



# YAVAPAI COLLEGE - ALLIED HEALTH MEDICAL ASSISTANT PRACTICUM APPLICATION

Application for admission to AHS 295 Summer 2023 Semester Due April 1st 2023

AHS295 Orientation is held at the Prescott Valley Center: 3800 N Glassford Hill Rd., Prescott Valley, AZ

86314. Students will attend practicum at medical office sites within Yavapai County.



To begin registration, please email this application with a copy of your degree audit, YC ID if you have one, and an Arizona Driver's License (both Front and Back) to: malinda.wrisk@yc.edu

Full Name:	Date of Birth:	Y#
Address:	City:	State & Zip:
YC Email Address:	Phone #	
Emergency Contact Name:	Emergency Contact Phone #:	

Select your course

Complete application

Photo copy your

Degree Audit

Email: malinda.wrisk@yc.edu



CRN 20637

Jun 5 - July 27, 2023

AHS 295

Mandatory Orientation

June 5, 2023

Monday

9:00am to 12:00pm

PV40 - 185

Internship

June 5—July 27

Monday-Thursday

7:00am-5:00pm

Clinical Sites

Make an appointment with your academic advisor at (928) 776-2106 to obtain a signed Degree Audit. Ask if official transcripts from any of your previous schools are needed. This process can take several weeks. All course work in an Allied Health degree or certificate program must be a "C" grade or better.

Check if Complete & submitted on CastleBranch	Check if Submitting later on CastleBranch	Requirements - check the box if the requirement is submitted on CastleBranch or will be submitted at a later time.
<input type="checkbox"/>	<input type="checkbox"/>	Degree Audit—signed by an Academic Advisor.
<input type="checkbox"/>	<input type="checkbox"/>	YC Student ID (front and back) and AZ Driver's License (Front and back).
<input type="checkbox"/>	<input type="checkbox"/>	MMR (measles, mumps, rubella) - 2 doses or positive titer.
<input type="checkbox"/>	<input type="checkbox"/>	Varicella vaccine (chicken pox) - 2 doses or positive titer.
<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis B vaccine series. This can take up to 6 months to complete.
<input type="checkbox"/>	<input type="checkbox"/>	Tetanus, diphtheria, pertussis (Tdap). Must be renewed every 10 years.
<input type="checkbox"/>	<input type="checkbox"/>	TB-Mantoux 2 step method (2 tests and 2 results submitted together) or chest x-ray & report.
<input type="checkbox"/>	<input type="checkbox"/>	Flu vaccination for the current flu season. Seasonal vaccines are usually available in August/September. Not required for summer.
<input type="checkbox"/>	<input type="checkbox"/>	COVID-19 vaccine series or submit medical waiver signed by your physician or religious exemption waiver with personal statement
<input type="checkbox"/>	<input type="checkbox"/>	(BLS) Basic Life Support certification for Healthcare Providers from the American Heart Association (AHA) must be taken in-person and stay current throughout the internship/practicum. Online CPR is not accepted.
<input type="checkbox"/>	<input type="checkbox"/>	Arizona DPS Fingerprint clearance card. Visit www.azdps.gov/services/fingerprint. Allow 1 to 13 weeks for card to arrive in mail.
<input type="checkbox"/>	<input type="checkbox"/>	Health Insurance Provider.
<input type="checkbox"/>	<input type="checkbox"/>	State & Nationwide criminal background check, fraud & abuse scan, residency history and random urine drug screen.

Initial:

I must be available 24-40 hours per week to complete my MA Practicum for a total of 168 hours. I understand that I may have to travel out-of-town to an internship site within Yavapai County. \*Students are not allowed to do the internship at their place of employment.

I agree to timely complete internship site specific on-boarding requirements such as: fingerprinting, background check, online training, drug screen or other items required by the clinical site. I will complete all requirements and on-boarding by the requested date or I will not be permitted to participate in the practicum.

I \_\_\_\_\_ (print your name) have read and understand the health requirements, clinical site requirements and expectations for the Medical Assistant Practicum.



