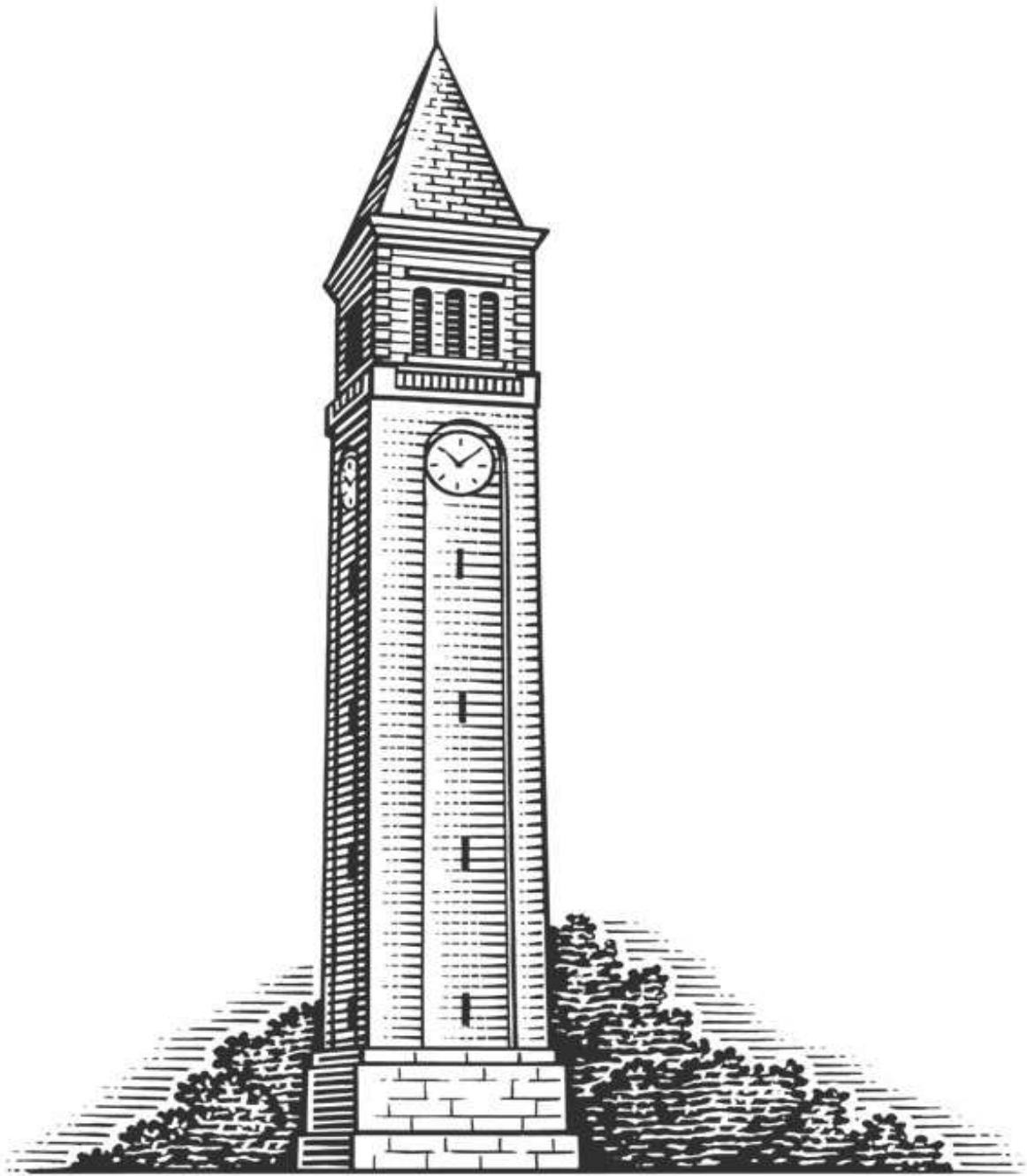


**BOSTON REED COLLEGE®**

Clinical Medical Assistant

**Student Handbook**



**BOSTON REED COLLEGE**

## **Table of Contents**

Welcome Letter.....	3-4
Student Guidelines .....	5-10
Scope of Work .....	11
All About Externships.....	12-15
Externship Checklist .....	16
Physical Examination Form .....	17-18
CPR Information Sheet .....	19
Assumption of Risk for Invasive Procedures.....	20
Rewards Program and Marketplace .....	21-22

Dear Clinical Medical Assistant Student:

Welcome to the Boston Reed College Clinical Medical Assistant Training Program! Included in the Student Handbook is everything you need to know to make your experience as a Boston Reed Student successful. Please take the time to read through all materials. NOTE the following important information is your responsibility to read and understand.

