

## Castle Branch Required Documents

### MLT Required Documents:

#### 1. Immunization Documentation:

- a. [Immunization Record](#) (to be completed by student)
- b. Copy of required immunizations (medical file)
  - Tuberculin (TB) skin test within the past 6 months
    - To be renewed annually
    - Student must provide documentation yearly
    - TB vaccination titer within 8 years is acceptable
    - Positive test requires chest x-ray result documentation
  - Tetanus/Diphtheria or TDaP
    - If Tetanus is over 2 years old, you may be required to get a TDaP
  - MMR (measles, mumps, rubella)
    - Born after 1957, you must have two MMR or positive titer documentation
    - Dates if you have had the disease
  - Chicken Pox
    - Date of the disease
    - Vaccination date documentation
    - Titer documentation
  - Hepatitis B Vaccination
    - Refusal signature
    - Date and documentation of HBV series
  - Influenza vaccination
    - Required by facility? If yes, upload documentation.
    - Renewed 1 year from submission

#### 2. CPR Certification (Front and back of card including signature and name of holder and expiration date) **Accepted Certification can be any of the below**

- a. American Heart Assoc. Healthcare course certificate
- b. American Heart Assoc. Heart Saver course certificate
- c. American Red Cross Professional Basic CPR
- d. Any Nationally recognized Basic CPR course certification
- e. Military Training Network

#### 3. Health Insurance

- a. Proof of insurance (must include name of insurance company, name of student, and effective date)
- b. Insurance must be in effect for the entire program duration.

#### 4. [Physical Exam](#) and [Essential Requirements/Functions](#). (Must be completed within the last 6 months and signed by medical professional)

**\*\*Must state NO LIMITATIONS per Essential Requirements**

#### 5. Professional License or Certification (Military MLT, Phlebotomy, etc)

- a. Documentation from school or program
- b. Completion student certificate is **NOT** sufficient
- c. ASCP [Route 3 PBT](#) form

- i. Letterhead from Supervisor
    - 1. Number of hours worked/week
    - 2. Duration of employment as Phlebotomist
    - 3. Approximate number of sticks
    - 4. Job description
- 6. **Handbook Acknowledgement**
  - a. Signature page
    - i. I have read the handbook...
    - ii. I have read the Essential Requirements for physical and mental health
    - iii. I have read and understand the Classroom/Lab behavior document
    - iv. I have read and understand the Expectations and Responsibilities
  - b. Renewal annually
- 7. **Contract for Classroom/Laboratory Behavior** for MLT
  - a. Signature page
  - b. Contract document
- 8. **Confidentiality / HIPPA form**
- 9. **Acknowledgement of Legal relationship** BCC and MLT
- 10. **MLT FERPA**
  - a. Renewed annually
- 11. **Reference Authorization**

Phlebotomy Documents needed for [Castlebranch](#):

- 1. **Immunization Record** including copy of shot records
- 2. **TB test**
- 3. **Health Insurance**
- 4. **Phlebotomy Handbook**
  - a. acknowledge Signature page
- 5. **Code of Conduct** Classroom contract
- 6. **Confidentiality**
- 7. **Acknowledgment of Legal Relationship**
- 8. **FERPA**
- 9. **Reference Authorization**