

Clinical Clearance Packet

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: NA109, NA110, and NA214

Advising Contact Information:

David Parra	Academic Advisor	575-882-6809	dparra@dacc.nmsu.edu
Gabe Martinez	Academic Advisor	575-323-0934	gamartinez@dacc.nmsu.edu
Marty Brooks	Academic Advisor	575-527-7683	mabrooks@dacc.nmsu.edu
Brad Mazdra	Academic Advisor	575-527-7519	bmazdra@dacc.nmsu.edu

Department Faculty:

Cynthia Olivas	Department Chair	575-528-7209	cvalenti@nmsu.edu
Victor Medina	Clinical Coordinator	575-528-7094	medina23@nmsu.edu

Registration Checklist:

- ____ 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)
- ____ BIOL 1130G or equivalent is required as a pre-requisite for Phlebotomy Basic (NA 109) & Electrocardiography Technician (NA 110)
- ____ Electronic submission of Clinical Clearance Packet via *CastleBranch*
 - CastleBranch is an independent company from DACC. Please contact CastleBranch for information on costs, storage terms, etc...

Allied Healthcare Assistant Program

- 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



1. Allied Healthcare Program--Purchasing a CastleBranch Subscription
 - a. Go to: <https://mycb.castlebranch.com/>
 - b. Click on "Place Order" you will enter the code for the Allied Healthcare Assistant Program: DF23
 - c. CastleBranch will navigate you to a screen that will ask you to "Please review". Review your package contents and click on the box to confirm you read, understand, and agree to the Terms and Conditions of Use.
 - d. Next, you will begin the process to "Place Order". You will fill in all the required information such as: Personal information and Personal Identifiers. Then you will complete purchase: \$43.00 + \$1.99 service fee
2. 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: \$42.00 + \$1.99 service fee
 - 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:

3. _____ Physical Assessment, page 4 – 5; Appendix A
4. _____ Proof of Immunizations, page 6 – 7 for full listing of vaccinations; Appendix B
5. _____ American Heart Association Basic Life Support (BLS for Healthcare Providers), page 8;
Appendix C
6. _____ 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.
7. _____ Once you have uploaded required CB documentation, contact Program Faculty listed on page 1.
 - d. Faculty member will review your CB documentation and clear you for registration
 - e. Upon successful registration, contact Monique or Richard below to schedule your Caregiver Criminal History Screening
8. _____ Caregiver Criminal History Screening (cost \$88.30); Call or email Monique Sanchez:
575-527-7630 or msanchez@dacc.nmsu.edu.
9. _____ 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 an evaluation and advise:

Categories of Essential Functions	Definition	Example of Technical Standard
Observation	Ability to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component and to comprehend the condition of all clients assigned to them for care. Such observations and information usually require 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	<p>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.</p> <p>Ability to read English and interpret without assistance</p>	<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 • Collaborate with members of the 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, 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 orders and intervene • Display critical thinking skills in providing, reporting, and prioritizing patient care.

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Categories of Essential Functions	Definition	Example of Technical Standard
Behavioral and Social Attributes	<p>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 healthcare team.</p> <p>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.</p> <p>Possess compassion, integrity, concern for others.</p> <p>Possess the ability to demonstrate professional behaviors and a strong work ethic.</p>	<ul style="list-style-type: none"> • Exercise good judgement and complete tasks withing required time limits • Demonstrate the emotional health required for full utilization of intellectual abilities • Show integrity, concern for others, interpersonal skills, interest and motivation

In general, successful applicants possess qualities such as:

- Interest and aptitude for math & 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 the course.

Applicant Signature

Date

Appendix B – Immunizations

Where can I find my shot record?

- Check for your immunization (shot) record with
 - Your parent
 - Your high school nurses' office
 - The county health department for the county in which you grew up
 - Family physician
- Immunization records state of New Mexico
 - Call 800-280-1618
 - Web: <https://www.nmhealth.org/about/phd/idb/imp/siis/>
 - 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 will 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 – 575-646-1512
 - Walgreens
 - CVS
 - Ben Archer – 575-382-9292
 - North Main Family Health Center – 575-525-3531
 - La Clinica de Familia, Inc. – 575-556-0200

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CPR Courses

American Heart Association Basic Life Support for Healthcare Providers

Dona Ana Community College

- Contact Nicole Marcak, CC Lab Tech to register for OEEM 101, CPR for the Health Care Professional
- 1 college credit hour
- 575-528-7411
- nmarcak@dacc.nmsu.edu

Region II EMS, Inc.