**Student Guidelines:** PLEASE READ AND KEEP WITH YOU FOR REFERENCE. You are responsible for knowing and complying with the Boston Reed College Student Guidelines including attendance requirements and student conduct.

**All About Externships:** This explains everything you need to know about your externship. Prior to beginning your externship, you will need to supply Boston Reed College with several pre-requisites which include verification of CPR for healthcare providers, a physical exam, TB screening (completed within the last year), proof of basic computer literacy, and a resume. Please see the information sheet for details about these requirements. They must be turned in by Monday of the 10th WEEK of your program. Also included is an externship checklist and sample physical exam form you can use. These prerequisites are mandatory for you to begin your externship. Be sure to keep copies for your records.

**Physical Examination Form:** To be completed by a physician or nurse practitioner and returned to Boston Reed College by Monday of the 10<sup>th</sup> WEEK of your program.

**CPR Information Sheet:** Boston Reed College will accept any program or combination of programs that cover this basic core curriculum listed on this information sheet. We must have a copy of your card as proof of completion to be eligible for externship.

**Externship Resource Booklet:** Please keep track of this document. It will serve as proof of your training at the end of the program and will be turned in to Boston Reed College for your certification of completion. Your instructor will check off the different skills listed as they are being taught and practiced in class. Your instructor should check off each skill at least once. The document is then primarily used for your externship and your preceptor will check off skills as you perform them at the site, log the hours worked, and evaluate your performance at the end of the program. You in turn will fill out the site evaluation. It is essential that this document be complete and turned in to Boston Reed College upon completion of your externship in order for you to receive your certificate.

**Syllabus:** Is a list of the weekly assignments and textbook subjects to be covered found at [www.bostonreed.com/students](http://www.bostonreed.com/students)

**Handouts:** Cover course material, math, and medical terminology. The student prints out these materials at the appropriate times to bring to class as completed assignments. These handouts are found at [www.bostonreed.com/students](http://www.bostonreed.com/students) under the clinical medical assistant link.

**EKG Skills Lab:** The skills lab for Electrocardiograph (EKG) will be scheduled based on availability of the EKG equipment and may be scheduled any time during the semester. The instructor will advise students when the EKG class is scheduled so there will be time to prepare. Students are expected to work in pairs, each performing an EKG test on each other. For this class you will be required to undress from the waist up and expose both calves. Patient gowns will be provided.

**Boston Reed College Student Web Page:** You can find information and forms you will need for this course by visiting [www.bostonreed.com/students](http://www.bostonreed.com/students).

**Boston Reed College Rewards Program:** You will be assigned a specific student number for our rewards program. When you refer a student to a Boston Reed Program and that student completes 60 percent of the class your name and number is placed in a drawing, which may include trips to places like Las Vegas or Mexico; you can also earn a \$25.00 Visa gift card. Please see our website for details.

**Boston Reed College Marketplace:** The Boston Reed College Marketplace is an online student store where you can purchase items to enhance your learning experience. Please visit it at our website.

**Assumption of Risk Form:** Read and sign the form that is attached to the end of this Student Handbook. The form must be signed and brought to your second-class meeting and given to the instructor. Please keep a copy for your records.

Enjoy the program!

Sincerely

Boston Reed College

## Student Guidelines

It is the responsibility of each student to read and abide by these guidelines. These guidelines apply to both the classroom and the clinical externship.

**Program Completion Requirements:** To obtain a certificate of completion, students must pass both the classroom (134 hours) and the clinical externship (160 hours) portions of the program.

**Grading Policy:** Students' class grades for AHTP courses will be based on homework assignments, quizzes, midterm exams and the final exam. Students must achieve a minimum of 80 percent average on quizzes and a minimum of 80 percent on each of the midterm and final exams to pass the course. Homework assignments will account for 10 percent of the overall grade. Quizzes will account for 30 percent of the overall class grade. Midterm(s) and/or final exams will account for 60 percent of the overall class grade.

Quizzes shall be administered for each module. Quizzes will not be made-up; however, any student who misses a quiz due to an absence will be given a copy of the quiz for studying purposes upon his/her return. Students are encouraged to meet the required guidelines for absences in order to maintain a passing average quiz score of 80 percent.

**Resource Book & Clinical Skills Check-off list:** Skills check-off list: All skills in the check-off list in the Externship Resource Booklet must be performed and signed off by the instructor or the instructor's assistant. Students cannot pass the class without completing and demonstrating the skills. The instructor must sign off a total of 30 injections for each student. The Clinical Resource book is to be copied at the end of the semester and kept in a safe place in the event that the original is lost. The Resource Book is then taken to the externship site for the preceptor to log information. If the book is lost students can retrieve the saved booklet for the preceptor to resign. When the externship is completed the student makes another copy of the booklet and sends it to Boston Reed College; keeping the original for the student's records.

