

Clinical Clearance Packet

Nursing Assistant, Phlebotomy Basic, Electrocardiography Technician, and Medical Assisting

Welcome and thank you for your interest in the Allied Healthcare Assistant Program! Most of our courses at NMSU-DACC have a clinical component which allows students the opportunity to demonstrate skills learned in class with live patients/residents in a medical facility. To participate in these opportunities, NMSU-DACC students must meet strict health and safety standards regulated by the New Mexico Department of Health's Health Facility Licensing and Certification (HFL&C) Bureau, the U.S. Department of Health and Human Services' Centers for Medicare and Medicaid Services (CMS), and the Centers for Disease Control and Prevention (CDC).

Due to the clinical components, you must be at least 18 years of age for courses with a clinical component: NA105, NA109, NA110, and NA214

Advising Contact Information:

Marty Brooks	Academic Advisor	575-527-7683	mabrooks@dacc.nmsu.edu
David Parra	Academic Advisor	575-882-6809	dparra@dacc.nmsu.edu
Brad Mazdra	Academic Advisor	575-527-7519	bmazdra@dacc.nmsu.edu

Department Faculty:

Sharon Lashley	Program Director	575-527-7674	slashley@nmsu.edu
Laura Jarry	Assistant Professor Clinical Coordinator	575-528-7217	ljarry@nmsu.edu

Registration Checklist:

1. _____ Completion of CCDE 110N with at least a C or ENGL 111G with at least a C; ACT or SAT scores (see placement <https://dacc.nmsu.edu/advising/advising-tools/ACT-SAT-Math-English-Placement-Matrix.pdf> matrix)
2. _____ BIOL 1130G or equivalent is required as a co-requisite for Phlebotomy Basic (NA 109) & Electrocardiography Technician (NA 110)
3. _____ Electronic submission of Clinical Clearance Packet via *CastleBranch*
 - a. CastleBranch is an independent company from DACC. Please contact CastleBranch for information on costs, storage terms, etc...

- b. Payment Information: CastleBranch accepts all major credit cards, electronic check, and money orders. Note: the use of an electronic check or money order will delay order processing until payment is received.
- c. **For questions regarding the packet, please contact departmental faculty listed on page 1**

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator at DACC will have their own secure portal to view your compliance status and results.

Contact CastleBranch for additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

Order Instructions for Dona Ana Community College – Allied Healthcare Assistant Program



- A. Go to <https://mycb.castlebranch.com/>
 - In the **upper right hand corner**, enter one of the **Package Codes** below:
 - **DF23annual**: This packet is \$24.00 and stores your documents for one year
 - **DF23**: This packet is \$40.00 and stores your documents for an “unlimited” amount of time.
- B. Order the drug screen **ANNUALLY**. The results will post to your CB account; students with a positive drug screen will not be admitted to clinical courses.
 - **DF23dt** for the drug screen only the cost is \$37.00
 - The University strives to maintain a safe and productive environment free from the influence of illicit drugs and unlawful use of alcohol. As a recipient of federal funds, the University is obligated to inform all students that the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its **activities is prohibited**, and is a violation of University policy. Students who violate this prohibition will be subject to appropriate disciplinary action, which may include termination of employment or **expulsion from school**.
 - A positive drug screen may prevent a student from completing courses/program and gaining employment in the field. Any student who has been dismissed or suspended for drug or alcohol violations and who has evidence of successful rehabilitation may petition for readmission to NMSU-DACC upon recommendation from relevant psychological or psychiatric professionals.
 - Students who voluntarily seek treatment for drug or alcohol violations before disciplinary action, and students who are readmitted to the NMSU-DACC after rehabilitation, may be assessed and receive after-care counseling from an on-campus counseling center or be referred to an appropriate community resource.

Additional Documentation:

4. ___ Physical Assessment, page 4 – 5; Appendix A
5. ___ Proof of Immunizations, page 6 – 7 for full listing of vaccinations; Appendix B
6. ___ American Heart Association Basic Life Support (BLS for Healthcare Providers), page 8; Appendix C
7. ___ Proof of personal health insurance to cover the cost of medical treatments for accidents that may occur in the laboratory or clinical setting. Ensure you submit both the FRONT & BACK of your insurance card.
8. ___ Once you have uploaded required CB documentation, contact Program Faculty listed on page 1.
 - a. Faculty member will review your CB documentation and clear you for registration
 - b. Upon successful registration, contact Monique or Richard below to schedule your Caregiver Criminal History Screening
9. ___ Caregiver Criminal History Screening (cost ~\$75)
 - a. Richard Chavarria: 575-527-7660 or rchavarria@dacc.nmsu.edu
 - b. Monique Sanchez: 575-527-7630 or msanchez@dacc.nmsu.edu
10. ___ Fingerprinting: must be completed within 24 – 48 hours of Caregiver Criminal History Screening Application submission