- Enroll online at: <http://www.trainingcentertechnologies.com/Region2EMS/CourseEnrollment.aspx>
- Sign up for the **BLS for Healthcare Providers** only
- Cost is \$65.00

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 questions 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.

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 Weeks		
8. Cough Combined with Fever, Chills, Sweating, and Weakness (Not responding to Tx)		
9. Shortness of Breath		
10. Dull Aching or Tightness in Chest		

Comments:

Name: _____ Signature: _____ Date: _____

Uniform Policy

Allied Healthcare Assistant 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.

Uniforms:

- Scrub bottom: dark gray pant
- DACC Name Tag
- Shoes: White, non-skid, closed toe & heel
- Socks: White
- Scrub top:

Nursing Assistant	Turquoise top
Phlebotomy	Red top
ECG Technician	Dark purple (eggplant)
Medical Assistant	Black top

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

Fingernails:

- Fingernails must be clean, neat and short
- No nail polish or artificial nails

Hair:

- Must be clean, worn back from the face and off the collar
- Facial hair must be short and neatly trimmed
- No hair wrappings or “do rags”

Jewelry:

- Small pair of studs in ears
- No bars or hoops
- No facial jewelry of any kind
- Rings: one band type ring or a wedding set
- Watch with a second hand
- No other jewelry should be visible

Tattoos:

- All visible tattoos must be covered

Name Tags:

- Must be worn during all clinical rotations
- Replacement if lost, \$5.00
- Must return all nametags to your clinical instructor at the completion of the semester

Allergies:

- Please do not wear perfume, scented lotions/talcums, colognes

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

Student Signature: _____ Date: _____

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Financial Aid

Contact Information:

East Mesa Campus – Las Cruces, NM 88011

2800 N. Sonoma Ranch Blvd., DASR 109

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

Toll Free: 800-903-7503

Email: finaid@dacc.nmsu.edu

Financial Aid Application Process:

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

Other Financial Resources:

The federal Workforce Innovation and Opportunity Act (WIOA) funds eligible, in-demand programs 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. Please contact Workforce Connection Center at 575-524-6250 or visit their office at 226 S. Alameda in Las Cruces, NM.

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

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

NMDOH Background Check

How to complete the process of your required Background Check:

1. Email/Call Monique Sanchez to schedule an in-person or Zoom appointment to start the process of your NMDOH Background check: Email: msanchez@dacc.nmsu.edu and Phone: 575-528-7322
2. For all in-person appointments, here is the location:
 - DACC Espina Campus Health and Public Services BLDG. RM: 190D, 3400 S. Espina Street, Las Cruces, NM 88003.
 - Zoom appointments: Monique Sanchez will email you a link once your appointment is made.
3. Items to bring to your appointment:
 - Valid ID/Driver's license
 - Social Security card
 - Debit/Credit card (NO CASH), a \$88.30 fee is required at the appointment.
4. Once the appointment is completed, Monique Sanchez will provide a hard copy of your Fingerprinting authorization forms and a receipt of your payment. Also, if you complete your Background check via Zoom, all documents will be emailed. If you need it printed, please be sure to let Monique Sanchez know at the time of your meeting, and she will be able to provide a date/time when you can come in and pick it up at her office:

DACC Espina Campus Health and Public Services BLDG. RM: 190D, 3400 S. Espina Street, Las Cruces, NM 88003.
5. Next, you must complete your fingerprints (must be in person). Here are the two available sites in Las Cruces, NM:
 - Security Concepts, 103 N. Solano St. Ph: 575-526-4151, Hours: Monday – Thursday 9:30 AM – 4:30 PM, and Friday 9:30 AM – 4:00 PM, WALK-IN ONLY.
 - HTM, INC., 1065 S. Main St. STE B, PH: 575-524-6904 (APPOINTMENT ONLY)
6. Please take your Fingerprinting authorization forms and receipt documents (all documents must be printed) with you to complete your fingerprinting.
7. Please complete your fingerprints within 24/48 hours after completing your Background check with Monique Sanchez. It is essential to complete your fingerprints within 24/48 hours to be sure you are cleared on time for clinical's.
8. Lastly, NMDOH will notify Monique with a clearance letter once you are cleared. There is no estimated time when she will receive your clearance letter. All clearance letters vary.