## 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 |  |

Total Out of Class Hours: 0.00
Total Student Learning Hours: 91.88

Title 5 Category: AA Degree Applicable
Grading: Grade Only
Repeatability: $\quad 00-$ 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:

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AND
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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:

| AS Degree: | Area |
| :--- | :--- |
| CSU GE: | Transfer Area |

IGETC: Transfer Area
CSU Transfer:
Effective:

Effective:
UC Transfer:

## CID:

## Certificate/Major Applicable:

Both Certificate and Major Applicable

Effective: Inactive:
Effective: Inactive:
Effective: Inactive:
Inactive:

Inactive:

## COURSE CONTENT

## Student Learning Outcomes:

At the conclusion of this course, the student should 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:

At the conclusion of this course, the student should 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 opthalmic 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.


Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or noncomputational problem solving skills.
None

| Problem solving <br> $0-0 \%$ |
| :---: |

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

Professionalism, attendance

## Representative Textbooks and Materials:

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