Applicants Signature



Date Submitted



## Clinical immunization requirements to submit to CastleBranch



CastleBranch is a **Medical Document Manager** website that you will use to upload your proof of immunizations, BLS card, and AZ DPS Finger Print Clearance Card. Follow the instructions below to create an account (Place an Order) at [www.castlebranch.com](http://www.castlebranch.com). A request to the Director will be submitted for you to enroll for the class after your requirements are uploaded and complete on the CastleBranch.

### CastleBranch Instructions:



#### HOW TO PLACE AND ORDER

1. Go on line to [www.castlebranch.com](http://www.castlebranch.com)
2. Click on "Place Order"
3. Type in the Package Code: **YA75**
4. Review

Package Code: **YA75** includes the Medical Document Manager Annual CRR, Random Drug Screen and Background Check that is required for Practicum/Clinical/Internship participation

**Package cost \$137.50**

5. Check Box and Click Continue

You will be prompted to create your secure myCB account. Now you can upload documents, view your results, manage requirements and complete tasks. The email address you provide will become your username.

### Submitting Documents on CastleBranch:

#### Options for Digitizing your Document

Take a picture, use the myCB app, scan your document.

#### Submitting Through myCB

Click **To-Do Lists** with the myCB panel on the left

Expand the requirement you wish to upload to

Click **Browse** next to **Your Computer or Flash Drive**

Select file (s) needed, one at a time

Click **Submit**.

All documents uploaded are stored in your **Document Center** for future use. To attach a previous uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents**.

CastleBranch Customer Service Phone: 888-914-7279

Email is [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)

**MMR (Measles, Mumps, Rubella)** - Submit proof of 2 previous vaccinations or titer. If results from the titer are positive, attach the results, if the results are Negative, you must get two MMR vaccinations (each 30 day apart) and submit.

**Varicella (Chicken Pox)** - Submit proof of 2 previous vaccinations or titer. If results from the titer are positive, attach the results, if the results are Negative, you must get two Varicella vaccinations (each 30 day apart) and submit.

**Hepatitis B** - Submit proof of a full vaccine series: Options include:

3- dose vaccination series: Engerix-B or Recombivax HB or HepA-HepB (Twinrix) this takes 1 to 6 months to complete OR

2-dose vaccination series: Hepsiv-B at least 4 weeks apart OR

Submit a proof of a positive HbsAB titer OR Declination waiver.

**Flu Vaccine** - Submit proof of current flu vaccination. It must be for the current season. Not required for summer.


**Tuberculosis (TB)** - Options include:

Mantoux Method 2-step TB Skin Test. A 2-step skin test consists of 2 separate Tb Tests and results. The 2nd TB test must be administered 1 to 3 weeks after the first test. Both the 1st and the 2nd tests and results need to be submitted together.

If you have a positive TB Skin test you must submit a chest x-ray diagnostic report stating negative for TB, with accompanying TB questionnaire signed by a healthcare provider.

**Tetanus, Diphtheria and Pertussis (Tdap)** - Submit Tdap immunization within the past 10 years.

**\*COVID-19 Vaccine (s)** - Submit proof of Vaccination (s). If you received a 2-dose series, both doses are to be submitted at the same time together OR Submit a medical waiver signed by your physician, or a religious waiver that includes a personal statement from you.

 \*The student must meet all requirements of the clinical site to participate in Clinical. The requirements include providing proof of full vaccination against COVID-19. Understand that if you are not fully vaccinated by the time Clinical begins, and/or the site does not accept a vaccination exemption, you will not successfully complete the required clinical hours and would not achieve a passing grade.

January 12, 2022

## NOTICE OF CLINICAL SITE COVID-19 VACCINE REQUIREMENTS FOR HEALTHCARE PROFESSIONS STUDENTS

Dear Student:

Pursuant to recently enacted federal regulations governing YC's partners or agencies, providing clinical education, individuals providing care or having direct care contact with patients in clinical settings at a licensed healthcare institution which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities including ambulances or fire agencies, may be required to provide proof of COVID-19 vaccination and subject to regular health screening and COVID-19 testing as determined in the sole-discretion of YC's partner healthcare institutions.