Additional Packet Information:

- A. TB Skin Test Form – This form is for individuals who have tested **POSITIVE** on a TB Skin Test
- B. Allied Healthcare Assistant Uniform Policy
- C. Financial Aid Information

Appendix A -- Allied Healthcare Assistant Program Student Practice Standards

Minimum abilities expected include but are not limited to:

The following technical standards and essential functions outline reasonable expectations of a student in the Allied Healthcare for the performance of common healthcare provider functions. The student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while providing the essential competencies of the Allied Healthcare program.

The student must be able to meet the following requirements to apply for admission and continuation in the program, if the student is unsure if they can safely perform the following functions please have the student consult their personal physician for and evaluation and advise:

Categories of Essential Functions	Definition	Example of Technical Standard
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to comprehend the condition of all clients assigned to him/her for care. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.	<ul style="list-style-type: none"> • Visually discriminating incremental readings on syringes, sphygmomanometers and other various medical equipment • Visually discriminating between different colored objects • Discriminating between auditory stimuli
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team. Ability to read English and interpret without assistance.	<ul style="list-style-type: none"> • Patient teaching • End of shift reports • Documentation in legal records/ charts • Medication records • Transcribe doctor's orders from chart, interpret, and implement • Collaborates with members of healthcare team
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment.	<ul style="list-style-type: none"> • Standing for long periods of time (8-10 hrs/day) • Lifting up to 50 lbs. • Performing one person and two person transfers • Turning, log rolling and ambulating another person • Manipulating equipment • Performing patient care procedures with finger and manual dexterity (i.e., removing IVs, phlebotomy, dressing changes, catheterization)
Intellectual	Ability to collect, interpret and integrate information and make decisions. Ability to read and interpret the English language without assistance.	<ul style="list-style-type: none"> • Transcribe orders from chart, interpret the orders and intervene • Display critical thinking abilities in providing, reporting, and prioritizing patient care.

Categories of Essential Functions	Definition	Example of Technical Standard
<p>Behavioral and Social Attributes</p>	<ul style="list-style-type: none"> • Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team. • Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients. • Possess compassion, integrity, concern for others, and motivation. • Possess the ability to demonstrate professional behaviors and a strong work ethic. 	<ul style="list-style-type: none"> • Utilize intellectual abilities • Exercise good judgment and complete tasks within required time limits • Demonstrate the emotional health required for full utilization of intellectual abilities and exercise of good judgment • Show integrity, concern for others, interpersonal skills, interest and motivation

In general, successful applicants possess qualities such as:

- Interest and aptitude for math and science
- A strong motivation to learn
- Well-developed study skills
- Good problem-solving and decision-making skills
- An ability to work with people with diverse backgrounds

It is the desire of the program to provide a safe environment for students and the patients that we serve. Students are expected to notify their instructor or program director immediately if their ability to perform the technical standards and essential functions required for the course changes. A release from a primary healthcare provider may be required to remain and continue in courses.

 Applicant Signature

 Date

Appendix B -- IMMUNIZATIONS

Where can I find my shot record?

Check first for your immunization (shot) records with

- Your parent
- Your high school nurses' office.
- The county health department for the county in which you grew up.
- Your family physician

Immunization records state of New Mexico

Call: 800.280.1618

Web: [New Mexico Statewide Immunization Information System](#)

Email: DOH-HelpDesk-Main@state.nm.us

Where can I get the shots I need?

If you cannot find your records or they are incomplete your family Physician may be able to provide you with the required injections (shots) or titers (blood levels). ***Some insurance companies cover the costs of immunizations and titers.***

Here are just a few ideas where you can go DACC makes no recommendations.

NMSU Student Health Center –

Corner of Stewart & Breland - Phone: 575-646-1512 for an appointment. Payment is due at time of services. Call to schedule an appointment. Take a copy of the program requirements and your shot records to the appointment.

Please be aware that if your titer results show equivocal or negative you will be required to take the shots.

Walgreens

Check to see which Walgreens carries the immunization you need and schedule an appointment on line at:

https://www.walgreens.com/pharmacy/immunization/immunization_index.jsp

Ben Archer (575) 382-9292, 1600 Thorpe Rd, Dona Ana or (575) 541-5941, 1998 Motel Blvd, Las Cruces, north of the Field of Dreams parking lot.

