

**MA 163L Course Outline as of Summer 2020****CATALOG INFORMATION**

Dept and Nbr: MA 163L Title: BEG EXTERN

Full Title: Beginning Externship

Last Reviewed: 2/11/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	1.50	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	5.25		Contact DHR	91.88
		Contact Total	5.25		Contact Total	91.88
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 91.88

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 163AL

**Catalog Description:**

Beginning practical experience at the novice level in outpatient clinics or other medical facilities to develop entry level administrative and clinical medical assisting skills related to fundamental principles and techniques learned in theory and skills courses. This course is the first of two semesters in which the student attends the externship.

**Prerequisites/Corequisites:**

Course Completion of ANAT 58; OR ANAT 140 AND HLC 140; AND

Course Completion of MA 160, MA 161, MA 162, MA 168; AND

Concurrent Enrollment in MA 163, MA 165, MA 169

**Recommended Preparation:**

Eligibility for ENGL 1A or equivalent

**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.

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

Description: Beginning practical experience at the novice level in outpatient clinics or other medical facilities to develop entry level administrative and clinical medical assisting skills related to fundamental principles and techniques learned in theory and skills courses. This course is the first of two semesters in which the student attends the externship. (Grade Only)

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Course Completion of MA 160, MA 161, MA 162, MA 168; AND

Concurrent Enrollment in MA 163, MA 165, MA 169

Recommended: Eligibility for ENGL 1A or equivalent

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.

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>
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<b>CSU Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>UC Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

### **COURSE CONTENT**

**Student Learning Outcomes:**

Upon completion of the course, students will be able to:

1. Apply theoretical understanding of novice administrative and clinical medical assisting skills in patient care settings.
2. Safely and accurately perform novice 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 beginning administrative and clinical medical assisting (MA) skills and duties at entry level in patient care settings in accordance with the Medical Board of California's (MBCs) MA scope of practice, Occupational Safety and Health Administration (OSHA) regulations, Healthcare 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 chart document oral, parenteral, and topical/transdermal medication and vaccinations at the beginning level in accordance with the MBCs-MA scope of practice, OSHA regulations, HIPAA guidelines, CCBMA requirements, and the assigned health care 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

### **Topics and Scope:**

#### **I. Onsite Administrative/Clinical Rotation**

- A. Attend all required assigned clinical hours
- B. Perform beginning administrative and clinical MA skills in patient care settings:
  1. medical asepsis
  2. patient assessment
  3. vital signs
  4. examination and history
  5. patient teaching
  6. ambulatory aids
  7. hot and cold therapy
  8. assist the provider with office surgery and physical exams
  9. aural and ophthalmic treatments/procedures
  10. wound and minor injury treatments
  11. document all treatments and procedures on patient's paper and/or electronic medical records
- C. Prepare, administer and document oral, parenteral, and topical/transdermal medication and vaccinations at the beginning level
- D. Apply concepts and utilize techniques learned in all previous and current MA theory and skills courses
- E. Demonstrate ability to problem-solve, operate equipment safely, and carry out procedures in a timely manner
- F. Communicate effectively with instructor, patients, providers, and other medical staff members while demonstrating cultural sensitivity
- G. 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 externship in a medical facility and perform skills while constantly adhering to the MBCs-MA scope of practice, OSHA regulations, HIPAA guidelines, 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

## 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:

Clinical Procedures for Medical Assistants. 10th ed. Bonewit-West, Kathy. Elsevier. 2017  
Instructor prepared materials