**Sterile Processing – FILE CHECKLIST**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (All FORMS / EACH PAGE MUST BE SIGNED, INITIALED, AND DATED)

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| --- | --- |
| * Completed DocuSign
* Admissions Form (w/ FULL SSN)
* Graduation Date- (on EA) \_\_\_\_\_\_\_\_\_\_\_\_\_
* High School Diploma or Transcripts - English ONLY
* CA State ID / Driver's License
* Quickbooks Invoice
* Entered on SPFS
* Entered on STRF
* Immunizations – (site req will vary)
* TITER Report
* Measles
* Mumps
* Rubella
 | * Hep B
* Varicella
* Tdap
* TB (PPD / QuantiFERON)/Chest X Ray
* FLU (flu season only)
* COVID Card
* COVID BOOSTER
* Dr’s Note
* BLS (American Heart ONLY)
* Externship Availability Form
* Orientation Handout
* Competency Agreement
* Drug Test/Background – (if req. by site)
* Externship Documents – (will vary by site)
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**Final Completion**

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| --- | --- |
| * Grades from Canvas
* SPD101 Infection Control
* SPD111 Externship
* Extern Time Sheets
* Extern Evals (could be one per rotation or one a week depending on site)
 | * Lab Competencies
* Pop quizzes
* Final Exam
* SVSTI Transcript
* SVSTI Diploma
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