

**MA 163AL Course Outline as of Fall 2013****CATALOG INFORMATION**

Dept and Nbr: MA 163AL Title: CLINICAL EXPERIENCE 1

Full Title: Clinical Experience 1

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:

**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.

**Prerequisites/Corequisites:**

Concurrent Enrollment in MA 163A and MA 165

**Recommended Preparation:**

Eligibility for ENGL 1A or equivalent

**Limits on Enrollment:**

Students must show proof of immunization clearance, TB test, and physical exam, and must possess a current infant, child, and adult CPR certificate and background check, including drug screen. Also requires signature from instructor.

**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. (Grade Only)

Prerequisites/Corequisites: Concurrent Enrollment in MA 163A and MA 165

Recommended: Eligibility for ENGL 1A or equivalent

Limits on Enrollment: Students must show proof of immunization clearance, TB test, and physical exam, and must possess a current infant, child, and adult CPR certificate and background check, including drug screen. Also requires signature from instructor.

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 a variety of fundamental clinical medical assisting skills within the medical assisting profession
2. Demonstrate ability to problem-solve, operate equipment safely, and carry out procedures in a physician's office, or other healthcare setting
3. Calculate dosage and prepare multiple medications from ampules and vials utilizing a single syringe.
4. Administer a variety of injections within the scope of practice and Occupational Safety and Health Administration (OSHA) guidelines
5. Demonstrate adherence to Health Insurance Portability and Accountability Act (HIPAA)
6. Communicate effectively with patients, physicians, and other medical staff members demonstrating cultural sensitivity
7. Observe, demonstrate, and discuss professionalism in both clinical and post-conference settings
8. Use accurate documentation in medical records

### **Topics and Scope:**

1. Medical Assisting Scope of Practice
2. Occupational Safety and Health Administration (OSHA) standards
3. Medical asepsis
4. Patient assessment
  - a) vital signs
  - b) examination and history
5. Patient teaching

- a) ambulatory aids
- b) hot and cold therapy
- 6. Assisting the physician with office surgery and physical exams
- 7. Therapeutic procedures
  - a) aural
  - b) ophthalmic
  - c) wound and minor injury treatments
- 8. Medications
  - a) oral
  - b) parenteral
  - c) preparation
  - d) administration
- 9. Maintaining patient privacy and confidentiality per Health Insurance Portability and Accountability Act (HIPAA) guidelines
- 10. Clinical Conferences
  - a) Orientation
    - I. Procedures and evaluations
    - II. Expectations
    - III. Assigned experience
  - b) task analysis
  - c) problem-solving
  - d) writing and revising learning objectives,
  - e) error prevention
- 11. Communication with patients, instructor, and medical staff
  - a) communication styles
  - b) culturally sensitive care
- 12. Professionalism
  - a) dependability
  - b) punctuality
  - c) cooperation
  - d) confidentiality
  - e) appropriate appearance
  - f) interest in and willingness to learn
  - g) initiative
- 13. Safe use of medical equipment
- 14. Documentation
  - a) on paper
  - b) electronic medical records

**Assignment:**

- 1. Patient care
- 2. Performance of 25-30 basic nursing skills
- 3. Weekly post-conference with instructor
- 4. Weekly 10-15 case scenario problem-solving exercises and role-playing of interpersonal conflicts
- 5. Medical records documentation

**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%

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

Case scenarios

Problem solving  
10 - 20%

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

Weekly basic nursing skills including direct patient care

Skill Demonstrations  
40 - 50%

**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.

Participation in weekly post-conferences

Other Category  
10 - 20%

### **Representative Textbooks and Materials:**

Clinical Procedures for Medical Assistants, by K. Bonewit-West, 8th Ed., Saunders, 2009