

**MA 163L Course Outline as of Fall 2017****CATALOG INFORMATION**

Dept and Nbr: MA 163L Title: CLINICAL INTERNSHIP

Full Title: Clinical Internship

Last Reviewed: 2/11/2019

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	17.5	Lab Scheduled	0
		Contact DHR	6.00		Contact DHR	105.00
		Contact Total	6.00		Contact Total	105.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 105.00

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 clinical medical assisting skills related to fundamental principles and techniques learned in theory and skills courses.

**Prerequisites/Corequisites:**

Completion of MA 160 and MA 161 and MA 162 and PSYCH 1A AND concurrent enrollment in MA 163 and MA 165

**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 clinical medical assisting skills related to fundamental principles and techniques learned in theory and skills courses. (Grade Only)

Prerequisites/Corequisites: Completion of MA 160 and MA 161 and MA 162 and PSYCH 1A AND concurrent enrollment in MA 163 and MA 165

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

**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 basic clinical MA skills and duties at the novice level in patient care settings 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
2. Prepare, administer and chart oral, parenteral, and topical/transdermal medication and vaccinations at the novice 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. Identify, demonstrate, and discuss professionalism in both clinical and post-conference settings
7. Accurately chart/document in patients paper and/or electronic medical records

**Topics and Scope:**

- I. Students are assigned to an onsite clinical rotation in one of a variety of different types of medical offices, such as family practice, obstetrics and gynecology, gastroenterology, cardiology, neurology, urology, surgery, dermatology, wound care specialty clinic, emergency room, urgent care, and internal medicine. Criteria for student evaluation:
  - A. Attend all required assigned clinical hours
  - B. Perform basic clinical medical assistant (MA) skills and duties at the novice level in patient care settings, in accordance with 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:
    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. Chart/document all treatments and procedures on patient's paper and/or electronic medical records
  - C. Prepare, administer and chart oral, parenteral, and topical/transdermal medication and vaccinations at the novice 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
  - D. Document every injection given to patients on an Injection Log which will be submitted to the program coordinator at the end of the program for the purposes of attesting to the CCBMA that the student has performed all required injections to qualify to sit for the CCBMA exam
  - E. Apply concepts and utilize techniques learned in all previous and current MA theory and skills courses
  - F. Demonstrate ability to problem-solve, operate equipment safely, and carry out procedures in a timely manner
  - G. Communicate effectively with instructor, patients, providers, and other medical staff members while demonstrating cultural sensitivity
  - H. Identify, demonstrate, and discuss professionalism in both clinical and post-conference settings including: dependability, punctuality, cooperation, appropriate appearance, and initiative
- II. Students are required to participate in clinical conferences with the onsite instructor. Criteria for student evaluation: Active participation in both pre and post conferences:
  - A. Participation during both pre and post conference about questions, ideas, experiences, and feedback
  - B. Students self analysis of skill ability and problem solving ability related to clinical MA practice
  - C. Error prevention
  - D. Time management strategies
- III. Students are required to participate in a midterm and final performance evaluation with the onsite instructor. Criteria for student evaluation:
  - A. Instructor's direct observations

## B. Clinical supervisors observations and input

### Assignment:

1. Complete the required number of hours during assigned onsite clinical medical assisting internship in a medical facility. Includes verbal and written case scenarios
2. Constantly adhere to the Medical Board of California's (MBC) Medical Assistant (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
3. Demonstrate clinical aptitude by accurately and safely performing 15-30 weekly clinical medical assisting skills at the novice level
4. Accurately chart/document all treatments and procedures performed in patients paper and/or electronic medical records
5. Preparation, administration and charting/documentation of medications and vaccines
6. Documentation of every injection given to patients on the Injection Log
7. Participate in post-clinical conferences, with instructor, peers, staff, and clinic personnel, to include discussing clinical experience, participate in problem-solving exercises, and role playing interpersonal conflicts and communication challenges, as appropriate. Includes verbal and written case scenarios
8. Exhibit professionalism by demonstrating dependability, punctuality, cooperation, appropriate appearance, and initiative
9. Participate in midterm and final performance evaluation with instructor, which includes instructors direct observations, and the designated 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.

Required medical record documentation	Writing 10 - 20%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Case scenarios	Problem solving 10 - 20%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Weekly novice medical assisting skills including direct patient care, midterm and final evaluations	Skill Demonstrations 40 - 50%
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**Exams:** All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Participation in weekly post-conferences

Other Category  
10 - 20%

**Representative Textbooks and Materials:**

Clinical Procedures for Medical Assistants. 9th ed. Bonewit-West, Kathy. Elsevier. 2014  
Instructor prepared materials