

Phlebotomy Admissions Checklist for Success

Congratulations! You have chosen to become a **Phlebotomy Technician**. We are excited to start this journey with you. Here is a simple to-do list to help you get started and make your time here productive, smooth and, most importantly, **successful**.



Admissions

- Complete Enrollment Agreement
 - Voluntary Assumption of Risk Form
 - HIPAA Confidentiality Agreement
 - Safety and Infection Control Policy
 - Laboratory Rules
 - Externship Agreement
- Sign up for myClinicalExchange (mCE = www.myclinicalexchange.com)
- Complete Externship Questionnaire
- Pay Tuition or Payment Plan Deposit



Health and Safety

- Sign up for BLS CPR and First Aid
- Submit Signed Phlebotomy Physical Form
- Upload Immunization Records to mCE
- Submit COVID Vaccination Status
- Complete AZ Regulatory Modules in mCE



Supplies

- Checkout textbook
- Tell us your Scrub Top Size
- Purchase optional supplies/books

Phlebotomy Externship Requirements

There are a number of requirements that must be completed before an externship site will be assigned. Please refer to your course syllabus for the due date. Being late on any of these will delay your graduation date or ability to complete the program.

1. Basic Life Support CPR and First Aid

- CPR must be basic life support or healthcare provider level. We will accept cards from the American Red Cross, ASHI, and the American Heart Association. Online only courses will not be accepted.
- Our students receive an exclusive discount rate to get training through Heart Savers. Call **Heart Savers** directly at (480) 998-5193 and let them know that you are a student at AMTI/VVA. You can also register online and use the promo code **AMTIAHA**.

2. Phlebotomy Physical Form

- The Phlebotomy Physical form must be signed by a Licensed Healthcare provider.
- You can take this to your own personal doctor or visit **Gracey Chiropractic**, located right next door to AMTI in Mesa, who does walk-in physicals for our students for \$20.

3. myClinicalExchange Campus Compliance - Immunizations

- You must upload to your myClinicalExchange account all of the required items on the PHB Clinical Compliance (Arizona Medical Training Institute) checklist. Items must be current and should be clean, legible, scanned PDFs.
- TB tests will be given in class to any student needing one. If not completed in class, submit a copy of your TB test no more than 1 year old or chest x-ray results within 2 years.
- Covid Vaccination Card or Negative Covid Test Results. The externship sites require students to provide negative covid test results or a copy of their vaccination card. Covid testing requirements are subject to change.

4. myClinicalExchange – AZ Regulatory Modules

- You will be assigned a series of modules in mCE covering HIPAA, Safety, Compliance and more. You must complete each of the assigned modules and the corresponding exam. These are required for any externship location you will be assigned.

Phlebotomy Immunizations & Campus Compliance Checklist

The following items are required to be uploaded to myClinicalExchange. Please upload individual PDF scans of each item and follow the directions in myClinicalExchange on the date and dosage information that must be listed in the value and comment sections. Immunization documents must include date, result and must be on official letterhead from laboratory, hospital or doctor or on official vaccination card.

1. Driver's License Copy
 - Passport also accepted
2. Signed Physical Exam Form (Page 5 of this packet)
3. 2-Step TB Test, IGRA or negative chest x-ray
 - 2-step or IGRA within 1 year, X-ray within the last 2 years
4. MMR
 - Mumps, Rubella and Rubeola. 2 doses or positive titer
5. Influenza Vaccine
 - Annual Flu Shot
6. Hepatitis B
 - 3 doses or positive titer
7. Tdap
 - Within the last 10 years
8. Varicella
 - Immunization or positive titer
9. COVID-19 Vaccination
 - Date of most recent vaccination or booster with proof
10. BLS CPR
 - Must be at the Healthcare Provider Level
11. First Aid
 - Certification card

Declination Forms are available for Hep B and Influenza but will severely limit your options for clinical placement.

Phlebotomy 10-Panel Drug Screen Information



For some externship assignments a drug screen will be required. If you are asked to provide a drug screen, you will need to go to one of these locations. Please do this as soon as possible. It is recommended that you call and schedule an appointment or call and verify the hours of testing.

Any Lab Test Now Locations

<p>Chandler (corner of Warner & Dobson) 2075 W Warner Rd #2 Chandler AZ 85224 480-422-0880 Mon-Fri 8am-4pm Sat 9am-12pm Sun closed</p>	<p>Mesa (corner of Baseline & Gilbert Rd) 2048 E Baseline Rd. #C5 Mesa, AZ 85204 480-503-9980 Mon-Fri 8am-4pm Sat 9am-12pm Sun closed</p>
<p>Phoenix 4501 E. Thomas Rd. Suite #105 Phoenix, AZ 85018 602-955-0240 Mon-Fri 8am-4pm Sat 9am-2pm Sun closed</p>	<p>You must tell them that you are an AMTI student. For Phlebotomy it must be a 10-Panel test. Approx cost \$59. Can vary by location.</p>

Medical Marijuana Policy

Negative urine drug screens are required for students to be able to attend their clinical and externship phases of certain programs at AMTI.

Medical marijuana is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana or medical marijuana card are not exempt from urine drug screening. You must have a negative drug screen to proceed to the clinical phase.

Arizona Revised Statutes § 15-108, prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college, or post-secondary education institution.

Phlebotomy Physical Form

Student Name: _____ Birthdate: _____

Phlebotomy Technician students must be able to perform a number of physical activities in the classroom and externship without limitations. The following are brief descriptions of the type of physical activities that students will perform while working.

1. Perform procedures with fine motor dexterity using both hands while using medical instruments such as a needle, tube, syringe, tourniquet and more.
2. Standing, bending, and kneeling around patients using various types of hospital equipment such as specimen collection chairs, wheelchairs, and beds.
3. Extensive periods of walking and standing.
4. Ability to hear the spoken word in settings where other sounds are present.
5. Unimpaired sense of touch. Requires tactile discrimination of veins and vein walls.
6. See details of objects and see differences between colors.
7. Working with various materials and substances to which some individuals may be allergic.
8. Ability to provide effective written, oral and nonverbal communication.

Mark the appropriate box below:

() After reviewing the list above and based on findings from the patient's history and physical exam, I certify that the above student is capable of fully participating in the Phlebotomy Technician program.

Licensed Healthcare Provider (MD, DO, NP or PA) Verification

Print Name: _____

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____