North Main Family Health Center (575) 525-3531 2611 N Main St

La Clinica De Familia Inc LCDF - (575) 556-0200 East Mesa Medical, (575) 373-9202 8600 Bataan Memorial

Students can also provide proof of immunizations by immunization card or New Mexico Statewide Immunization Information System print out.

Name: _____ Date of Birth: _____	
MEASLES (RUBEOLA), MUMPS, RUBELLA: A. Two doses of measles vaccine on or after their first birthday and at least 30 days apart OR	Date #1 _____ Date #2 _____ (mm/dd/yy) (mm/dd/yy)
B. TITER SEROLOGIC test positive for Measles (Rubeola), Mumps, Rubella antibody.	Date Drawn: _____ (mm/dd/yy) Results: circle as appropriate Measles: _____ Negative Positive Mumps: _____ Negative Positive Rubella: _____ Negative Positive
HEPATITIS B: A. Three doses of vaccine administered over a period of 4-6 months. Initial vaccine followed by 1 and 4-6 months vaccines respectively OR	Date #1: _____ (mm/dd/yy) Date #2: _____ (mm/dd/yy) Date #3: _____ (mm/dd/yy)
B. TITER Serologic test positive for Hepatitis B antibody.	Date: _____ Result: _____ circle as appropriate (mm/dd/yy) Negative Positive
VARICELLA (chicken pox): A. Two doses of Varicella vaccine administered 4-8 weeks apart OR	Date #1 _____ Date #2 _____ (mm/dd/yy) (mm/dd/yy)
B. TITER Serologic test positive for Varicella antibody.	Date: _____ mm/dd/yy Result: _____ circle as appropriate Positive Negative
Current TETANUS, DIPHTHERIA, and PERTUSSIS (Tdap) : (good for 10 years) Cannot expire before end of semester.	Date: _____ (mm/dd/yy)
TUBERCULIN SKIN TEST (TB): Required Annually for all Health Care Workers. Must be good throughout entire semester. Cannot expire during clinical course. If the TB test is reactive (positive) the student must obtain a chest X-Ray to determine that the student does not have an active case of tuberculosis. An initial negative chest X-ray and completion of annual TB health questionnaire form is required for any reactive TB skin test. Chest X-Ray repeat every 5 years. Date Given: _____ (mm/dd/yy) Date Read: _____ (mm/dd/yy) Results: _____ Read by: _____ Date of chest x-ray: _____ (mm/dd/yy) Results: _____ Cannot expire before end of semester.	
Seasonal Flu Vaccine: _____ (mm/dd/yy) After August 15th each year when new shots become available. Cannot expire before end of semester. Not required for summer semester.	

Physician or Approved Licensed Health Professional Information:

Printed Name: _____	
Address: _____	
Phone Number: _____	
Signature of Primary Care Provider**:	Date: _____

**** Validates all information above.**

Appendix C -- CPR COURSES

BLS for Healthcare Provider

AMERICAN HEART ASSOCIATION

BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

**Dona Ana Community College
Take it for College Credit!**

Contact: Ann Bellows Program Director
To register for OEEM 101 CPR BLS for the Health Care Professional
1 credit hour
Phone: (575) 527-7645
East Mesa Campus DASR 220K
Email: abellows@nmsu.edu

OR

**Virginia Durant, Director Respiratory Program
Non-Credit Course**

Please Text (575) 640-5480 to sign-up for next available class.

Certification course Cost \$55.00

Recertification if you already have a **current** card \$35.00

OR

Region II Ems Inc.

125 N. Main
Las Cruces (575) 524-2167
Enroll on line at:

<http://www.trainingcentertechnologies.com/Region2EMS/CourseEnrollment.aspx>

**Sign up for the BLS for Healthcare Provider
course do not take "Heartsaver" it is the
wrong course and will not be accepted
Cost \$60.00**

Appendix D -- DACC Health Sciences Division Annual TB Health Questionnaire Form

All Students/employees with positive TB skin test must complete and sign the questionnaire annually. The question relate to signs and symptoms of Tuberculosis. Please check "yes" or "no" to each symptom.

if you check "yes" to any item, in the comment section below, describe the symptom, including when it started. Should you have question, please contact the Data Records Coordinator at (575) 528-7322.

