

**MA 176 Course Outline as of Fall 2017****CATALOG INFORMATION**

Dept and Nbr: MA 176 Title: CLINICAL EXTERNSHIP

Full Title: Clinical Externship

Last Reviewed: 10/26/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	3.00	Lab Scheduled	0	17.5	Lab Scheduled	0
		Contact DHR	9.00		Contact DHR	157.50
		Contact Total	9.00		Contact Total	157.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 157.50

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 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:**

Completion of MA 163 and MA 163L and MA 165 AND concurrent enrollment in MA 174 and MA 164

**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: Intermediate practical experience in outpatient clinics or other medical facilities to further develop entry level 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: Completion of MA 163 and MA 163L and MA 165 AND concurrent enrollment in MA 174 and MA 164

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 intermediate clinical MA skills and duties at entry 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 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 chart/document in patients paper and/or electronic medical records
8. Prepare and complete the CCBMA application

### **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 which will be verified by the student maintaining a weekly time sheet on which the hours attended are recorded and then signed off by the student's designated onsite facility staff member/supervisor
  - B. Perform beginning and intermediate clinical MA skills and duties at entry 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. Gynecologic, obstetric and prenatal exam and care
    12. Newborn exam and care
    13. Pediatric exam and care
    14. Cardiopulmonary exam and care
    15. Radiology and diagnostic imaging preparation
    16. Emergency procedures
    17. 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 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
  - 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 clinical portion of 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. Demonstrate professionalism including: dependability, punctuality, cooperation, appropriate appearance, and initiative

- II. Students are required to maintain a weekly journal: Criteria for student evaluation: Submission of a completed weekly 1 page written journal which includes the types of duties performed, the number of patients the students worked with, an explanation of which duties the student liked the most and the least, any problems encountered, and anything that needs to be discussed further
- III. Students are required to participate in a final performance evaluation with the instructor. Criteria for student evaluation:
  - A. Instructor's direct observations
  - B. Designated onsite facility staff member/supervisor's observations and input
  - C. Completeness of assigned hours as reflected on weekly time sheet
  - D. Completeness of weekly journal
- IV. Completion of application form for CCBMA exam

**Assignment:**

1. Complete the required number of hours during assigned onsite clinical medical assisting (MA) externship in a medical facility
2. Constantly adhere 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
3. Demonstrate clinical aptitude by accurately and safely performing 15-30 weekly clinical medical assisting skills at the novice and intermediate 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. Maintain a weekly timesheet
8. Maintain a weekly journal
9. Exhibit professionalism by demonstrating dependability, punctuality, cooperation, appropriate appearance, and initiative
10. Participate in final performance evaluation with instructor, which includes instructors' direct observations, and the designated onsite facility staff member/supervisor's observations and 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.

Weekly journal
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Writing 15 - 20%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Clinical experiences
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Problem solving 5 - 10%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

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, attendance, timesheets

Other Category  
10 - 20%

**Representative Textbooks and Materials:**

Instructor prepared materials

Clinical Procedures for Medical Assistants. 9th ed. Bonewit-West, Kathy. Elsevier. 2015