

# ALLIED HEALTHCARE PROGRAMS COMPREHENSIVE EXTERNSHIP GUIDEBOOK



**AMERICATION**

CAREER & TRAINING SCHOOL  
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# PREFACE

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## NOTICE OF USE:

This is an official comprehensive externship guide for students of Americation Career and Training School. Student(s) of the school are permitted to use this copy as a guide towards their externship journey.

Other organizations and schools that would like to use the comprehensive guide can seek permission to use this copy by writing us via email and informing us about their intent to use this document. No school is allowed to use this comprehensive externship guide without proper written permission from Americation Career and Training School.



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GETTING READY FOR EXTERNSHIP





# EXTERNSHIP LETTER TO STUDENT

## LETTER TO STUDENTS INTERESTED IN SEEKING EXTERNSHIP

We congratulate you on successfully reach your next benchmark in your career as a healthcare professional. During your duration of study at Americation Career and Training School, you learned the course content, and are now probably looking into the option of doing some volunteer work on an externship site. Even though externships are not mandatory and is a voluntary decision, the student may search for an externship site. We are here to assist you and for this reason we have structured this externship guide for you to familiarize yourself with the major components involved in searching and completing an externship.

At an externship site, you may have a supervisor assigned to you. You would be required to report to your supervisor for all coordination in reference to the duties you will be performing at the externship site. The supervisor will oversee your tasks and provide you with possible feedback to become better and more confident. However, this would possibly change from supervisor to supervisor. Your source person to ask questions would be your supervisor in case you need clarification or assistance on your related duties.

You must be aware that externships are mostly un-paid and their duration may vary as per the externship site. So, if you are opting to search for an externship, do bear in mind that they may not be paid, but an opportunity for you to build on your experience. Again, as mentioned previously, externship is not mandatory, you may directly start searching for jobs. This is entirely the decision of the student.

Your duties at the externship site will be set by the externship site and will vary. Some sites may only want you to observe other healthcare professional(s) perform the duties, also known as "SHADOWING" Shadowing is the specific and intentional observation of interactions between the healthcare professional and patients. It mostly do not include direct patient care related activities. So it is recommended that you choose your externship site that fits your needs or intentions.

The externship guide is a means to assist you in explaining the steps of an externship such as how you should search for an externship and what should you do after getting it.

For questions regarding the document contact the schools at [info@Americation.org](mailto:info@Americation.org)

Thank you

Student Services

Americation Career and Training School



# Get your Professional Liability Insurance

As an externship enrollee, your externship site may have a mandatory requirement that you hold a Professional Liability Insurance (PLL). Therefore, it is important that you have your professional liability insurance after you have a confirmed externship start date. Your externship site may require a copy of your PLL prior to you starting the externship with the externship site.

**Here is a list of few companies that offers Professional Liability Insurance:**

## **Reference Companies:**

1. <https://www.proliability.com/>
2. <http://www.hpso.com/individuals/professional-liability/student-malpractice-insurance-coverage-description>
3. <https://www.trustrms.com/About/Coverage-Corner/Certified-Medical-Assistant>
4. <https://www.cmfgroup.com/professional-liability-insurance/medical-assistant-certified-insurance/>
5. <https://stratuminsurance.com/biz/industry/phlebotomist-insurance/>

Shop around to check out the various liability coverage companies have to offer before making your decision. Please note, Americation Career and Training School does not have any affiliation with the above referenced companies.

**Step 1:** Contact the company, ask them about the PPL related to your externship site duties.

**Step 2:** Get a quote emailed to you.

**Step 3:** Double check to make sure that your PLL coverage is appropriate.





# **Get your Background Check Performed**

As an externship enrollee, your externship site may have a mandatory requirement that you get a background check performed. Therefore, it is important that you have your background check performed before or after you have a confirmed externship start date. You may be required to clear the background check in order to start the externship.

## **What you need to know:**

1. Pay for the background test
2. Understand and inquire about the timeline of the results
3. Understand that the background screening will include history of your background

## **Reference Companies:**

1. DISA
2. USAFACT
3. STERLING CHECK
4. PRECHECK
5. HIRERIGHT
6. UNIVERSAL BACKGROUND
7. VERTICLE SCREEN

Please note, Americation Career and Training School does not have any affiliation with the above referenced companies.



