

**Health Requirement Checklist** available here: [stcc.edu/healthservices](http://stcc.edu/healthservices)

**Workforce Development Center: Phlebotomy Technician Certificate Program**

Health records (e.g. forms, vaccination, lab/imaging reports, etc.) may be submitted as follows:

In Person .....	Health & Wellness Center, Building 19, Room 177
Online .....	<a href="http://stcc.edu/workforce-dropbox">stcc.edu/workforce-dropbox</a> Direct link: <a href="http://tinyurl.com/2p8u4svy">tinyurl.com/2p8u4svy</a>
Fax .....	(413) 755-6045
Release Request ....	Complete a <u>Health Record Release Form</u> in person

**Due no later than December 1st for spring and July 1st for fall enrollment:**

- CORI Acknowledgement Form** – Bring valid identification to health services office or have form notarized and submit online. Form and instructions: [tinyurl.com/stcc-cori](http://tinyurl.com/stcc-cori).
- Auth. to Release Info. to Fieldwork Sites Form** - Complete the dynamic form at [tinyurl.com/yhkr6whb](http://tinyurl.com/yhkr6whb)
- Technical Standards Acknowledgement Form** - Complete the dynamic form at [tinyurl.com/yfcccyew](http://tinyurl.com/yfcccyew)
- Multiple Policies Acknowledgement Form** - Complete the dynamic form at [tinyurl.com/yf5l56om](http://tinyurl.com/yf5l56om)
- Physical Exam Attestation Form** - Must be on the required form ([click here to print](#)), completed by a licensed clinician and exam dated within 1 year of the program start. *The program's Physical Exam Form is the only form that can satisfy this requirement!*
- Tuberculosis Screening** - Results must be dated within 6 months of course start.  
Choose either...
  - Option A:  Quantiferon-TB Gold Plus or T-SPOT; *Blood test is only option if you were BCG-vaccinated.*
  - Option B: **TWO** Tuberculin Skin Tests
    - 1st PPD is planted and read 48-72 hours later **AND**
    - 2nd PPD is planted 7-21 days after the 1st and read in 48-72 hours (to rule out a false negative)

Screened positive for tuberculosis? Submit the positive result, a chest x-ray report completed at the time of the positive result and complete the dynamic form [Positive TB Screening Questionnaire](#).

**Immunization/Immunity Records:**

- Tetanus, Diphtheria and Pertussis (TDaP)** - vaccine must have been received in the past 10 years
- Measles, Mumps, Rubella (MMR)** - 2 dose vaccine series **OR** titer results showing immunity
- Hepatitis B** -  immune titer lab report (Hepatitis B Surface Antibody, anti-HBs). *See next page for more information.*  
**AND**  
 3-dose hepatitis B vaccine series **OR** 2-dose if HEPLISAV-B™
- Varicella (chickenpox)** - 2 dose vaccine series **OR** titer results showing immunity
- Influenza** – one vaccine dose is required in order to participate in fieldwork during flu season (Oct 1-March 31)
- COVID-19** – original series or updated single dose covering the COVID season of fieldwork. Subject to change per fieldwork site policies. *STCC will put forth a best effort to accommodate placement of an unvaccinated student but this is without guarantee. A student who is unable to be placed will not be able to complete certification.*

