

**ALLIED HEALTH EDUCATION  
STUDENT PRACTICUM  
Overview of Requirements for  
Medical Assistant and Pharmacy Technician Programs**

**Practicum Experiences**

Experiences are at local medical facilities, which may involve travel to various regions of Skagit, Whatcom, Snohomish, and Island counties. All students accepted into a practicum must have reliable transportation. All experiences will be under the supervision of personnel at the medical facilities. Students will not be allowed to choose their practicum site. The department has affiliation agreements in place with medical facilities used for practicum sites. The practicum coordinators place qualified students into available facilities with the approval of the department chair. Each student is evaluated for practicum readiness according to the Allied Health Student Handbook guidelines (Student Evaluation section).

**Placement**

In order to be placed in the required unpaid practicum experience, Medical Assistant and Pharmacy Technician student candidates must complete all required courses with “C” grades or better. Student candidates must have the permission/endorsement of the department chair before placement in a practicum experience. In addition, students must

- Have a current AHA BLS Card and First Aid Card
- Mental Health First Aid Certification
- Present evidence of a current, negative TB test
- Complete all required immunizations
- No other courses may be taken by students during practicum unless approved by the department chair.
- Medical Assisting students must attend a mandatory pre-practicum meeting the quarter prior to their practicum quarter.

Students must notify the AHE Department chair of their intention to participate in a practicum no later than the third week of the quarter prior to the practicum quarter (or other designated date) in order to be placed.

**Remuneration**

These are unpaid practicum experiences. Students are not to receive payment during their practicum experience. Students who are employed or have been previously employed within the clinic or organization of practicum assignment, cannot be on the payroll.

**Insurance Coverage**

Medical Assistant and Pharmacy Technician students must present evidence of having current private health insurance and professional liability insurance. Professional Liability insurance is purchased when you register for the practicum course. Insurance coverage fees are the responsibility of the student.

## **Immunizations**

Medical facilities require immunizations for all personnel who interface with patients. Immunizations must be completed before registering for certain courses or applying for a practicum experience. The following are required for the practicum experience:

- Negative TB test or chest X-ray (1 every 12 months)
- Tdap vaccine (within last 10 years)
- 2 MMR (measles/mumps/rubella) vaccinations or positive titer
- Hepatitis B vaccination\* (series of 3 immunizations or 2 depending on brand)
- Annual Flu Vaccine for current year
- 2 Varicella (chickenpox) or positive titer

\*Students are required to have received at least the first 2 injections of the Hepatitis B vaccination series before enrolling in courses where there is exposure to bodily fluids or any invasive procedure that is part of the curriculum. Additional immunizations may be required if recommended by instructor or required by clinical placement.

## **Criminal Background Check and Drug Screen**

Students must pass a multi-state, multi-zip code criminal background check as well as a drug/illegal substance screening. This requirement is based on medical industry standards and Washington State laws protecting vulnerable populations (RCW 43.43.880 and 43.43.842). Drug screens and background checks are required by clinical agencies where students complete their practicum experience. Students should be aware that certain gross misdemeanors and felonies may disqualify them from participating in practicums. Future employment opportunities in the health care field may also be affected. Students will complete the background check and drug screening process when enrolled in AHE 103 (AHE 130 for Pharmacy students). An additional drug screen is required immediately prior to practicum placement. Students who are unable to pass these screenings may be unable to complete the program.

## **Written Assignments**

Students will be required to write self-evaluations, reflective papers and a final evaluation during their practicum experience. Forms for these evaluations are found in the course syllabus. Also, members of the clinic staff, the clinical preceptor, and the faculty supervisor will write evaluations.

## **Dress Code**

- All students are required to wear their scrubs. The color of the required uniform is determined by the individual program.
- Pharmacy Technician students may wear short lab coats.
- Your school name badge is required to be worn in the clinics on the upper left side of your uniform.
- Clean, new, leather white, navy or black walking/uniform shoes are acceptable but must be approved by the instructor. No cloth shoes of any kind or sandals are permitted. Shoes must be completely enclosed on all sides.

- Collar length hair is to be worn up and fastened. Student hair color must adhere to the practicum site standards. Practicum sites MAY require hair color to be of a natural color during practicum placements; for example, but not limited to – blue, pink, or green hair will not be allowed. If a student with auburn hair colors their hair blond or black that is acceptable since black, and blond are naturally occurring hair colors.
- Beards must be neat and well groomed.
- Nails must be short and trimmed. No artificial nails may be worn while the student is enrolled in any AHE pathway that contains a practicum.
- **No perfumes, colognes, scented deodorants, scented lotions, or strongly scented soaps may be worn. Tobacco smoke odor will result in dismissal from the site and inability to complete the practicum.** These products can cause a health hazard to persons with respiratory conditions.
- All jewelry must adhere to the practicum site standards
- Tattoo coverage must adhere to the practicum site standards. Practicum sites MAY require tattoos to be covered per the practicum site standards.
- All ear and facial piercings must adhere to the practicum site standards.

### **Documents on File**

The department chair/program assistant will check to be sure the following are on file:

- Required immunizations
- Satisfactory completion of Criminal Background check
- Satisfactory completion of Drug Screening (urinalysis)
- Current AHA BLS Card and First Aid Card
- Mental Health First Aid Certification
- Copy of documentation of Private Medical Insurance
- Professional Liability Insurance
- Unofficial copy of transcript
- Student information form

### **Pharmacy Assistant Licensure Required**

Pharmacy students must apply to the Washington State Department of Health – Board of Pharmacy to obtain licensure as a Pharmacy Assistant before entering into clinical work experience. This process includes a criminal background check.

### **Practicum Pathway Progression**

The administrative and clinical components of the program should be taken in the sequence listed; otherwise availability of courses may not be possible. All required courses must be complete prior to registering for practicum which occurs at the end of the program. If coursework is not complete, or if a grade less than a “C” has been attained in any of the required courses, the student will not be allowed to start practicum. All additional requirements, such as immunizations, must also be completed. Students not participating in the practicum experience in the quarter immediately following program course completion may be required to repeat courses. See AHE Handbook (insert link) for details.