# Get your Drug Testing Performed

As an externship enrollee, your externship site may have a mandatory requirement that you get a drug testing performed. Therefore, it is important that you have your drug test performed before or after you have a confirmed externship start date. You may be required to clear the drug test in order to start the externship.

## What you need to know:

1. Pay for the drug test
2. Understand and inquire about the timeline of the results
3. Understand what the drug test screens for?

## Reference Companies:

1. DISA
2. USAFACT
3. STERLING CHECK
4. PRECHECK
5. HIRERIGHT
6. UNIVERSAL BACKGROUND
7. VERTICLE SCREEN

Please note, Americation Career and Training School does not have any affiliation with the above referenced companies.





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# Miscellaneous Information

As an externship enrollee, your externship site may require few more things as a part of your externship acceptance:

**May include but not limited to:**

1. Vaccination
2. Health Insurance
3. AHA CPR
4. Physical Exam

The above may or may not be required, contact your externship site for specific requirements if any.

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# Understand the Scope Of Practice

## WHAT IS SCOPE OF PRACTICE?

Scope of practice describes the procedures, actions, and processes that a particular or specific healthcare professional is allowed to perform within the terms of their professional boundaries. States have laws and regulations defining the scope of practice.

## DOES EVERY STATE HAVE A SCOPE OF PRACTICE FOR EVERY PROFESSION?

The scope of practice law varies by state, but not every state has a law on every profession. It is crucial to understand about the scope of practice in your state regarding what you are allowed and not allowed under the chosen profession.

For example:

**To learn more about your state's scope of practice law, you may visit the individual states office of professions or similar website to research about the scope of practice:**

Here we will show you an example for the NY State:

Step 1: Visit: <http://www.op.nysed.gov/prof/clt/clpbroch.htm#phl>

Step 2: Scroll through the FAQs until you see the question "Are phlebotomists required to be licensed in New York State?"

Step 3: Read the answer to the question: "No, phlebotomists are not required to be licensed in New York State. Phlebotomists may collect blood and receive urine samples from patients, but may not perform any tests or procedures with these samples."

Similar to the above search you must search the state regulations for the scope of practice for phlebotomy technician also known as phlebotomist.



LOOKING/SEARCHING FOR EXTERNSHIP



# Strategies on Searching for Externship

Everyone starts somewhere, so will you. Remember the key is to achieve success into your career as a healthcare professional. Main reason students voluntarily opt for externship is to gain hands on experience. However, this may be beneficial for some while other students may directly be hired. It all depends.

Let's share with you some strategies that has worked in the past:

1. **Share the news:** Social media is a powerful tool, share with your friends that you are in search for an externship in a specific healthcare profession (e.g medical assistant, phlebotomist, EKG tech, PCT, etc).
2. **Be active online:** Try to set a goal for online web browsing on various opportunities of externships available, follow the current trend(s) of what's available on a daily basis. Make a linkedin profile and indeed profile if you are ok doing so.
3. **Stay in contact with healthcare organizations:** Contact your near by doctor's office, medical facilities, hospitals, healthcare community centers etc. and ask them if they could allow you to voluntarily work as an extern at their site, do mention that you have completed the program from a career school approved by the New Jersey State Education Department and Labor And Workforce Development, if you are certified, do inform them about it. Share details with them while maintaining your personal information. Email the concern person after your complete the conversation, do it sooner than later and follow up in a day or two with the concerned person about the receipt of your email and any status or updates they may have for you. It is important that you be polite at all times and do not display any behavior that may lower your chances of being accepted as an extern.
4. **Have a resume at hand and posted online:** Create a well-structured resume and make it available in a pdf, word and online format. By online format we mean linkedin and indeed resume.



