

**MA 176 Course Outline as of Fall 2020****CATALOG INFORMATION**

Dept and Nbr: MA 176 Title: EXTERNSHIP

Full Title: Externship

Last Reviewed: 10/26/2020

Units		Course Hours per Week	Nbr of Weeks	Course Hours Total	
Maximum	4.50	Lecture Scheduled	0	17.5	Lecture Scheduled 0
Minimum	4.50	Lab Scheduled	0	8	Lab Scheduled 0
		Contact DHR	13.75		Contact DHR 240.63
		Contact Total	13.75		Contact Total 240.63
		Non-contact DHR	0		Non-contact DHR 0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 240.63

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: MA 166.4

**Catalog Description:**

This course offers a total of 240 hours of practical externship experience in outpatient clinics or other medical facilities to apply and develop entry level administrative and clinical medical assisting skills related to fundamental principles and techniques learned previously in theory and skills courses. This course is taken at the end of the program, after all of the didactic (lecture and skills lab) classes are completed successfully.

**Prerequisites/Corequisites:**

Course Completion of MA 164, MA 165, MA 168, MA 169, and MA 174

**Recommended Preparation:**

Eligibility for ENGL 1A or equivalent or appropriate placement based on AB705 mandates

**Limits on Enrollment:**

The healthcare facilities in which students are placed require that the students must comply with all of the following before they are allowed onsite: Currency on all immunizations including annual flu shots; currency on annual tuberculosis clearance; a negative background check, a negative urine drug screen, and possess a current American Heart Association Certified Healthcare Provider CPR/BLS card.

Recency requirement: Students must have successfully completed MA 164, MA 165, MA 168,

MA 169, and MA 174 within 6 months of enrolling in MA 176.

### **Schedule of Classes Information:**

Description: This course offers a total of 240 hours of practical externship experience in outpatient clinics or other medical facilities to apply and develop entry level administrative and clinical medical assisting skills related to fundamental principles and techniques learned previously in theory and skills courses. This course is taken at the end of the program, after all of the didactic (lecture and skills lab) classes are completed successfully. (Grade Only)

Prerequisites/Corequisites: Course Completion of MA 164, MA 165, MA 168, MA 169, and MA 174

Recommended: Eligibility for ENGL 1A or equivalent or appropriate placement based on AB705 mandates

Limits on Enrollment: The healthcare facilities in which students are placed require that the students must comply with all of the following before they are allowed onsite: Currency on all immunizations including annual flu shots; currency on annual tuberculosis clearance; a negative background check, a negative urine drug screen, and possess a current American Heart Association Certified Healthcare Provider CPR/BLS card.

Recency requirement: Students must have successfully completed MA 164, MA 165, MA 168, MA 169, and MA 174 within 6 months of enrolling in MA 176.

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

### **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

### **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Demonstrate readiness for practice as an entry level medical assistant.
2. Apply theoretical understanding of administrative and clinical medical assisting skills by safely and accurately performing MA skills in the patient care setting at entry level.

**Objectives:**

Students will be able to:

1. Perform administrative and clinical MA skills and duties at entry level in patient care settings in accordance with the Medical Board of California-Medical Assistant

- (MBCs-MA) scope of practice, Occupational Safety and Health Administration (OSHA) regulations, Health Insurance Portability and Accountability Act (HIPAA) guidelines, California Certifying Board for Medical Assistants (CCBMA) requirements, and the assigned health care facility's policies and procedures
2. Prepare, administer and document oral, parenteral, and topical/transdermal medication and vaccinations in accordance with the MBCs-MA scope of practice, OSHA regulations, HIPAA guidelines, CCBMA requirements, and the assigned health care facility's policies and procedures
  3. Apply principles which have been learned in the prerequisite and corequisite theory and skills courses
  4. Demonstrate ability to problem-solve, operate equipment safely, and carry out procedures in a timely manner in a provider's office, or other healthcare setting
  5. Communicate effectively with patients, providers, and other medical staff members demonstrating cultural sensitivity
  6. Demonstrate professionalism including: dependability, punctuality, cooperation, appropriate appearance, and initiative
  7. Accurately document in patients paper and/or electronic medical records
  8. Prepare and complete the CCBMA application

### **Topics and Scope:**

#### Onsite Administrative/Clinical Externship

- I. Attend All Required Assigned Clinical Hours
- II. Perform Administrative and Clinical MA Skills in Patient Care Settings
  - A. medical asepsis
  - B. room patients
  - C. patient assessment
  - D. vital signs
  - E. examination and history
  - F. patient teaching
  - G. ambulatory aids
  - H. hot and cold therapy
  - I. assist the provider with office surgery and physical exams
  - J. aural and ophthalmic treatments/procedures
  - K. wound and minor injury treatments
  - L. gynecologic, obstetric and prenatal exam and care
  - M. newborn exam and care
  - N. pediatric exam and care
  - O. cardiopulmonary exam and care
  - P. radiology and diagnostic imaging preparation
  - Q. emergency procedures
  - R. document all treatments and procedures on patient's paper and/or electronic medical records
- III. Prepare, Administer and Document Oral, Parenteral, and Topical/Transdermal Medication and Vaccinations
- IV. Apply Concepts and Utilize Techniques Learned in all Previous and Current MA Theory and Skills Courses
- V. Demonstrate ability to Problem-Solve, Operate Equipment Safely, and Carry Out Procedures in a Timely Manner
- VI. Communicate Effectively with Instructor, Patients, Providers, and other Medical Staff Members while Demonstrating Cultural Sensitivity
- VIII. Demonstrate Professionalism including: Dependability, Punctuality, Cooperation,

## Adherence to Dress Code, and Initiative

### Assignment:

1. Complete the required number of hours during assigned onsite administrative and clinical MA externship in a medical facility and perform skills while constantly adhering to the MBC MA scope of practice, the OSHA regulations, the HIPAA guidelines, the CCBMA requirements, and the assigned health care facility's policies and procedures.
2. Exhibit professionalism by demonstrating dependability, punctuality, cooperation, adherence to dress code, and initiative
3. Maintain an Injection Log (ungraded)
4. Completion of application form for CCBMA exam (ungraded)

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Administrative and Clinical skill performances

Skill Demonstrations  
40 - 60%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Professionalism, attendance

Other Category  
40 - 60%

### Representative Textbooks and Materials:

Instructor prepared materials

Clinical Procedures for Medical Assistants. 10th ed. Bonewit-West, Kathy. Elsevier. 2018