**Externship:** Students must successfully complete a 160-hour externship in addition to their 134-hour classroom work. The clinical externship is graded on a pass/fail basis and is based on the evaluation given by your externship preceptor. Please read the "All About Externships" information on page 12 of this Student Handbook. When you are eligible for an externship the Externship Coordinator will contact you to schedule your availability and get information for procuring your externship experience. Any changes in your availability for externship must be submitted to Boston Reed in writing attention to the Externship Coordinator.

All clinical externships will be arranged or approved by Boston Reed and must be completed within 12 months of the start date of the program. Students may place themselves in an externship; however, students are not to contact any Hospitals. All externship information must be given to a Boston Reed Externship Coordinator for approval before starting an externship. An eligible student is one who has turned in a resume, proof of CPR for healthcare providers training, a completed physical exam form, a screening for tuberculosis and proof of basic computer literacy. Students must provide proof of basic computer competencies such as the ability to open email, send and receive email, open and work in a word document, and search the web. See below for ways a student can send proof of computer competency. Students are

responsible for obtaining CPR training, resume, physical and a screening for tuberculosis on their own. These copies are due in the Boston Reed office by Monday in the 10th WEEK of the program. The above items are required prior to the start of the clinical externship. *If a drug test is required for any reason during the externship a positive drug test may result in dismissal from the program!*

If you have a location for your clinical externship in mind (i.e. with your employer), please include the name, address, phone, and fax number of the location, as well as the name of the person who would act as your preceptor.

Please note this in the comment section below.

When you are placed in a site, the externship coordinator will call you with confirmation of your assignment. When going to your externship you should be in uniform (see the dress code in the Clinical Resource Booklet) and take with you the clinical resource booklet to log hours and have skills signed off. Keep your Externship Resource Booklet maintained and make copies in the event your book is accidentally lost or destroyed.

Clinical Resource Booklets are sent to Boston Reed College at the end of your externship so you may be issued your Certificate of Completion. If you are assigned an externship and you do not follow through with the arrangements, you will be responsible for locating your next externship. If you are asked to discontinue your externship and are deemed eligible to continue, you will be responsible for locating your own next externship. If you do procure your own site you must notify your externship coordinator immediately with the contact information.

Without the contact information you may delay the receipt of your certificate. You should treat your externship like a job, be dependable and punctual, respectful and helpful, remembering that we are guests in the medical facility. If you experience any difficulty at your externship, you must contact the externship coordinator immediately.

### **Dress Code**

Appropriate dress standards have been established in order to present and maintain, at all times, a professional appearance to patients, employees and visitors. The standards allow for comfortable performance of duties, promotion of safety and prevention of the spread of infectious organisms.

All medical assistant students are expected to keep themselves neat, clean and well groomed at all times. The appearance of a Boston Reed student is an important part of public relations.

Anyone not conforming to this policy will be appropriately counseled and may face disciplinary action.

**ID Badge:** Identification badge is to be worn at all times above the waist, with name visible.

**Hair:** Should have a clean and neat appearance; hair that is shoulder length or longer will be pulled back. Facial hair must be clean, neat and well groomed.

**Headwear:** Religious head covers may be worn; baseball-type caps are inappropriate.

**Jewelry:** Should be appropriate to professional wear and not present a safety hazard when working with patients or equipment. Body Piercing should be modest and professional. Most clinics and doctor offices do not allow for piercing other than earlobe piercing.

**Tops/Blouses/Shirts:**

White, solid-colored or print tops with sleeves (scrubs are recommended). Colors must be non-fluorescent. Pullover blouses and collared polo style shirts, or scrub tops may be worn.

**NO** denim attire, tank tops, halter tops, sweatshirts, low cut necklines, transparent garments, tops exposing bare midriff, back or chest. There will be absolutely **NO** sweatshirts or T-shirts with cartoons, graffiti, advertising or offensive pictures.

**Skirts/Dresses:**

White uniform skirts, dresses or jumpers worn are to be clean, neat and allow for the performance of the job without restrictions. Mini dresses/skirts or long skirts that might interfere with safety are not acceptable.

**Slacks/Pants:**

White uniform pants or match scrub pants may be worn. **NO** sweat pants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings).

**Hose:**

White or neutral shades must be worn.

**Footwear:**

Clean, white, closed-toed shoes will be worn. Clean, neat, athletic shoes are acceptable.

**Grooming:**

**Fragrances:** Do not wear any perfume or cologne it may cause allergic reactions

**Fingernails:** Nails must be clean and trimmed not to extend beyond the tips of the fingers. No artificial fingernails are allowed (this is a breeding ground for bacteria and is unacceptable in the clinical and/or externship site).