For more information regarding the COVID-19 Vaccine, visit the C.D.C. website at

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/about-vaccines/index.html>. Students are not considered fully vaccinated until 2 weeks after their second dose of the Pfizer-BioNTech or Moderna COVID-19 Vaccine or 2 weeks after a single dose of Johnson & Johnson's Janssen COVID-19 Vaccine.

Federal regulations also require that employers grant employees certain exemptions from the COVID-19 vaccination requirements for religious or medical reasons. Some of YC's clinical partners or agencies have agreed to make the same exceptions available to YC Healthcare Profession students. While the requirements and exemption rules and process are determined by YC's clinical partners, YC is assisting its clinical partners in this process by collecting the exemption requests. To request an exemption from a clinical partner's COVID-19 vaccination requirement, students must complete the attached exemption request and upload the form to Castlebranch, MyClinicalExchange or Complio; or visit <https://www.yc.edu/alliedhealth> to download the form.

Please note that a completed exemption request does not guarantee clinical placement, which may result in required removal from the clinical course, resulting in a possible incomplete, withdrawal, or inability to complete the program of study. YC is working hard to find sufficient number of clinical experiences to accommodate all exemption requests, but demand for exemptions may exceed available clinical placements. It is also important to note that each clinical site may change its requirements over time, sometimes with little notice. YC will notify all impacted students of the changed requirements for continuation in the placement.

Note also, that students with approved exemptions may be required by the clinical partner or agency to be COVID-19 tested up to 2 times each week at the student's expense. Negative test results would be required as a condition to continue placement. Disclosing the results of each test to the clinical partner or agency as well as with YC is required and the responsibility of the student. YC assumes that these students are testing negative and if there is a positive test result, the student would then immediately contact YC and their respective program and abide by all YC COVID protocols.

Please be aware that even though YC may approve a student exemption, the clinical facility has final say over the exemption policies and procedures and may require additional information, and/or not approve any particular student exemption. In the event of a changed vaccine requirement or refusal to accept an exemption request, YC will use reasonable efforts to find another placement one time, but such alternative placement may not be possible, resulting in an inability to complete the required clinical course and program of study.

To meet the COVID-19 documentation requirements from our clinical partners: Provide a copy of proof of COVID-19 Vaccine proving vaccination. Provide proof of two-dose vaccination of Pfizer-BioNTech or Moderna Vaccine.

**OR** Provide proof of one dose vaccination of Johnson & Johnson's Janssen vaccine **AND** Also, provide proof of a booster dose if there has been sufficient interval since your initial vaccination. (see <https://tinyurl.com/2p86bc33> for more info)

**OR** If applicable, provide a copy of your completed exemption form noting that by declining the Vaccine, you continue to be at risk of acquiring COVID-19. Please note that a completed exemption form does not guarantee clinical or simulation placement and may result in required removal from the clinical course, resulting in a possible incomplete, withdrawal, or failure of the program of study.

Sincerely,

Dean for the School of Health and Wellness



# Requirements to submit to CastleBranch



## Fingerprint Clearance Card

Arizona Department of Public Safety Level One Fingerprint Clearance card is required for all applicants in the Allied Health Programs at Yavapai College. There may be a 6 to 13 week processing time so please get this started right away.


1. Visit <https://www.azdps.gov/services/public/fingerprint> to obtain or renew an AZ DPS Level 1 Fingerprint Clearance Card.
2. Click **Apply for a card**.
3. Read the information and click **Apply for a Fingerprint Clearance Card**.
4. Click the **Continue** button under Fingerprint Clearance Card.
5. Select **Request a Replacement / Apply for a card**, and click continue.
6. Create an account if needed or login.
7. When asked, select **Non-IVP** card and continue the process.
8. When asked why you are applying, choose **Health Science Student and Clinical Assistant**.
9. Follow the instructions on the form.



