We will continue to review documents and clear students (1) until classes are full or (2) the day before the first day of class. Students who are unable to provide all of the above requirements or have discrepancies will likely need to delay starting the phlebotomy or MLT core courses until the following semester.

Questions / Problems / Concerns: amrosales2@pima.edu