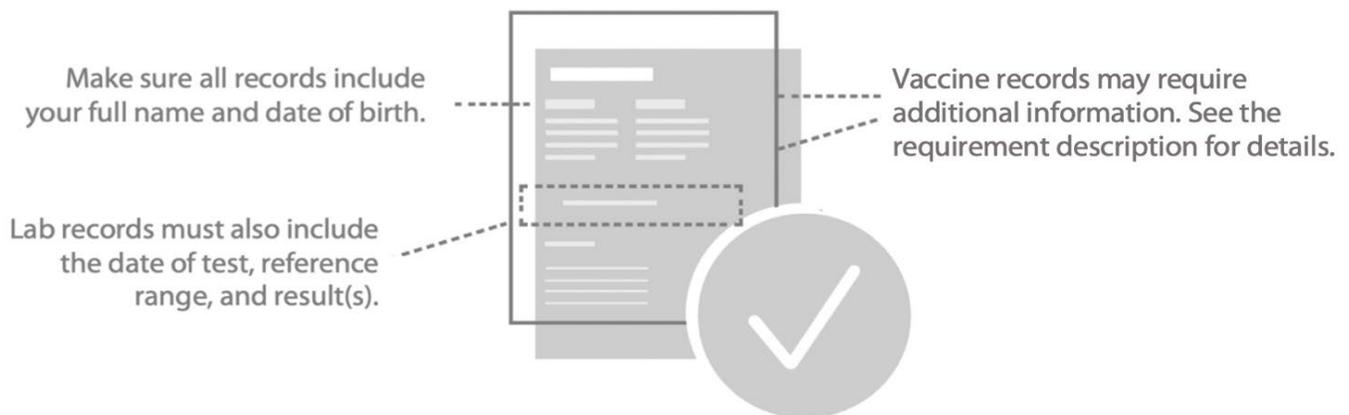
## Additional Requirements:

- ❑ **Background Check and Drug Screening** – Approximately 60-90 days prior to fieldwork start, compliant students will receive ordering instructions from [compliance@stcc.edu](mailto:compliance@stcc.edu). Drug screening must be completed prior to the assigned deadline. For more information, please refer to the [Screening Policy for Fieldwork Placement](#).

### Please Note:

- Contact Workforce Development Center (413) 755-4225 for student ID#, parking, textbook and class information.
- Dynamic forms are submitted automatically upon completion.
- Monitor your email inbox, spam and junk for important communications!

**For more information (office hours and services available), contact the Health & Wellness Center at [stcc.edu/healthservices](http://stcc.edu/healthservices)**



## Understanding your Hepatitis B Surface Antibody titer (antibody serology) results

- Positive/Reactive means you have immunity. Submit results, no additional steps needed.
- Negative/Non-Reactive/Indeterminate/Equivocal/<10 mIU/mL considered not immune even with documentation of appropriate vaccination. Further action is required:

### **Next steps:**

1. Submit Hepatitis B Surface Antibody, anti-HBs, lab result report.
2. Submit documentation of all vaccine doses administered in lifetime and dose(s) after the negative titer.
3. Email [compliance@stcc.edu](mailto:compliance@stcc.edu) to request a deadline extension and state whether your plan is to complete a full series or booster. You will be provided with an estimated date to complete a repeat anti-HBs blood test and a due date to submit the result report.

*Pre-exposure Management for Healthcare Personnel with a Documented Hepatitis B Vaccine Series Who Have Not Had Post-Vaccination Serologic Testing:* [immunize.org/catg.d/p2108.pdf](http://immunize.org/catg.d/p2108.pdf)

**Completing a full series?** The 2-dose HEPLISAV-B™ (by Dynavax) followed by a titer 8 weeks after final dose takes only 3 months to complete. Whereas the 3-dose series followed by a titer 4 weeks after final dose takes 7 months.

**The deadlines for record submission are set by the Workforce Development Center and must be submitted on time. Failure to meet the requirements set above may result in removal from the program.** Extensions to deadlines may be granted when the student is in the midst of completing a certain vaccination series. Deadline extension requests must be submitted in writing to Health Compliance and will be reviewed on a case by case basis. Submission of a deadline extension request does not guarantee an extension will be granted. Students may be excluded from fieldwork or clinical affiliations until requirements are met.

