

Place initials  
on every line  
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### Clearance Packet Process

- \_\_\_\_\_ 1. Instructors MUST send Student Health Center a copy of their official roster prior to students receiving packets.
- \_\_\_\_\_ 2. Student is to follow instructions given by SHC Nurse or SHC Reception. DO NOT take packet home without approval from SHC staff or SHC Nurse
- \_\_\_\_\_ 3. Students will *only* be able to pick up & drop off packets at Student Health Center Front Desk (Building 1536)
  - Hours: 8:30am – 4:30pm Monday – Friday
- \_\_\_\_\_ 4. Once all forms are completed (**IN BLACK INK ONLY**) with immunization record included, students are to drop off packet with the SHC nurse for review. Please meet with nurse.

**\*\* PROCESSING COULD TAKE UP TO 2 DAYS! \*\***

- \_\_\_\_\_ 5. If student has no immunization record, SHC nurse will provide vaccine script for *all vaccine requirements*. Make sure your immunization records are legible and identifiable, pick up updated and complete copy from Imperial County Health Department if possible. Will not accept ripped immunization cards/records.
- \_\_\_\_\_ 6. If student has a history of prior positive TB (PPD) student must bring in Chest X-Ray report (valid up to 1-10 years)
  - If student doesn't have CXR, nurse will provide a script from PMHD.
  - Student will need to fill out a "Signs and Symptoms" form.
- \_\_\_\_\_ 7. Once SHC Nurse is done reviewing packet she will provide vaccine scripts for needed immunizations.
- \_\_\_\_\_ 8. SHC nurse will call student to notify them their packet is ready for pickup.
  - If no answer, a voicemail will be left, if possible.
  - **SHC reception will call only up to 3 times before student is considered non-compliant.**
- \_\_\_\_\_ 9. Students will only be able to get vaccinations at Imperial County Public Health Department with nurse's script.
  - IF STUDENTS GO ELSEWHERE THEY WILL BE RESPONSIBLE FOR ANY FEES.
- \_\_\_\_\_ 10. Once immunizations are in progress, SHC reception will schedule student's physical exam if required for appropriate program.
  - **Physicals take place ONLY on Wednesdays from 9:00am – 11:00am**
- \_\_\_\_\_ 11. Once student has everything completed, vaccines and physical, nurse will make final copies. One for student and one for instructor and/or unit secretary. Final copies must be stamped "COMPLETED" or "CLEARED" by SHC nurse to be valid.
- \_\_\_\_\_ 12. Submit any of the clearance requirements prior to the designated date. **Incomplete or failure to complete all clearance prior to the designated date will result in class and or clinical absence and may cause dismissal from the program** as course and program objectives cannot be met without concurrent clinical experience.

**\*\*PACKET MUST BE IN ACCEPTABLE CONDITIONS WHEN TURNED IN, IF DAMAGED OR ILLEGIBLE IT WILL NOT BE ACCEPTED\*\***

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Verifier \_\_\_\_\_