



# Medical Assistant Program

## CANDIDATE CHECKLIST: Phase 3 – UDS and Criminal background check Phase 4 – Clinical requirements

**PHASE 3: First create your personal profile with ACEMAPP as directed in the Phase 3 acceptance letter. Then candidate must PASS the following prior to consideration of moving forward to Phase 4. The date this needs to be completed by is July 16<sup>th</sup> 2021.**

- Criminal History & Background Check
- Urine Drug Screen

**PHASE 4: Upon receipt of your official invitation to Phase 4 the candidate must complete the following Clinical Requirements as required by Oregon Health Authority. Please upload your documents into your individual ACEMAPP profile/account no later than 18 August 2021.**

- Health History & Physical Examination form: H&P Form may be downloaded from website <https://www.clackamas.edu/academics/departments-programs/medical-assistant-cc>
  - While you're at your physical health examination please verify the following immunization with your providers office.
  - We will need official documentation for your vaccinations. (Not a personal home tracking card.)
- Proof of immunity by titer (bloodwork) is required for Hepatitis B. (HBsAb)
- Hepatitis B vaccination series **completed** \_\_\_\_\_ date of completed series
  - \_\_\_\_\_ date of HBsAb / **Hepatitis B surface Antibody** Titer demonstrating immunity
  - \_\_\_\_\_ date of booster only if deemed medically necessary by your HCP
    - \_\_\_\_\_ Date of repeat HBV titer Results:  Positive/Immune  Negative
- Hepatitis B series **in process**: Follow this schedule if you have not been vaccinated for Hepatitis B
  - 1<sup>st</sup> injection completed before October 2021 Date: \_\_\_\_\_
  - 2<sup>nd</sup> injection completed before November 2021 Date: \_\_\_\_\_
  - 3<sup>rd</sup> injection completed before May 2021 Date: \_\_\_\_\_
  - **Hepatitis B surface Antibody**, Titer due one month after last injection / **must be completed prior to May 2021** to be placed in clinical externship site Date: \_\_\_\_\_
- Measles-Mumps-Rubella:
  - MMR vaccination series completed \_\_\_\_\_ date of completed series
  - Titer to discern immunity Date: \_\_\_\_\_

- 2 doses if not fully vaccinated Date: \_\_\_\_\_ Date: \_\_\_\_\_
- Varicella (chickenpox): Submit one of the following
  - Varicella vaccination series completed \_\_\_\_\_ date of completed series
  - Titer to discern immunity Date: \_\_\_\_\_
  - 2 doses if not fully vaccinated Date: \_\_\_\_\_ Date: \_\_\_\_\_
- Tetanus-Diphtheria-Pertussis: Tdap
  - Tdap booster within last 10 years. Must be current throughout program
  - Date: \_\_\_\_\_
- Polio: IVP or OPV
  - 3 doses Series completion Date: \_\_\_\_\_
  - Booster at the recommendation of HCP Date: \_\_\_\_\_
- Quantiferon Gold or T Spot – TB SCREEN showing *negative* results Date: \_\_\_\_\_
  - If results are positive: clear radiological report as provided by licensed healthcare provider
  - *Not accepting TB Skin Test*
- Flu vaccine (Seasonal) - strongly recommended. Date: \_\_\_\_\_
  - Note: Majority of clinical sites requiring Flu vaccine for student externs
- COVID 19 vaccine - strongly recommended. Date: \_\_\_\_\_
  - Note: Clinical sites might require COVID vaccine for student externs to have patient contact.
- Basic Life Support CPR** – American Heart Association Expiration date: \_\_\_\_\_
- HeartSaver First Aid** - American Heart Association Expiration date: \_\_\_\_\_
- Medical Assistant Student Handbook acknowledgment for 2021-2022 signed and uploaded into ACEMAPP

**Phase 4 required documents submission:** To be admitted to the Medical Assistant Program, all documents must be submitted through ACEMAPP NO LATER THAN Wednesday, 18 August 2021 before 5pm

If you had questions or difficulty, please reach out to [cindiw@clackamas.edu](mailto:cindiw@clackamas.edu) – 503.594.0691

- ✓ All expenses incurred during Phases 3 & 4 are at the MA program candidates' expense. *Candidates will not receive refunds from Clackamas Community College or ACEMAPP for failure to successfully pass or complete any Phase of the application process*
- ✓ Timely completion of all Phase 4 requirements is essential to advance to the final admissions review phase of the MA application process. Should the candidate not meet the above deadline, he/she may be placed on the alternate list.
  - ✓ **CCC reserves the right to form a wait list of qualified applicants.**

✓ *Clackamas Community College reserves the right to modify the criteria and the process for selection.*