

Volunteer T.B. Record

(Hot Sheet)

CF/H-13a Revised 1-11

(mandatory)

Volunteers are required to have current TB clearance on file before working with children in the classroom. This form documents clearance. Center health staff maintains records.

1. Grantee programs receiving direct health services from Registered Nurses shall have the RN arrange a specific day to administer (and later to read) TB test for volunteers.
2. Other programs are to have Health Staff ask classroom volunteers to provide written documentation of TB clearance and record on volunteer record.
3. When results are received, print clearly volunteer's name, child's name if volunteer is a parent/guardian/family member. **ONE FORM PER CLASSROOM.**
4. The original is to be kept in a folder with classroom files. A copy is to be placed in classroom contact log.
5. At the end of the program year, Health Staff shall retrieve original and maintain in health files for 4 years.