**Tattoos and Piercing:** Cover all obvious tattoos and remove all facial piercing.

Life Uniforms has partnered with Boston Reed College to provide students and faculty with a 10% discount on all regularly priced merchandise including uniforms, scrubs, shoes and other accessories. Present your name tag and student code (2771) when you shop at a retail location. Present code (2771) when you order on line [lifeuniforms.com](http://lifeuniforms.com) or over the phone 1-888-238-8104.

**Rules of Student Conduct:** Be courteous and respectful to all persons at all times, including but not limited to fellow students, classroom and clinical instructors, patients, preceptor and those employed at the externship site, and Boston Reed personnel; be on time for all classroom and clinical externship assignments; give advance notice to Boston Reed and your clinical externship department manager of any absence or late arrival; be conscientious and diligent in the performance of all classroom and clinical assignments and conduct yourself as a professional at all times regardless of the circumstances. Students are expected to avoid behaviors that could be

perceived as sexual harassment including but not limited to unwelcome touching, language or pictures of a sexual nature. *If a drug test is required for any reason a positive drug test may result in dismissal from the program!*

**Policy on Dishonesty:** Dishonesty includes but is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to instructors, clinical site staff or Boston Reed personnel. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue a failing grade of a "0" for the assignment in question.
2. Issue a failing grade for the course.
3. Refer the student to the Medical Assistant Class Manager or VP Allied Health Training Programs for disciplinary action, which may include dismissal from the program.
4. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

**Attendance:** Students attending evening classes that meet twice a week will be allowed a maximum of four absences (three excused absences one un-excused absence) for the duration of the course, which includes both classroom and clinical externship days. Students attending Saturday classes are allowed a total of two absences (one excused and one unexcused.) An un-excused absence is any absence for which the student has not contacted the Boston Reed Student Line at 800-201-1141, Option 3, in advance of the class that is missed. More than the allowed number of absences may result in the student being dismissed from the program. Students will be required to make-up any work that is missed in the classroom as a result of an absence. All clinical externship time missed will be made up with assignment of additional clinical hours. In addition to making up assigned work, the student will be required to complete additional work assigned at the instructor's discretion. Unexcused tardiness (late more than 10 minutes without giving prior notice) will be tracked and three unexcused late arrivals will count as one absence. Coming to class over ½ hour late or leaving class ½ hour early may count as an absence. Please be on time to class and stay to the end as a lot of important information is given at the beginning and the end of class. It is also disruptive to students when there are late arrivals and early exits by fellow students.

**Boston Reed College Contact Information:** If you have questions, comments or need to notify us of your absence from class or your externship, call our toll-free student line at **(800) 201-1141 and choose option 3.** Leave a message, including your full name (spell your name), class location and a phone number where you can be reached including area code. Our representatives check messages between 9am & 5pm on weekdays. If calling to report an absence, do *not* expect a return call. *Be aware* of the attendance policy as stated in the student guidelines included in this handbook. Also, please make Boston Reed College aware immediately of any change of address or telephone number.

**Change of Address:** The student is responsible for making Boston Reed aware of all changes of address, phone numbers and contact information. If by the time your class is over and it is time to schedule your externship it is important that Boston Reed have your current contact information in order to expedite and secure a site for your externship.

**Grounds for Dismissal:** Boston Reed and/or any instructor may permanently dismiss any student who:

1. Exhibits disruptive behavior and/or a lack of a common courtesy and respect for the instructor and/or fellow students. Disruptive behavior is any behavior that negatively impacts the instructor's ability to teach and/or the student's ability to learn. This applies in both classroom and during clinical externships and includes intoxication with alcohol or drugs.
2. Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language or pictures.
3. Uses profanity with an instructor, fellow student, clinical externship site employee or any Boston Reed employee.
4. Has more than the allowed number of absences or fails to meet financial obligations. There is a \$20.00 service charge for all returned checks
5. Fails to abide by the student guidelines presented in the Student Guidelines portion of the Student Handbook.
6. Fails to abide by any or all of the terms of the registration agreement.
7. Clinical host sites have the right to dismiss students for any reason without recourse. Boston Reed will request an evaluation from the host site and determine if the student is eligible to continue in the program.

*If a drug test is required for any reason a positive drug test may result in dismissal from the program!*

**Procedure for Dismissal:**

The Program Instructor will notify the Medical Assistant Class Manager if a student is not meeting the requirements of the Student Guidelines. The Medical Assistant Class Manager or the Program Assistant may contact the student by telephone or in writing to obtain further information. The Medical Assistant Class Manager will then present information to the Board, who will render a decision. The student will be notified of the decision in writing.