# Strategies on Searching for Externship (cont...)

5. **Friends :** You may have a friend or a friend of a friend or a family member of a friend that may be working in the healthcare field. Extend your possible intend on doing externship at their location.
6. **Family:** Your immediate or extended family member may be either working in the healthcare field or may know a doctor that may be able to provide you with an externship opportunity.
7. **Simple Google Search:** This is a simple yet a strategy that many skip, simply log-on to google and type the correct keywords, for example if you are a medical assistant, type the following keywords;
  - "medical assistant externship in nj" or
  - "medical assistant externship opportunities".
  - "externship for medical assistant" or
  - "Available medical assistant externships" or
  - "medical assistant externships or externship near me" or
  - "medical assistant externship jobs" or
  - "medical assistant internship in nj" or
  - "medical assistant internship opportunities".
  - "internship for medical assistant" or
  - "Available medical assistant internships" or
  - "medical assistant internships or internship near me" or
  - "medical assistant internship jobs"
  - Other search keywords as your find fit to expand and explore your search.
8. **Networking:** Be well connected by networking with people from the healthcare field online via various networking platforms such as linkedin, alignable, twitter, facebook group etc...
9. **Where do professional of your career work:** make sure you know which facilities do the people in your career work so that you can be more specific when applying for externships. Such as: hospitals, blood banks, nursing facilities, urgent care, health clinics, rehab centers, etc.

*The strategies mentioned are just for you to review and only follow them if you are comfortable with them.*



# Letter of Intent to Externship Sites

## A SAMPLE LETTER OF INTENT TO THE EXETRNSHIP SITE FROM THE STUDENT

Subject: Letter of Intent to

### FIRST PARAGRAPH:

It is with great pleasure that I submit this formal request for externship at your facility as an unpaid volunteer extern for the JOB TITLE externship position. I am currently enrolled or have completed the program of study as a/an (NAME OF THE PROGRAM YOU COMPLETED) from Americation Career and Training School, approved by NJ State Education Department.

### MAIN BODY:

I am currently certified as a (NAME OF THE TITLE IF ANY) and hold additional certifications such as:

1. Certification Title
2. Certification Title
3. Certification Title
4. Certification Title

If requested I will be able to obtain my own

1. Professional Liability Insurance
2. Background Check
3. Drug Test

The reason why I am interested to applying at your facility are:

1. Mention about the speciality that you may be interested in
2. Mention how it can help you grow as a professional
3. Mention what you can learn by either observing or performing task related duties
4. Mention about the commute if the facility is close by.

### CLOSING PARAGRAPH:

With this letter of intent I am also attaching my professional resume for this externship position. If an in-person meeting is required by your facility, I am ready to set up an appointment to meet with the concerned person for an interview or information pertaining to this externship position. Feel free to contact me at MYNAME@GMAIL.COM (*please ensure that your email looks professional and matches your name*). Thank you for your time and consideration. Looking forward to getting your feedback or response to this letter.

Warmest Regards,

YOUR FULL NAME

YOUR EMAIL & PHONE NUMBER

All the text with the following **"YOUR FULL NAME"**

Font Color and Underline must be replaced properly as per your specific details. Other changes must be made, as this is only a sample letter.



WHEN ON EXTERNSHIP





# What to Wear

## Dress Code & Personal Appearance

Majority of the healthcare facilities have a dressing code or dress code or guidelines set for what you can wear and what you shouldn't at the jobsite. Even though the requirements may be somewhat similar, it is important to check the specific **"Dress Code and Personal Appearance Policy"** details

**Here, we will list a few items that are a part of your dress code:**

1. A pair of **MEDICAL SCRUBS** (match facilities color requirements if any).
  - Scrubs must be clean and free of wrinkles, shirt under scrub (black, white or scrub color)
  - Must present a professional appearance.
2. **CLOSE TOE SHOES** (Clean and well fit)
3. **SOCKS**
4. **HAIR BAND** (if hair would interfere with your work)
5. **SHOES** (as recommended by your facility)
6. **NAME TAG** (John Doe, Medical Assistant Extern, a name-tag sticker)
  - No other label or pin may be allowed other than the NAME TAG or as specific by the policy.
7. **UNDERGARMENTS** must not be visible.
8. **CULTURAL HEAD ATTIRE**, Check the head attire policy (if any)
9. **CLOTHING** should allow full range of motion.

The above may or may not be required, contact your externship site for specific requirements if any.

Please note: If you refuse to comply with the dress code designated by the facility, it may result in subject to a progressive discipline, which may also lead to termination from externship.



