

**MA 63BL Course Outline as of Spring 2012****CATALOG INFORMATION**

Dept and Nbr: MA 63BL Title: CLINICAL EXPER 2

Full Title: Clinical Experience 2

Last Reviewed: 3/11/2002

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	3.00	Lab Scheduled	0	9	Lab Scheduled	0
		Contact DHR	9.00		Contact DHR	157.50
		Contact Total	9.00		Contact Total	157.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

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

Also Listed As:

Formerly: MA 287.5

**Catalog Description:**

Practical experience in hospitals and/or clinics to develop clinical medical assisting skills related to Clinical Procedures 2(MA 63B), and patient interaction and communication skills. Ability to function with accuracy, speed and organization is emphasized.

**Prerequisites/Corequisites:**

Completion of MA 63A & MA 65 & MA 63AL AND immunization clearance, TB test, physical exam & current CPR certificate.

**Recommended Preparation:**

Elig. for ENGL 1A, MA 60 (or 6 months experience in a medical office)

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Practical experience in hospitals and/or clinics to develop clinical medical assisting skills related to Clinical Procedures II (MA 63B), and patient interaction and communication skills. Ability to function with accuracy, speed and organization is emphasized. (Grade or P/NP)

Prerequisites/Corequisites: Completion of MA 63A & MA 65 & MA 63AL AND immunization clearance, TB test, physical exam & current CPR certificate.

Recommended: Elig. for ENGL 1A, MA 60 (or 6 months experience in a medical office)

Limits on Enrollment:

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

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

At the completion of this course the student will be able to:

1. Perform a variety of clinical medical assisting tasks as itemized on a task list and performed a specific number of times.
2. Develop problem-solving and creative ability involving proper and safe use of equipment, procedures & processes utilized by the clinical medical assistant in the physician's office, the clinic, and/or hospital.
3. Develop and/or discover his/her talents, attitudes, work habits, interpersonal skills & individual potential as they relate to her/his work experience.
4. Apply knowledge and skills obtained in the classroom and skills laboratory to the clinical experience.
5. Demonstrate ability to perform clinical medical assisting tasks by bringing a weekly evaluation of experience & objectives for upcoming week.
6. Demonstrate an understanding of the professional concept of confidentiality and ethical and legal implications of working in clinical medical assisting setting.
7. Utilize problem-solving techniques during weekly conferences to address problems encountered in clinical setting.

### **Topics and Scope:**

- I. Clinical Experience - Medical clinic and/or hospital
  - A. Staff orientation to clinical medical assisting tasks
  - B. Student application of clinical medical assisting skills in each setting
  - C. Staff and instructor evaluation of student performance

## II. Conferences

### A. Orientation to clinical medical assisting

1. procedures and evaluations
2. expectations
3. orientation to assigned experience
4. review of course outline and syllabus

### B. Analysis of tasks and problem solving related to clinical medical assisting experiences

### C. Establishment of learning objectives in the clinical medical assisting experience

### D. Application of procedures and practices in clinical medical assisting

## Assignment:

1. Weekly task sheet update & written goals for following week.
2. Weekly report on goals.
3. Clinical experience, problem-solving exercises & role-playing of interpersonal conflicts and/or communication skills.
4. Twenty-five exercises demonstrating the ability to accurately perform clinical medical assisting skills.
5. Twenty written assignments from clinical setting, related to clinical procedures and OSHA standards.

## 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.

Written homework

Writing  
10 - 15%

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

Lab reports, Clinical experience.

Problem solving  
10 - 25%

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

Class performances, Performance exams, Clinical experience.

Skill Demonstrations  
40 - 55%

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

Multiple choice, Matching items, Completion, Short essay

Exams  
15 - 25%

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

None

Other Category  
0 - 0%

**Representative Textbooks and Materials:**

Clinical Procedures for Medical Assistants, by K. Bonewit-West, 4th Ed., Saunders, 2000.