**Student Grievance Procedure:**

1. The student is advised to attempt first to resolve the issue with the instructor.
2. If that is unsuccessful, the student should put the grievance in writing and submit it by mail or facsimile, to the Clinical Medical Assistant Class Manager.

Boston Reed College  
2799 Napa Valley Corporate Drive  
Napa, CA 94558  
Phone: 800-201-1141

Fax: 707-307-5017

3. The Medical Assistant Class Manager will convene the “School Board” consisting of: Medical Assistant Class Manager, President/General Manager, Externship Coordinator (as appropriate), the “School Board” will take the matter under consideration and notify the student of the result within five to ten business days.

4. Any problem at the clinical externship site should be reported to the externship coordinator immediately.

**Graduation: You must return the completed Externship Resource Booklet to Boston Reed to receive your certificate of completion. See inside cover of the Externship Resource Booklet for instructions.**

## **What are a Medical Assistants' duties or "scope of work"?**

In addition to administrative and clerical functions, you can perform "technical supportive services" or routine medical tasks. These services include:

- Administer medications orally, sublingually, topically, vaginally or rectally.
- Perform venipuncture and skin puncture.
- Administer medications by inhalation.
- Administer medications by injection.
- Perform EKG.
- Apply and remove bandages and dressings.
- Apply orthopedic appliances such as knee immobilizers, envelope slings and orthotics.
- Remove casts, splints and other external devices.
- Obtain impressions for orthotics, padding and custom molded shoes.
- Select and adjust crutches.
- Remove sutures and staples from incisions and lacerations.
- Perform ear irrigation.
- Specimen collections including urine, sputum, semen and stool.
- Assist patients in ambulation and transfers
- Prepare patients for, and assist physician in patient examinations.
- Perform patient positioning, draping, shaving and site disinfection.
- Prepare patient for gait analysis testing.
- Provide patient education and instruction in prescribed areas.
- Collect patient historical/medical data.
- Take and record vital signs: height, weight, temperature, pulse, respiration rate and blood pressure.
- Perform nasal smear.
- Perform basic laboratory and screening tests.
- Administer first aid and/or cardiopulmonary resuscitation in an emergency.
- Fit prescription lenses or use any optical device in connection with ocular exercise

## All About Externships

### What is an externship?

An externship is an important step towards becoming a Clinical Medical Assistant. It will allow you to put into practice all that you have learned in the classroom. You will be working under the guidance of a preceptor to gain actual hands-on experience. Your preceptor may be a physician, a nurse or a medical assistant. Your preceptor will provide you with an orientation to the policies and workflow of their office. This is your chance to move from the role of a student into the role of a professional.

### Prerequisites

**Step One:** By week two, make arrangements to take a CPR class, have a physical exam and a TB test. Complete your resume.

**Step Two:** Submit prerequisites by Monday of the 10<sup>th</sup> week of your program.

- ✓ Completed physical exam form.
- ✓ TB test results, or if positive TB test in the past, submit a chest x-ray report (chest x-ray must be within the last two years).
- ✓ Copy of your CPR card for Healthcare Provider.
- ✓ Original copy of your resume
- ✓ Proof of basic computer competency
- ✓ Your HIPAA statement should be signed and kept in your Resource Booklet for your preceptor to view for proof that you have been trained for HIPAA.

Please submit all paperwork at the same time—your cooperation is appreciated!

### Physical with Tuberculosis (TB) Screening

Use your existing medical coverage to obtain this. Take the form provided in this Student Handbook on pages 14 and 15 to your physician or community clinic. Return completed form to Boston Reed via mail or fax (a physical and/or TB screening completed in the last year will qualify).

### Resume

Your resume will be used to fax to sites interested in hosting you for your clinical externship. A suggested format is listed below.

- Keep it to **one page**. *Potential externship hosts or employers will not read more than the first page of your resume.*
- Use large print for your name, address and telephone number.
- Include sections for education, work experience, special skills.
- Send us an original copy. Because we fax your resume to the externship site, your resume should be a clear original and not faxed or photocopied.

### Some sources for help:

- Check your computer word processing program for a resume template.
- Go to <http://bostonreedcollege.com/careergarden> and click on the Resume module (#4).
- If you don't have a computer, try your local library or copy shop.
- Check the yellow pages or want ads for resume services.
- Check with your local Employment Development Department.

- Consult your local library.
- Ask a friend or family member for help.

**Proof of Computer Proficiency:** The definition of “basic computer proficiency” is:

- Demonstrate basic keyboard functions and use of mouse.
- Demonstrate turning on the computer, locate and open programs and documents.
- Demonstrate the save and open functions in a program.
- Demonstrate sending and receiving an email with and without an attachment.
- Demonstrate how to locate and print out a document.

