



MASTER COURSE OUTLINE

Prepared By: Briana Ross

Date: September 2017

COURSE TITLE

Externship/Practicum for the Medical Assistant

GENERAL COURSE INFORMATION

Dept.: MA

Course Num: 195

(Formerly:)

CIP Code: 51.0801

Intent Code: 21

Program Code: 381

Credits: 3

Total Contact Hrs Per Qtr.: 198

Lecture Hrs: 0

Lab Hrs: 0

Other Hrs: 198

Distribution Designation: General Elective GE

COURSE DESCRIPTION (as it will appear in the catalog)

The course will focus students on real life work in a medical office assisting physicians and office personnel by performing assigned duties in both administrative and clinical procedures. The work experience is supported by instructor site visits and a classroom seminar where students and faculty can review on-the-job experiences.

PREREQUISITES

Passing score for the American Medical Technologist national certification examination and instructor permission. Must be taken concurrently with MA 197.

TEXTBOOK GUIDELINES

None

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Demonstrate safe, competent and accurate patient care skills
2. Perform administrative duties with competency and accuracy
3. Make use of multitasking administrative skills
4. Demonstrate professionalism and effective communication with patients and externship site staff.

INSTITUTIONAL OUTCOMES

IO1 Communication: Students will be able to demonstrate clear, effective communications with patients and members of the healthcare team in a variety of structured settings.

IO2 Quantitative Reasoning: Students will be able to reason mathematically using methods appropriate to the profession.

IO3 Human Relations/Workplace Skills: Students will demonstrate professional attitude and behavior when caring for patients and collaborating with other health care professionals at all times.

COURSE CONTENT OUTLINE

1. Perform all adult and pediatric vital signs
2. Prepare and maintain examination and treatment areas
3. Interview patients to obtain vital information prior to physician meeting with patient
4. Obtain patient chief complaint
5. Assist physician with examinations and procedures
6. Collect and process specimens
7. Perform routine diagnostic tests (POCT)
8. Administer specified medications
9. Maintain medication administration records
10. Perform venipuncture
11. Perform injections including IM, SQ, and ID
12. Perform varied administrative duties

DEPARTMENTAL GUIDELINES *(optional)*

All immunizations must be up to date. Current physical must be on file with department. Students must pass WSP and national background check. Students must pass 5 panel drug screen. Required to maintain current BLS CPR.

PO4, PO5, and PO6 should be assessed.

DIVISION CHAIR APPROVAL

DATE