

Imperial Valley College  
**Medical Assistant Program**

Below is a list of requirements to prepare for the **AHP 074 Externship Class** while enrolled in AHP 070 and 072. All requirements must be on file with the IVC Nursing Office **prior to** starting AHP 074 on \_\_\_\_\_.  
When complete, submit **this** form with applicable documentation to the Nursing Office 2155.

1. **Physical & Immunizations.** Schedule an appointment with the IVC Student Health Center for the following: Basic physical, 2-step PPD Skin Test, MMR, T-Dap, Flu shot (when available), Hepatitis B shots (3), and Varicella. The \$14 health services fee covers **basic** services through the IVC Student Health Center. Hepatitis B and Varicella are extra. Use the attached physical guide to see all requirements. Contact the IVC Student Health Center at 760-355-6310 for an appointment. Thereafter email [dolores.hartfield@imperial.edu](mailto:dolores.hartfield@imperial.edu) with appointment date.

2. **Background Check & Drug Screen.** Log on to [www.sdncbackground.com](http://www.sdncbackground.com) to begin the background process, choose Package 1; minimum cost is \$65.00. Submit the Disclosure Form requested. For drug screening, pick up a 'Chain of Custody' form from the Nursing Office. You must have completed the online process first. Once you receive a report on results, submit this report by email or hard copy to the Nursing Office—email [dolores.hartfield@imperial.edu](mailto:dolores.hartfield@imperial.edu)

3. **CPR Basic Life Support Healthcare Provider.** Students must complete a Healthcare Provider class from the American Heart Association and submit a copy. ECRMC and PMH offer classes. A fee is required. Contact them below:  
- ECRMC Education Department 760-370-8521  
- PMH Education Department 760-351-4608

4. **Pay the Malpractice Liability Insurance fee of \$13.** Upon registering for AHP 074, pay the \$13.00 fee through Webstar or at the Cashier's Window and submit a copy. This fee will again be due for AHP 086.

5. **Select a Clinical Site.** Choose an externship site from the attached list. Complete the information below. Agencies not on the list may be requested for approval with sufficient time.

Name of Site: \_\_\_\_\_  
Address/City: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_ / Fax#: \_\_\_\_\_

6. **IVC Workman's Comp.** Be ready to give your externship site a copy of the Workman's Comp Liability Form (att.)

7. **Course Forms.** Go to the MA website at <http://cms.imperial.edu/index.php?pid=5466> and download the following forms: *Skills Evaluation Sheet, Total Externship Hours, Timesheet, and Skills Competency Assessments.* Your Instructor will go over these with you. When ready to turn in forms, submit hard copy or by fax to the Nursing Office 1-760-355-6346. Reference your name and G# on all documentation.

8. **Uniform.** **Gray** scrub top and **Black** bottoms are required with **White** tennis shoes. A white Lab jacket may be used but is optional.

9. **Name Badge.** To be used with uniform at all times, name badge can be obtained at the IVC College Center Casbah Room. First name and initial of last name required with picture. Cost is \$5.00 each.

10. **Patch.** The MA patch is purchased at Phoenix Uniforms (next to Big 5 on Imperial Ave, El Centro 1-760-353-9482)

Student's Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_ G#: \_\_\_\_\_