**Some suggestions for obtaining proof of computer literacy are:**

- Consult your local Adult School (by taking a course or asking them to test you and provide a statement or certificate)
- Employment and temporary agencies may test you and provide a statement
- Take the internet program at [www.coursesonline.com](http://www.coursesonline.com)
- Ask your employer for a letter stating you have basic computer operation skills (go to [www.bostonreed.com/students](http://www.bostonreed.com/students) for a form you can use to document this information)
- Take a basic computer class at [www.trainingcenter.com](http://www.trainingcenter.com) (\$34 fee)

### ***CPR for Healthcare Provider Card***

You need CPR for the health care professional (Community CPR is not enough). This includes: one and two-person adult, child and infant CPR, choking and AED. Please see attached CPR Information Sheet. When arranging for a class, find out how and when you will receive your card. In some cases there may be a delay and this can hold up your externship. We recommend that you request a receipt when you attend the class. Here are some places to look for a class:

Your local adult school or community college  
 The American Red Cross  
 The American Heart Association (local chapter)  
 Your local fire department, hospitals and nursing homes

### **Externship Placement**

Externships are held at a variety of outpatient settings such as clinics and physician offices. Externships are not usually held in acute care hospitals. Most clinics and physician offices are open during regular business hours, from 8:30am to 5:00pm, Monday through Friday. There are a few clinics that are open evenings and weekends, however they are not always able to host a student due to staffing issues. If you are not available during regular business hours, it may take longer to find a placement for you and you may be required to travel outside your area. We do not guarantee placement for students who are not available at least two business days a week. Many of our host sites prefer students to be available full-time. Others allow short hours but prefer you be there at least three days a week. It is a good idea to start planning now for how you will fit your externship into your schedule. It can help to save up some vacation time, arrange for childcare, and secure transportation ahead of time.

### **EXTERNSHIP PLACEMENT TIME LINE**

All eligible students available full time for an externship will be placed within 90 days from the end date of the classroom portion. All eligible students who are available part time (2-4 business days per week) will be placed within 180 days of the end date of the classroom portion of the

program. All externships must be completed within 12 months from the start date of the program.

**An eligible student is one** who has all prerequisites on file with Boston Reed College and has successfully completed the classroom portion of the course. Prerequisites are as follows: CPR for the healthcare provider, proof of a current physical examination, tuberculosis screening, a resume, & proof of basic computer skills. Any externship not approved by Boston Reed College will not count toward completion requirements. We do not guarantee externship placement if you are not available at least two business days per week (8:30 a.m. to 5:00 p.m. Monday through Friday). Evening and weekend externships may be available on a very limited basis. Evening and weekend externships are harder to locate and will take longer to schedule and may require you to travel to a site out of your immediate area.

If you have a request for a particular site or if you plan to do your externship with your employer, you must gain prior-approval from Boston Reed. To gain approval call or fax Boston Reed with the name of the facility, the address, the full name of your preceptor, the telephone number, the fax number, your projected start date and your schedule. Any hours you complete prior to obtaining approval from Boston Reed, will not be covered under our liability or malpractice insurance and will not count towards the 160 required hours.

**Please do not contact Kaiser facilities directly. All Kaiser placements must go directly through Boston Reed.**

### **The Interview:**

Some of the externship sites prefer to interview students prior to the externship. This gives them a chance to see if you will be a good fit for their particular office. We recommend that you go to the interview in your uniform following the Boston Reed dress code, and wear your Boston Reed nametag. Hair should be tied back. Take your externship resource booklet and a small note pad with a pen. This shows them that you are serious about learning the role of the medical assistant. During the interview confirm your start date, work hours and the name of your preceptor. Be prepared to ask a few questions about the type of practice they have and what their expectations are. Show enthusiasm for learning. Be prepared to be asked questions about skills such as normal vital signs. After your interview, call Boston Reed to confirm your start date and schedule.

### **Successful Externing**

Treat the externship like a job. Show up on time and in uniform. Review the dress code. You will also need a stethoscope and a watch with a second hand. Take your clinical resource booklet with you as well as a pen and small pad of paper. Anytime you either observe or perform a skill, have that skill signed off on the skills checklist in your booklet. Have your hours signed off regularly. When you are nearing completion of the required 160 hours, ask your preceptor to fill out the evaluation form in the back of your booklet. Remember that students are often judged more strictly than employees. Even if you see employees wasting time or dressed casually, do not follow their lead. Instead, ask if there is anything you can do to help. It is OK to help with cleaning or filing if the clinical area is slow.

Many of our students are hired either by their externship site or by word of mouth from a preceptor who felt the student did an exceptional job. This is your chance to make a good impression on your fellow medical professionals. Ask for a letter of recommendation upon completion.

