**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) |

**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 |