## CPR Certification—Basic Life Support for Healthcare Providers (BLS)

AHS 295 Medical Assistant Practicum requires the Basic Life Support for Healthcare Providers (BLS) from the American Heart Association Certification. BLS is a professional healthcare CPR class specifically for profession rescuers, including students who will be in clinical setting. This BLS course must be entirely in person. Any other type of CPR/First Aid or online CPR will not meet requirements.

Here are some locations you may to reach out to in addition to your own Yavapai College!

Central Yavapai Fire District <a href="http://www.centrialyavapafire.org">www.centrialyavapafire.org</a> (928) 772-7711	New Life CPR <a href="http://www.newlifecpr.org">www.newlifecpr.org</a> (928) 445-5024
Heartwell CPR <a href="http://www.heartwell.cpr.com">www.heartwell.cpr.com</a> (928) 771.1077	Prescott Fire Department (928) 445-5555
	Sedona Fire Department <a href="http://www.sedonafire.org">www.sedonafire.org</a> (928) 282-6800

## Background Check

Once you have created your CastleBranch account using package code YA75, a background check will begin automatically. The background check contents look for the following:

- Statewide Criminal—Arizona and includes maiden and alias names
- Nationwide Record Indicator (nationwide database) with Nationwide Sex Offender INDEX
- 7 year U.S. County Criminal Search—All counties of residence outside AZ
- Nationwide Healthcare Fraud and Abuse
- Residence history





# Associated Costs\*



<b>Tuition for AHS 295</b>	<b>3 credits</b>	<b>Arizona Resident</b>	<b>\$378</b>
Textbook			
Please visit the YC bookstore for textbook options			\$85
RMA Exam Fee <b>included</b> in the Tuition.		Fee if paid separate:	\$120.00
CastleBranch			
Document Manager, Drug Screen and Background Check			\$137.50
Arizona DPS Fingerprint Clearance Card			\$65.00
CPR for Healthcare Provider (BLS) Card			\$40.00
TB Test (2-Step) or Chest X-Ray Diagnostic Report			\$60.00
Immunizations			
Flu Vaccine			\$45.00
Tetanus, Diphtheria, Pertussis (Tdap) Vaccine			\$85.00
Measles, Mumps, Rubella (MMR) Vaccine			\$230.00
Varicella Vaccine			\$410.00
Hepatitis B Vaccine			\$350.00
COVID-19 Vaccine (No cost with insurance or through a federal program for the uninsured)			\$0.00
Scrubs & Shoes - Maroon / Burgundy scrubs and white or black shoes (no canvas shoes)			\$75.00
*The above information is provided to give students, parents, and advisors an approximate cost of the Allied Health internship program. These are only estimates and are not all-inclusive of the costs associated with the program. The actual costs may be higher or lower. Tuition and other fees may change at the Governing Board's discretion while this document is in effect. Please make sure that you take on the responsibility of knowing tuition and fees schedules as they pertain to you.			

Internship rotation is determined by the location availability and the order in which the student completes all requirements and registration. Some Internship sites will require an account in My Clinical Exchange. The fee is \$20 and is similar to CastleBranch as it is a Medical Document Manager. You will be notified if you need to create an account at [ww.myclinicaexchange.com](http://ww.myclinicaexchange.com).

### Affirmative Action / Equal Employment Opportunity

Yavapai College is an affirmative action/equal opportunity institution. For Yavapai College's nondiscrimination statement, visit [www.yc.edu/aa-eeo](http://www.yc.edu/aa-eeo). A lack of English language skills will not be a barrier to admission and participation in the programs of the college.

Yavapai College es una institución de oportunidades de acción/igualdad afirmativa. Para la declaración de no discriminación de Yavapai College, visite [www.yc.edu/aa-eeo](http://www.yc.edu/aa-eeo). La falta de conocimiento del idioma inglés no será una barrera para la admisión y participación en los programas de la universidad.