

MA 166.4 Course Outline as of Fall 2013**CATALOG INFORMATION**

Dept and Nbr: MA 166.4 Title: EXTERN: CLIN MED ASST
 Full Title: Externship: Clinical Medical Assisting
 Last Reviewed: 10/26/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	3.50	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	9.00		Contact DHR	157.50
		Contact Total	9.50		Contact Total	166.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 183.75

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 66.4

Catalog Description:

Practical experience in outpatient clinics or other medical facilities to develop 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.

Prerequisites/Corequisites:

Course Completion of MA 163A and MA 163AL and MA 165 AND Concurrent Enrollment in MA 163B and MA 163BL and MA 164

Recommended Preparation:

Eligibility for ENGL 1A or equivalent

Limits on Enrollment:

Current CPR certification, immunization and TB clearances, and physical examination required for participation in clinical experience.

Schedule of Classes Information:

Description: Practical experience in outpatient clinics or other medical facilities to develop 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. (Grade Only)

Prerequisites/Corequisites: Course Completion of MA 163A and MA 163AL and MA 165 AND Concurrent Enrollment in MA 163B and MA 163BL and MA 164

Recommended: Eligibility for ENGL 1A or equivalent

Limits on Enrollment: Current CPR certification, immunization and TB clearances, and physical examination required for participation in clinical experience.

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:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of this course, the student will be able to:

1. Perform clinical medical assisting skills in a variety of specialty clinics or medical offices.
2. Apply principles which have been learned in the prerequisite and corequisite theory and skills courses.
3. Demonstrate the safe use of equipment, procedures, and processes in a clinical setting.
4. Communicate effectively, with cultural sensitivity, with patients, physicians, and other medical staff members.
5. Demonstrate professionalism in a clinical setting.
6. Accurately document medical records.
7. Evaluate various clinical medical assisting occupational opportunities.
8. Write a resume and cover letter.
9. Describe interviewing techniques.
10. Discuss patient privacy and confidentiality.
11. Prepare and complete application form for the California Medical Assistant Exam or the American Association of Medical Assistants Exam.

Topics and Scope:

1. Clinical externship: Clinical medical assisting experience in a variety of specialty areas, to include but not be limited to, family practice, obstetrics and gynecology, gastroenterology, head and neck surgery, dermatology, surgical clinics, wound care specialty clinic, emergency room, and/or internal medicine.

Criteria for student evaluation:

1. Practicing within professional/ethical scope of practice for medical assistants.

2. Applying concepts and utilizing techniques learned in all previous courses and clinical experiences.
 3. Communicating effectively with patients, instructor, and medical staff.
 4. Planning and implementing care in a safe, timely and organized manner.
 5. Administering medications safely.
 6. Providing culturally sensitive care.
 7. Maintaining patient privacy and confidentiality.
 8. Documenting medical records within legal standards.
 9. Demonstrating professional behaviors including: dependability, punctuality, cooperation, appropriate appearance, and initiative.
2. Clinical conferences
 - a. Orientation to clinical medical assisting externship
 1. Procedures and evaluations.
 2. Expectations.
 3. Assigned experience.
 - b. Analysis of skills and problem solving related to clinical medical assisting practice
 3. Clinical medical assisting occupational opportunities:
 - a. Resume writing and preparation for employment
 - b. Preparation and completion of application form for California Certified Medical Assistant exam

Assignment:

1. Complete the required number of hours during assigned clinical medical assisting externship in a medical facility under the supervision of clinical instructor or designated clinical supervisor.
2. Maintain a timesheet.
3. Maintain weekly journal.
4. Participate in post-clinical conferences, with instructor (and peers in outpatient clinics).
5. Discuss clinical experience, participate in problem-solving exercises, and role-play interpersonal conflicts and communication challenges during clinical conferences.
6. Demonstrate clinical aptitude by accurately and safely performing clinical medical assisting skills.
7. Complete 5-25 written homework assignments from clinical setting relating to clinical procedures, Occupational, Safety and Health Association (OSHA) standards, laboratory techniques, pharmacology, and administration of medications.
8. Write a sample resume and cover letter.
9. Role play job interview skills.
10. Exhibit professionalism: dependability, punctuality, cooperation, appropriate appearance, interest in and willingness to learn.
11. Participate in final performance evaluation with instructor, including clinical supervisor's input.

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, timesheets, weekly journal, resume and cover letter.

Writing
15 - 20%

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

Clinical experiences and post-clinical conferences

Problem solving
5 - 10%

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

Class performances, clinical performances, role playing, evaluation

Skill Demonstrations
50 - 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 and attendance

Other Category
10 - 20%

Representative Textbooks and Materials:

Clinical Procedures for Medical Assistants, K. Bonewit-West, 8th Ed., Saunders, 2011
Student Mastery Manual, K. Bonewit-West, 6th Ed., Saunders, 2009