MA 176 Course Outline as of Fall 2019

CATALOG INFORMATION

Dept and Nbr: MA 176 Title: INTERMED EXTERNSHIP
Full Title: Intermediate Externship
Last Reviewed: 10/26/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	2.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	7.00		Contact DHR	122.50
		Contact Total	7.00		Contact Total	122.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00 Total Student Learning Hours: 122.50

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:
Intermediate practical experience in outpatient clinics or other medical facilities to further develop entry level administrative and clinical medical assisting skills related to fundamental principles and techniques learned in theory and skills courses. Ability to function with accuracy, speed and organization is emphasized. This course is the second of two semesters in which the student attends the externship.

Prerequisites/Corequisites:
Course Completion of MA 163, MA 163L, MA 165, MA 169; AND
Concurrent Enrollment in MA 164, MA 167, 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 card.

Recency requirement: Students must have successfully completed MA 163L Beginning Externship within 6 months of enrolling in MA 176.

Schedule of Classes Information:
Description: Intermediate practical experience in outpatient clinics or other medical facilities to further develop entry level administrative and clinical medical assisting skills related to fundamental principles and techniques learned in theory and skills courses. Ability to function with accuracy, speed and organization is emphasized. This course is the second of two semesters in which the student attends the externship. (Grade Only)
Prerequisites/Corequisites: Course Completion of MA 163, MA 163L, MA 165, MA 169; AND Concurrent Enrollment in MA 164, MA 167, 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 card.

Recency requirement: Students must have successfully completed MA 163L Beginning Externship 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:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	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. Apply theoretical understanding of intermediate administrative and clinical medical assisting skills in patient care settings.
2. Safely and accurately perform intermediate administrative and clinical medical assistant skills in patient care settings.
3. Demonstrate readiness for practice as an entry level medical assistant.

Objectives:

Students will be able to:
1. Perform intermediate 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 at the intermediate level 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 Rotation
I. Attend All Required Assigned Clinical Hours
II. Perform Intermediate Administrative and Clinical MA Skills in Patient Care Settings
   A. medical asepsis
   B. patient assessment
   C. vital signs
   D. examination and history
   E. patient teaching
   F. ambulatory aids
   G. hot and cold therapy
   H. assist the provider with office surgery and physical exams
   I. aural and opthalmic treatments/procedures
   J. wound and minor injury treatments
   K. gynecologic, obstetric and prenatal exam and care
   L. newborn exam and care
   M. pediatric exam and care
   N. cardiopulmonary exam and care
   O. radiology and diagnostic imaging preparation
   P. emergency procedures
   Q. 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 at the Intermediate Level
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 medical assisting (MA) externship in a medical facility and perform skills while constantly adhering to the Medical Board of California's (MBC) MA scope of practice, the Occupational Safety and Health Administration (OSHA) regulations, the Health Insurance Portability and Accountability Act (HIPAA) guidelines, the California Certifying Board for Medical Assistants (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. 2017