



Student Name: _____

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: Form available on the Phlebotomy website: pima.edu/phlebotomy	<i>Date of exam:</i> <i>List any restrictions:</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. Vax dates:</i> 1: 2: <i>-or- Titer Date:</i>
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>NOTE: If your last MMR is >10 yrs you need a booster or titers to show immunity. Vax Dates:</i> 1: 2: <i>-or- Measles Mumps Rubella</i> <i>Titer DateS:</i>
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 if vaccine is in progress. Or Date of POS Titer:	<i>Waiver is only acceptable if vaccination is in progress. Vax Dates:</i> 1: 2: 3: <i>-or- Waiver Signed:</i> <i>Date vaccine will be completed:</i> <i>Titer Date:</i>
TDaP	Immunization – Tetanus, Diphtheria, Pertussis: See your physician. Requirement: Vaccine record showing TWO vaccinations – MUST be less than 10 yrs – document both dates.	<i>NOTE: If your last TD vaccine was >10 yrs ago, you will need a booster. Must be less than 10 yr on the LAST day of rotation. Vax Dates:</i> 1: 2:
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: Result:</i> <i>TB skin test 2 date: Result:</i> <i>-or-</i> <i>Alternate Test Type:</i> <i>Date: Result:</i>
Influenza	Immunization – Seasonal Flu: Requirement: Documentation of <u>CURRENT</u> season flu vaccine. <i>(Typical Flu Season is Fall / August → Summer / July)</i>	<i>Flu season is fall → summer, get new vaccine each fall. Required for ALL rotations</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 booster(s).	<i>Vaccine Brand:</i> <i>Date: (Date): (Date):</i>

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 vaccination record (no titers available) – must be current!
 - 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
 - ALL sites require CoV2 vaccine. You should be fully vaccinated with booster, as needed
- 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.
 - –or– provide alternate documentation for TB (Xray, Blood Test, etc.)

After obtaining all of the above:

- Print **copies** of all of the above documents.
- Schedule document review and bring the following to your appt:
 1. Completed **checklist**
 2. **Copies** of ALL of the requirements – except the drug screen

I will review your documents and compare to your completed checklist.
- Assembly of documents and completed checklist are due before starting the phlebotomy class.
 1. Email amrosales2@pima.edu to make an appt
 2. Program office is on the West Campus – Rm E234
- After the above documents are reviewed, students will receive a form for a urine drug screen.
 1. This will be time sensitive and must be completed before the expiration date
 2. Bring your CURRENT prescriptions for medications with you to the testing center.
- Students will be cleared to register for the phlebotomy class after their documents have been reviewed

Notify the Program Director ASAP if there will be a delay in obtaining any of the required documents!

Students who are unable to provide all of the above requirements or have discrepancies will usually need to delay their start in the phlebotomy program.

Questions / Problems / Concerns: amrosales2@pima.edu