SYMPTOM	YES	NO
1. Fatigue		
2. Loss of Appetite		
3. Unexplained Weight Loss		
4. Low Grade Fever		
5. Coughing Up Blood		
6. Night Sweats		
7. Cough Lasting More Than Three (3) Weeks		
8. Cough Combined with Fever, Chills, Sweating, and Weakness (Not Responsive to Treatment)		
9. Shortness of Breath		
10. Dull Aching or Tightness in Chest		

COMMENTS:

Name: _____ Signature: _____ Date: _____

Appendix E – UNIFORM POLICY

Patient Care Technician Program students are required to wear the DACC uniform for all clinical experiences. The uniform, or components thereof, including the name tag may not be worn at any time other than those for which permission has been granted.

Uniform Nursing Assistant

Scrubs: Turquoise top and dark gray pant.
 DACC Name Tag
 Shoes: White, non-skid close toe and heel.
 Socks: white

Uniform Patient Care Tech

Scrubs: Lime green top and dark gray pant.
 DACC Name Tag
 Shoes: White, non-skid close toe and heel.
 Socks: white

Uniform Medical Assistant

Scrubs: Black top and dark gray pant.
 DACC Name Tag
 Shoes: White, non-skid close toe and heel.
 Socks: white

Uniform Phlebotomy

Scrubs: Red top and dark gray pant.
 DACC Name Tag
 Shoes: White, non-skid close toe and heel.
 Socks: white

Uniform Electrocardiography Tech

Scrubs: Dark purple (eggplant) top and dark gray pant.
 DACC Name Tag
 Shoes: White, non-skid close toe and heel.
 Socks: white

Uniforms and accessories must be clean and neat at the beginning of each clinical experience.

Fingernails

- Fingernails must be clean.
- No nail polish may be worn.
- Fingernails must be no longer than the finger pad or short enough that they cannot cause an injury and harbor infection.
- No artificial nails

The clinical instructor will determine if an individual's fingernails are too long. Student may need to shorten nails to an acceptable length before continuing into clinical site.

Hair

- Hair must be clean, worn neatly back from the face and off the collar in such a manner that it cannot swing around into the face or fall into a patient's food.
- Facial hair must be short and neatly trimmed.
- No do rags

Jewelry

- One small pair of studs in ears.
- No bars. No hoops. Hoops can catch on patient clothing, dangle in their face, carry infection, or can be pulled out by patients.
- No facial jewelry of any kind
- Rings: one band type ring or a wedding set.
- Consider wearing a wedding band instead of a set, as the stones in sets can be lost, harbor germs, and may tear the patient's skin.
- A watch with second counting capability is required to count pulse and respirations and cannot require the use of your other hand.

No other jewelry should be visible. The student will be asked to remove it, if cannot be removed students will be asked to leave clinical.

Tattoos

- All visible tattoos must be covered.

Name Tags

- Nametags must be worn during all clinical rotations.
- Each student will be issued one nametag. Replacement cost is \$5.00, even if misplaced or mutilated.
- Please return all nametags to your clinical instructor at the completion of the semester.

Shoes

- Shoes must be white, clean, and in good repair
- Uniform shoes are encouraged.
- No sandals, open toes, open heels, or clogs

Allergies

Many patients are allergic to perfumes or have difficulty breathing. *Please do not wear*

- perfume
- scented talcum/lotions
- colognes

I have received a copy of this policy and agree to be dressed as described during my clinical experiences.

Student Signature: _____ Date: _____

Appendix F -- Financial Aid

Contact Information:

East Mesa Campus – Las Cruces, NM 88011

2800 N. Sonoma Ranch Blvd. DASR Rm. 109

Phone: 575-528-7001 | Fax: 575-528-7474

Toll free: 800-903-7503

Email: finaid@dacc.nmsu.edu

How to: Financial Aid Application Process

Visit the link for information and instructions on the financial aid application process:

<https://fa.nmsu.edu/application-process/>

Other Financial Resources

New Mexico Workforce Connection

A Proud Partner of the American Job Center Network

The federal **Workforce Innovation and Opportunity Act (WIOA)** funds eligible, in-demand programs (personal care aides, nursing assistants, home health care aides, medical assistant, and phlebotomist) that are designed for adults over the age of 18. Depending on eligibility, individuals can receive tuition assistance to help pay for their education. Assistance can cover tuition fees, books and supplies. In some cases may also cover childcare and transportation. If you would like to see if you qualify for the WIOA Tuition Assistance Program, please contact the Workforce Connection Center at **(575) 524-6250** or visit their office at **226 S. Alameda** in Las Cruces, NM.

For more information on alternative funding resources, please visit the link:

<https://dacc.nmsu.edu/fa/other-resources/>