**Health and Wellness Center** · Building 19, Room 177 · Phone (413) 755-4230 · Fax (413) 755-6045

## Student Physical Exam Attestation – Phlebotomy Technician

(This form is required for students in the Phlebotomy Technician program. Other majors and student athletes need to complete a separate form.)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ STCC ID#: \_\_\_\_\_

Please review the Programmatic Technical Standards (listed on the reverse side of this form), prior to performing the physical exam. These list the essential functions of practical work on campus and fieldwork off campus. It should be noted that under the Americans with Disabilities Act, "A qualified person with a disability is one who can perform the essential function of a job with or without reasonable accommodation."

**Programmatic Technical Standards – Phlebotomy Technician** (see reverse side for Programmatic Technical Standards)

<b>STUDENT DISPOSITION</b>	<p><b>Based on your examination findings and the Programmatic Technical Standards please indicate the disposition of the student:</b></p> <p><input type="checkbox"/> <b>Cleared for all classroom/lab/fieldwork participation without restriction</b> I have examined the above-named student and reviewed the Programmatic Technical Standards. The student does not present apparent clinical contraindications to fully participate in the program as outlined on this form.</p> <p><input type="checkbox"/> <b>Cleared for participation with the following restrictions/recommendations</b> Note: Any listed restrictions/recommendations will be reviewed by the College to determine whether there are accommodations that can be made to assist in meeting the technical standards. Students with a qualifying disability under the Americans with Disabilities Act are encouraged to register with the STCC Office of Disability Services (ODS) to determine their eligibility for reasonable accommodations under the law. ODS is located in Building 19, Room 141 and can be reached at (413) 755-4785:  _____</p> <p><input type="checkbox"/> <b>Not Cleared</b> Reason: _____</p> <p><b>Examination Date:</b> ____/____/____</p> <p><b>Clinician:</b> _____</p> <p style="text-align: center;"> <span style="margin-right: 100px;">(print)</span> <span style="margin-right: 100px;">(signature)</span> <span style="margin-right: 100px;">(date)</span> <span>(office phone)</span> </p> <p style="text-align: center;"><i>Please return completed form to student and/or fax to (413) 755-6045.</i></p>
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# Springfield Technical Community College



## Programmatic Technical Standards Essential Skills for the Phlebotomy Technician

- Must be able to participate in all classroom, laboratory and clinical discussions and activities.
- Standing continuously for extended periods of time (over 4 hours).
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Lift and move objects of at least 20 pounds.
- Vision, color vision and hearing is normal or device corrected to meet patient care needs. • Operate all equipment in the laboratory adhering to existing laboratory safety standards.
- Move freely from one location to another in the physical setting of the student classroom and laboratories, and medical laboratories.
- Possess sufficient fine motor skills in order to perform delicate tasks such as, precise sample procedures, withdrawing a blood sample from a patient, pipetting of samples, use of computer work stations, phlebotomy safely and proficiently, and to grasp, hold, transport, and utilize specimens, reagents and equipment in a safe manner as needed to perform laboratory testing.
- Possess the emotional health necessary to effectively apply knowledge, exercise appropriate, independent judgment and to think logically in the performance of duties.
- Maintain intellectual and emotional stability and maturity under stressful conditions, emergent demands (i.e. "stat" test orders), and distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- Work in an environment with potentially infectious materials (HIV, Hepatitis, TB, etc.) and exposure to noise and temperature variations. (This includes possible sensitization to latex from prolonged wearing of gloves).
- Recognize potentially hazardous materials, equipment, and situations and take appropriate actions in order to minimize risk of injury to patients, self, and nearby individuals.
- Maintain alertness and concentration during a normal work period.
- Learn and exhibit professional attributes necessary in the profession.
- Solve problems within reasonable time frames in complex environments.
- Ability to perform basic arithmetic computations (addition, subtraction, multiplication and division).
- Relate in a caring manner to patients of all ages in varying stages of illness.
- Relate in a caring manner to patients and their families in varying stages of grief.
- Relate to the concerns of family members.
- Relate to other health care personnel and physicians in a professional manner that emphasizes teamwork.
- Must be able to speak and write clearly and effectively in English.
- Must be willing to maintain all immunizations and health screenings.

Updated March 2017