If you are going to be absent from your externship for any reason, you must call the site and the Boston Reed student line prior to the scheduled day. Work missed due to absences must be made up.

Sometimes students are asked to discontinue an externship. The most common reasons are not being on time, not showing up on scheduled days, lack of initiative, or failure to follow procedures after repeated instructions. Students are also dismissed for poor attitude or for developing inappropriate relations with coworkers or supervisors. *Remember you are a professional—your behavior should reflect this!* If a site manager calls us about a student, we often ask the student to leave the site immediately. If you are having a problem at your externship site, you must notify Boston Reed immediately.

If you are assigned to an externship, and do not follow through with the arrangements, or if you are asked to discontinue an externship and are deemed eligible to continue, you will be responsible for locating your own externship. Boston Reed must also approve this externship.

Please remember that we are guests in the facility. Make a good impression so that they will be happy to take Boston Reed students in the future. Just think, one day soon, perhaps you will be working in an office and arranging for a Boston Reed student to do an externship with you!

### ***Special Considerations***

Remember that patient files are confidential. Do not open or read a file you are not directly responsible for. Do not discuss patients with anyone but the appropriate clinic staff. Many sites require that your charting be co-signed by a licensed person. Check to see if this is the case at your site. If this is the case, you are responsible to make sure all of your charting is co-signed by the end of the day.

One of the most common complaints made about students is that they do not know how to take vital signs. Be sure you practice this important skill at every opportunity.

## Externship Checklist

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Program: \_\_\_\_\_ Course location: \_\_\_\_\_

Step One: By week two, make arrangements to take a CPR class, obtain proof of computer literacy, have a physical exam and a TB test. Complete your resume.

Step Two: Submit checklist and prerequisites by Monday of the 10<sup>th</sup> week of your program. Complete this checklist and attach to the following:

*Note: You must send all of the following documentation at the same time with your completed externship checklist or it will be returned.*

- Completed physical exam form – **must be signed by you and your healthcare provider.**
- TB test results, or if positive TB test in the past, submit a chest x-ray report. (TB test must be within the last year. Chest x-ray must be within the last two years.)
- Copy of your CPR for healthcare provider card. Must include adult, infant, child, two-person CPR and choking.
- Proof of computer literacy
- Original copy of your resume. Because we fax your resume to the externship site, it should be a clear original and not faxed or photocopied. **Preferred method** is to submit your resume to: **resumes@bostonreed.com**

Step Three: Two weeks after mailing your prerequisites, call the Boston Reed College Student Line at 800-201-1141 – Option 3, to confirm that your paperwork has arrived.

Mail or fax this checklist and above forms (except the resume which must be mailed or submitted by email.) Remember to keep a copy for your records.

**Boston Reed College**  
**Attn: Student Records**  
**2799 Napa Valley Corporate Drive**  
**Napa, CA 94558**  
**707-307-5017 fax**

## Physical Examination Form

Student Name: \_\_\_\_\_ Sex:  M  F Birth date: \_\_\_\_\_

Program Location: \_\_\_\_\_  Weekday  Saturday

Have you had a serious illness, injury or surgery?  Yes  No If yes, please describe:

---

---

### **TO BE COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER**

1. Current complaints/disabilities pertinent to the student's participation in training program.

---

---

2. Medications used: Prescription and over-the-counter (use back if necessary)

**Name**

**Indication**

**Frequency**

---

---

3. Significant medical history, accidents, deformities, surgeries, back problems, communicable diseases:

---

---

4. Examination Comments and findings:

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The above named has neither communicable nor disabling disease nor health condition that would create a hazard to himself, visitors, classmates or patients at this time. He/she is able to perform the physical activities required for the training.

**Examiner Name** (please print): \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Examiner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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I give permission to release a copy of this form to affiliating clinical facility.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Physical Examination Form

Student Name: \_\_\_\_\_

### Required Tuberculosis Screening (PPD) To Be Completed by Physician or Nurse Practitioner

	Date Administered	Initials	Date and Result in Millimeters
Test One			
Chest x-ray (if positive PPD, otherwise, NA)	<b>Please attach results</b>		

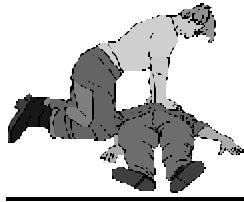
**Students in Texas:** The Texas Department of State Health Services requires completion of the hepatitis B vaccine series prior to direct patient care. You will be required to begin the vaccine series prior to submitting this form to Boston Reed. You will be required to complete the vaccine series prior to externship placement. You may review the DSHS Policy Statement in your course handouts for more information.

