

**Mandatory Documents And Materials**

Name \_\_\_\_\_

Class  Certified Nurse Assistant Prep Program  Patient Care Technician  
 Phlebotomy  Other: \_\_\_\_\_

This will be an official part of your file. Please submit this on the 1<sup>st</sup> day of class.

- All items are mandatory and will be checked on the first day of class.**
- |     |  |                   |
|-----|--|-------------------|
|     | 1. All white nurse's scrubs (CNA)<br>All forest green nurse's scrubs (PCT)<br>All purple nurse's scrubs (Purple)   | Compliant? Y    N |
| 1.  | <b>Physical Examination</b><br>Written on HT&CC's PE Form. <b>(Important)</b><br>CNA applicants: Please make sure that your physician reads the description of your training activities. Pregnant applicants must obtain a separate statement from OB-GYN that she is allowed to take the course   | Compliant? Y    N |
| 2.  | <b>Tuberculosis Clearance</b><br>a) Two steps PPD or skin test is required and must be current ( within the year ). This applies when your skin test has expired.<br>(At least 1 week apart)<br>Note: If there is one current skin test, one more skin test must be taken.<br><u>Or current chest x-ray (within the year), if your skin test is positive.</u> Please submit positive result of skin test. A written statement from your doctor that you had a positive PPD will meet this requirement. The statement must be written before chest x-ray is taken.<br>b) If you are pregnant or have a special condition and are unable to take a chest x-ray because your skin test is positive, present a copy of your skin test and obtain a statement from your doctor that the chest x-ray is contraindicated but you have no signs or symptoms of tuberculosis. Obtain a special form from HT&CC's Clinical Manager for this purpose. | Compliant? Y    N |
| 3.  | Picture ID   | Compliant? Y    N |
| 4.  | Criminal Abstract (CNA)  | Compliant? Y    N |
| 5.  | Copy of CPR Card / First Aid<br>(Phlebotomy & PCT after class is done)   |                   |
| 6.  | <b>Proof of Hepatitis B Vaccination or Waiver</b><br><b>Note: Please bring copies and present them alongside your originals when submitting them to the main office. We will keep whatever you give us.</b><br><b>Note: Uniforms and blood pressure kits may be purchased from us. If purchasing uniforms from us, inform us 2 days prior to start of class.</b>   |                   |
| 7.  | Non-skid white shoes (All)<br>- Nurse's shoes<br>- Sneakers or tennis shoes<br>- Shoes may have colors, but it must look prominently white   | Compliant? Y    N |
| 8.  | White socks (All)  | Compliant? Y    N |
| 9.  | 3 Ring binder (All)  | Compliant? Y    N |
| 10. | Folder paper (All)   | Compliant? Y    N |
| 11. | Pocket notebook (CNA)  | Compliant? Y    N |
| 12. | Red and black pens, pencils (All)  | Compliant? Y    N |
| 13. | Watch with a second hand (All)   | Compliant? Y    N |
| 14. | Highlighters, or markers (All)   | Compliant? Y    N |
| 15. | Ruler (All)  | Compliant? Y    N |
| 16. | Blood Pressure Kit (CNA)<br>(Stethoscope must be unattached)   | Compliant? Y    N |
| 17. | Digital Thermometer (CNA Only)   | Compliant? Y    N |
| 18. | Use medium to large backpacks only.<br>This is to organize and protect your belongings as we transfer from one classroom to the other. This is also a must during Clinical Practicum.  | Compliant? Y    N |
| 19. | Dividers (Minimum of 7 or more)  | Y    N            |
| 20. | 12 Sheet Protectors (All)  | Compliant? Y    N |
| 21. | Personal items for learning to provide personal care to resident, patients, or clients: Toothbrush, comb, hair brush, nail cutter (finger), emery board or file, orange stick, wash cloth, and bath towel. Put all these in a package and label with your name and leave it in the office.<br>(CNA Only)   | Compliant? Y    N |
| 22. | Clipboard for Clinicals (CNA Only)   | Compliant? Y    N |
| 23. | Translation Dictionary: English to <your language> for English as a second language speakers. (You will be advised by your instructor)   | Compliant? Y    N |
| 24. | Proof of High School Diploma (Phlebotomy Only)   |                   |

**Recommendations**

Bring your lunch/dinner and snacks to save you time and money. Classes are allowed only 30 minute breaks, so you may not have time to eat out. Also, bring water or other beverages to stay hydrated. There is a refrigerator and a microwave oven that you may use in our main offices.

Note: Uniforms and blood pressure kits may be purchased at our offices.

Form: Required Documents and Materials  
March 9, 2007 12:38pm

**Note: Certified Criminal Abstracts may be obtained at: [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov)**