

MA 66.4 Course Outline as of Fall 1997**CATALOG INFORMATION**

Dept and Nbr: MA 66.4 Title: EXTERN,CL 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	17	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 or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

Practical experience in offices, clinics, and/or hospitals to develop clinical medical assisting skills in preparation for entry-level employment as a clinical medical assistant. Emphasis on the ability to function under stress with accuracy, speed, & utilization of resources in challenging clinical medical assisting settings.

Prerequisites/Corequisites:

HLC 60 & ANAT 58 & MA 61 (formerly MSR 61) & MA 62 (formerly MSR 62B) & MA 63A .

Recommended Preparation:

Eligibility for ENGL 1A & MA 60 (formerly MSR 60, MSR 69) or 6 months' experience in a medical office.

Limits on Enrollment:**Schedule of Classes Information:**

Description: Practical experience in offices, clinics, &/or hospitals to develop clinical medical assisting skills in preparation for entry-level employment as a clinical medical assistant. Emphasis on ability to function with accuracy, speed, & utilization of resources in challenging clinical medical assisting settings. (Grade or P/NP)

Prerequisites/Corequisites: HLC 60 & ANAT 58 & MA 61 (formerly MSR 61) & MA 62 (formerly MSR 62B) & MA 63A .

Recommended: Eligibility for ENGL 1A & MA 60 (formerly MSR 60, MSR 69) or 6 months' experience in a medical office.

Limits on Enrollment:

Transfer Credit: CSU;

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:
CSU Transfer:	Transferable	Effective: Fall 1997	Inactive: Spring 2006
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

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

1. Perform a variety of clinical medical assisting tasks as itemized on a task list and performed a specified number of times.
2. Develop problem-solving and creative ability involving proper & safe use of equipment, procedures, & processes utilized by the clinical medical assistant in the physician's office, the clinic, and/or hospital.
3. Develop and/or discover her/his talents, attitudes, work habits, interpersonal skills, & individual potential as they relate to her/his work experience.
4. Apply knowledge and skills obtained in the classroom and skills laboratory to the clinical experience.
5. Demonstrate an understanding of the professional concept of confidentiality and ethical and legal implications of working in clinical medical assisting settings.
6. Develop insight and understanding of the physician's office, clinic, and/or hospital as an occupational setting; write a resume; practice a job interview.
7. Demonstrate ability to perform clinical medical assisting tasks by bringing a weekly evaluation of experience & objectives for upcoming week.
8. Utilize problem-solving techniques during weekly seminars to address problems encountered in externship setting.

Topics and Scope:

- Clinical externship - medical office, clinic, &/or hospital, clinic,
- A. Staff orientation to clinical medical assisting tasks.
 - B. Student application of clinical medical assisting skills in each setting.
 - C. Staff and instructor evaluation of student performance.

II. Seminar

- A. Orientation to clinical medical assisting externship.
 1. procedures and evaluations
 2. expectations
 3. orientation to assigned experience
 4. review of course outline and syllabus
- B. Analysis of tasks and problem solving related to clinical medical assisting experiences.
- C. Establishment of learning objectives in the clinical medical assisting experiences.
- D. Introduction to resume writing and preparation for employment.
- E. Application of procedures and practices in clinical medical assisting.

Assignment:

1. Weekly task sheet update & written goals for following week.
2. Weekly report on goals.
3. Clinical experience, problem-solving exercises, & roleplaying of interpersonal conflicts &/or communication skills.
4. Five to twenty-five exercises demonstrating the ability to accurately perform clinical medical assisting skills.
5. Five to twenty written assignments from clinical setting, relating to clinical procedures, OSHA standards, laboratory techniques, pharmacology, & administration of medications.

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 problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

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

Homework problems, Field work, Lab reports, Calculations for dosage-admin. medications

Problem solving
5 - 15%

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

Class performances, Field work

Skill Demonstrations
60 - 70%

Exams: All forms of formal testing, other than skill performance exams.

Completion

Exams
15 - 25%

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

None

Other Category
0 - 0%

Representative Textbooks and Materials:

Clinical Procedures for Medical Assistants, By K. Bonewit-West, 4th Ed.,
Saunders, 1995