Immunization	Documented Dates (Attach Documentation)		Initials	Comments
	Exp. Date: Series	Declination		
Hepatitis B Vaccine				

### Immunization History To Be Completed by Physician or Nurse Practitioner Please attach lab results.

*The following immunizations are not required by Boston Reed as a pre-requisite; however, if an externship site is found for you and they require proof of immunizations, your placement may be delayed if you do not have the immunizations on hand. If you want to obtain them advance, it could expedite your placement should a site require them. NOTE: Obtaining these immunizations in advance does not guarantee placement in any particular site.*

Immunization	Date Completed	Initials	Other
MMR			
Hepatitis B (3-part series)			
Varicella			History: <input type="checkbox"/> Yes <input type="checkbox"/> No
Hepatitis C Titer			Result:



## CPR Information Sheet

Some clinical externship sites require American Heart Association (AHA) approved CPR programs. The AHA course, *CPR for the Health Care Provider*, offers all the training necessary to be prepared in the field.

The American Red Cross and other private CPR programs also offer courses that will meet the same standards. Please be sure to ask specifically if the class offers the following components:

- 1 man CPR and 2 man CPR for Adults, Children and Infants using Mouth to Mouth, Mouth to Mask and Bag Valve Mask techniques.
- Training for Automated External Defibrillator (AED)
- Obstructed Airway Training for Adults, Children and Infants.
- Chain of Survival

*Boston Reed College will accept any program or combination of programs that cover this basic core curriculum. We must have a copy of your card as proof of completion to be eligible for externship.*

## **Assumption of Risk for Invasive Procedures / Student Acknowledgment**

Students of Boston Reed Medical Training Programs are required to learn and practice skills and procedures prior to performing them on patients in the clinical setting. The undersigned agrees that he/she understands that students practice these skills on each other and this activity may be accompanied by potential dangers as identified below:

- I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practice in the clinical setting.
- I understand that these skills may include finger sticks and injections for Clinical Medical Assistant and Vocational Nurse Training and finger sticks and venipuncture for Phlebotomy Training.
- I understand that students will practice these invasive procedures on each other.
- I understand that, prior to the skill practice, students will receive instruction from the Boston Reed instructors regarding the skills to be practiced including information on safety and the potential dangers inherent in such procedures.
- I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
- I understand that the risk of injury/illness may include, but is not limited to blood-borne pathogen infections, phlebitis, thrombophlebitis, septicemia, hemorrhage, tissue sloughing, nerve damage and loss of limb.
- I understand that I may be subject to drug screening during the course.

I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will indemnify and hold harmless Boston Reed, its Board of Directors, Instructors, Employees, the Adult School, or site or facility hosting the class, Clinical Affiliates and that other students shall not be held liable for injury or illness which is incidental to or associated with the preparation for and the participation in these learning activities and which may be sustained by me.

In addition:

- I have received (by downloading a copy and printing it out from [www.bostonreed.com](http://www.bostonreed.com)) a personal copy of the Medical Assistant student handbook containing rules and regulations relative to the Medical Assistant program. A medical assistant instructor has reviewed the content with all members of the class and time was made available to the student for questions and clarification of content. The student agrees to follow the outlined guidelines of the program.

Student's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

This last page must be signed and given to your instructor on by the second-class meeting in order to continue in your program. Students whom do not turn in the Assumption of Risk form will not be able to participate in the clinical portion of the class.

**BOSTON REED COLLEGE**

**\$25 Gift Card**

## ***Referral Rewards Program***

# **Win a gift card for \$1000!**

### **How It Works**

Your Student ID number is the key.

1. When you enroll in a class you are issued a Boston Reed Student ID number. You will find it in your confirmation letter or you can call us to get your number. This is the number you will use to keep track of your referrals and when you can redeem your reward.
2. When you tell your friend about Boston Reed, give the friend your Student ID number. Your friend will put this number on the course application form.
3. When you and friend are both 60% through the classroom portion of the course and have both paid fees in full, you have earned your \$25.00 gift card and your entry into our annual drawing!

**The more referrals you make the more entries and rewards you receive.**

•The drawing for the \$1000 gift card will be held on August 1, 2009

**YOU could  
be the next  
big winner!!**

**If Boston Reed College has helped you get your career in gear, tell a friend!**

**While helping a friend to gain a valuable education you can earn a \$25.00 Gift Card for yourself as well as a chance to win a Gift Card for \$1000!!**

**Boston Reed College**

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## **Medical Assistant Deluxe Set**

Deluxe Set includes Littman Lightweight stethoscope, Pocket Pal, Nurses Watch, as well as the Pocket Guide to Medical Assisting, 2005 PDR Nursing Drug Handbook and Rescue Breather.

## **Rolling Backpack**

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