

IVC Medical Assistant Uniform Code:

1/2010

- A) Students enrolled in AHP 074 and AHP 086 IVC externship classes must conform to the uniform code of the Medical Assistant Program and the externship site of attendance.
- B) A solid color scrub top and pants (color choice of student) will be required.
- C) A name badge (Student ID) will be required with the uniform.
- D) The Student ID must be a picture ID and requires the student's first name only. The ID is obtained through the IVC Casbah Center located inside the College Center next to the cafeteria. Student must first be registered in class. The cost is \$5.00 each.
- E) A medical assistant patch is also required and is sown on the left sleeve of the scrub.
- F) White tenni shoes or nursing shoes are required with uniform. Shoes must be clean, low top, closed-toe and heel, in good repair, and preferably rubber-soled. Shoe laces must be clean.
- G) If wearing hosiery, it must be lightweight white cotton socks or white or tan hosiery, free of holes or runs. Plain untrimmed white ankle socks may be worn with hosiery
- H) Uniforms, patches, shoes, and accessories can be purchased at Phoenix Uniforms, 935 No. Imperial Ave. in El Centro next to Big 5 Sporting Store, or any uniform store choice of student. Phoenix Uniforms carries the required MA patch. Their phone # is 1-760-353-9482 and the website is <http://www.uniforms911.com>
- I) Uniforms must be worn at all externship experiences. Uniforms must be clean, laundered daily and pressed.
- J) A white lab jacket may be worn if the externship site permits it. The jacket must also have the patch sown on the left sleeve.

Additional uniform information:

- (a) Only a white undershirt or white turtleneck is acceptable under the scrub top, **no** colors or prints.
- (b) Top and pant must be professional and allow movement during duties.
- (c) Tailoring services available to fit your body build or other needs are available at Phoenix Uniforms.
- (d) The name badge must be worn whenever in uniform or in any other area as directed or assigned by the course instructor.
- (e) A wristwatch and one small post earring in each ear lobe may be worn; if married, a plain wedding band. No other jewelry is allowed.
- (f) **Piercings** of any other visible body part or mouth/oral (except ears) are **not** acceptable and must be removed while in the externship site.
- (g) Fingernails must be short, neatly trimmed, **no** artificial nails or extenders. Polish must be colorless and intact.

- (h) Hair must be clean, neat, and professional. If hair is long, it must be pulled back, braided, or pulled away from the collar. Hair should not come in contact with any patients or the front of the uniform.
- (i) Cosmetics must be applied lightly. Avoid strong perfumes, body sprays and splashes, hair spray, aftershave, etc.
- (j) Chewing gum is prohibited in all externship sites.
- (k) Tattoos must not be visible and must be covered with the uniform.
- (l) The uniform is not required for lecture classes.

Professional attire, attitudes, and behavior are expected in the externship setting and whenever representing the Medical Assistant Program.