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# Do's and Dont's of Externship

## What to do and what not to do while on externship:

- ✓ Seek feedback of your work and clarify your questions if any.
- ✓ Don't get caught up with politics or unnecessary talks and gossips.
- ✓ Don't rely on any one individual entirely, but rather work as a team.
- ✓ Don't avoid information given to you and be attentive at all times.
- ✓ Respect all employees and greet, maintain rapport with them.
- ✓ Do not use slangs, swearing, racist comments, ethnic slurs, sexual comments or jokes.
- ✓ Do not misplace office supplies, and keep things organized as designated.
- ✓ Do not mislead any employee or patient with incorrect or incomplete information.
- ✓ Do not talk loudly & aggressively. Speak clearly, slowing using simple words.
- ✓ Maintain your tone and pitch appropriately when communicating.
- ✓ Do not be impatient if a task(s) take longer than usual, rather be patient and calm.
- ✓ Do not take too many personal calls and Don't constantly text unless it is an emergency.
- ✓ Develop a working relationship at work with employees.
- ✓ Don't become a problem but rather become a solution for the team.
- ✓ Watch and absorb information of daily tasks and duties that are being performed, since that is the main reason you are there, to learn of what actually happens in the real world. Take every task seriously, be prepared for each day of your externship. Remember externship is for your benefit, you get to learn things, not the other way round. **SO TAKE IT SERIOUSLY.**



POST COMPLETION OF EXTERNSHIP



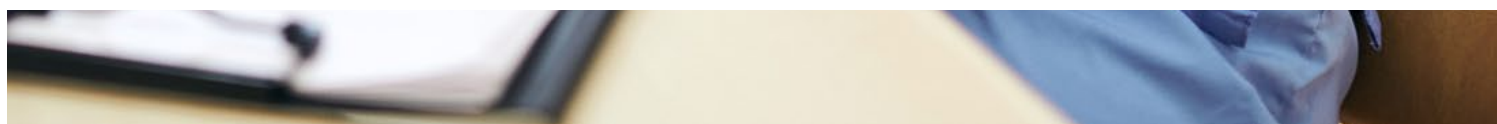




EXTERNSHIP SITE PAPERWORK



# 1. CHECK OFF LIST







# Supervisor Evaluation of The Extern

*This externship evaluation form must be completed by the externship site supervisor only.*

**PAGE 1 OF 5**

## ABOUT THE EXTERN

	PASS	FAIL	N/A
Reports at externship site on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greet other employees and builds rapport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Builds rapport with patient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens carefully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows dedication and focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abides with the appropriate dress code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes assigned task on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works as a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the ability to work by self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts mistakes if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates well with patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates well with employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Supervisor Evaluation of The Extern

*This externship evaluation form must be completed by the externship site supervisor only.*

**PAGE 2 OF 5**

## ABOUT THE EXTERN

**PASS**

**FAIL**

**N/A**

Understands and complies with workplace safety

☐☐☐

Understands and complies with facility operations

☐☐☐

Understands and works only within scope of practice

☐☐☐

Has technology skills required to fulfill tasks

☐☐☐

Demonstrated use of proper tools and equipment

☐☐☐

Understands the concept of patient safety

☐☐☐

Understands importance of confidential information

☐☐☐

Identifies various supplies used in performing duties

☐☐☐

Understands patient related documents

☐☐☐

Is an active listener

☐☐☐

Performs critical thinking well

☐☐☐

Shows willingness to learn new concepts

☐☐☐



# Supervisor Evaluation of The Extern

*This externship evaluation form must be completed by the externship site supervisor only.*

**PAGE 3 OF 5**

## ABOUT THE EXTERN

PASS

FAIL

N/A

Assist well in patient care related activities

☐☐☐

Interprets the meaning of information given

☐☐☐

Knows how to prioritizes duties

☐☐☐

Puts attention to details

☐☐☐

Is a dependable team member

☐☐☐

Displays a trait of honesty and integrity

☐☐☐

Is co-operative with employees and patients

☐☐☐

Able to control stress

☐☐☐

Has the ability to multitask when needed

☐☐☐

Is knowledgeable in coursework completed

☐☐☐

Is professional and respectful

☐☐☐

Accepts criticism well

☐☐☐



# Supervisor Evaluation of The Extern

*This externship evaluation form must be completed by the externship site supervisor only.*

**PAGE 4 OF 5**

## TASK SKILLS

PASS

FAIL

N/A

Practices Standard Precautions

☐☐☐

Practices Infection Control

☐☐☐

Demonstrates proper use of PPE

☐☐☐

Practices hand hygiene technique well

☐☐☐

Practices proper disposal of healthcare supplies

☐☐☐

Performs following specific job skills well:

Skill 1: \_\_\_\_\_

☐☐☐

Skill 2: \_\_\_\_\_

☐☐☐

Skill 3: \_\_\_\_\_

☐☐☐

Skill 4: \_\_\_\_\_

☐☐☐

Skill 5: \_\_\_\_\_

☐☐☐

Skill 6: \_\_\_\_\_

☐☐☐





# Supervisor Evaluation of The Extern

*This externship evaluation form must be completed by the externship site supervisor only.*

**PAGE 5 OF 5**

## ABOUT THE EXTERN

**PASS**

**FAIL**

**N/A**

Displays a character of self motivation

☐☐☐

Competent to perform skills

☐☐☐

Is responsible in performing duties

☐☐☐

Uses good judgement

☐☐☐

Understands and accepts cultural diversity well

☐☐☐

Performs appropriate sharps disposal

☐☐☐

Manages time well

☐☐☐

Is goal oriented

☐☐☐

Abides by facility policies and guidelines

☐☐☐

Abides by facilities appearance policy

☐☐☐

Adapts to different situations and changes well

☐☐☐

\_\_\_\_\_  
**Supervisor's Name**

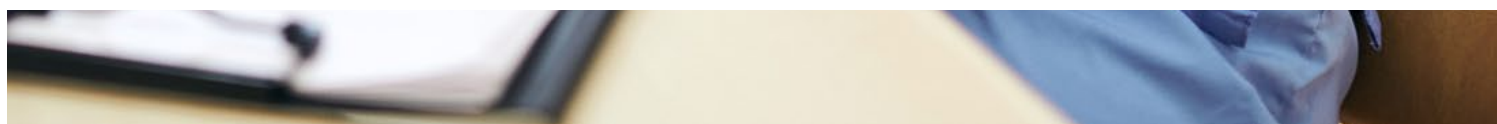
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**



## 2. RECOMMENDATION LETTER



# LETTER OF RECOMMENDATION

FROM: SUPERVISOR OR FACILITY CONTACT PERSON

FACILITY NAME: BUSINESS NAME

FOR (EXTERN NAME): NAME OF THE EXTERN

1

**Subject:**

Subject is a brief line explaining the purpose of writing the letter.

2

**Introduction:**

In this section, the recommender will start by introducing self and a brief summary about the facility where the externship took place.

3

**Body:**

This is the section where the recommender will mention about the extern (candidate). Write specifics about the overall competency of the candidate and any other details as they would like to mention.

4

**Closing Comments:**

Summarize and wish the extern well for future career success.

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Supervisor's Name

---

Title

---

Supervisor's Signature

---

Date



---

# LETTER OF RECOMMENDATION

FROM: SUPERVISOR OR FACILITY CONTACT PERSON

FACILITY NAME: BUSINESS NAME

FOR (EXTERN NAME): NAME OF THE EXTERN

---

Supervisor's Name

---

Title

---

Supervisor's Signature

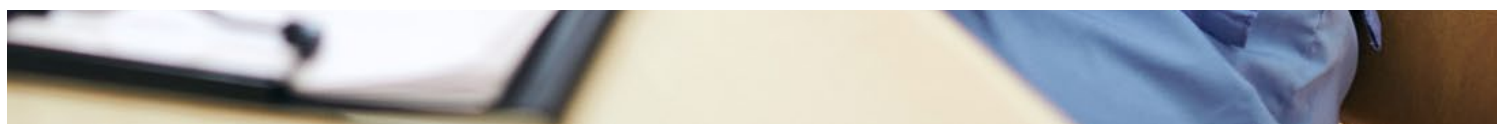
---

Date





## 3. ATTENDANCE LOG SHEET



# ATTENDANCE TIME SHEET: EXTERNSHIP

Extern Candidate Name: \_\_\_\_\_

Designated Extern Title: \_\_\_\_\_

Date	Time In	Time Out	Total hrs.	Student Signature

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date



ADDITIONAL INFORMATION



# DIFFERENCE BETWEEN EXTERNSHIP AND INTERNSHIP

1

## THE DURATION

Internship: Longer in duration or length

Externship: Shorter in duration or length

2

## THE EXPERIENCE

Internship: Assigned with task responsibilities and duties

Externship: Allowed to shadow only in most cases

3

## THE PAY

Internship: Some are paid while some are unpaid

Externship: Mostly unpaid





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