

**Imperial Valley College ~ Nursing and Allied Health
MEDICAL ASSISTANT PROGRAM
AHP 086 CLINICAL EXTERNSHIP II (CRN 10047) 2 units
Fall 2013**

Instructors: Lidia A. Trejo, CCMA-AC
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Day/time: TBA 10/15-12/07/2013

Prerequisites: AHP 100, completed Administrative Medical Assistant courses, and AHP 080, 082, 084 with a "C" or better

Course is designed to enable students to pull all didactic information and skills together in the work setting of a clinic or doctor's office. The medical assistant student is placed at a medical office or clinic where he/she will gain hands-on experience performing medical assistant duties. The students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in industry.

A total of 108 hours of clinical externship are required to graduate. Clinical skills must be checked off. Students are required to wear a uniform during the externship.

The provisions of these procedures apply to the development and certification for medical assisting. This externship must be completed by December 7, 2013 for a total of 108 hours and completion of all skills.

Student Learning Outcomes: Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- 1. Explain the process to renew a physician's narcotic license for a medical office or ambulatory clinic.**
- 2. Demonstrate interviewing techniques to obtain a patient history, chief complaint, and list of medications and dosage.**

Course Objectives: Upon satisfactory completion of the course, students will be able to:

1. Understand the components of the medical profession, the ethical and legal consideration, and professional attitudes. They will demonstrate the role of the medical assistant in a team atmosphere and behavior consistent with the California Medical Practice Act.
2. Understand the divisions of the human body. The student will identify the body systems and associated diseases. They will identify areas using medical terminology.
3. Understand various office emergency procedures and their application. The student will recognize emergencies and discuss proper emergency procedures.
4. Understand the importance of a professional demeanor. The student will demonstrate human relations and employment ethics.
5. Understand the various styles of leadership and being a team member. The student will work cooperatively, share responsibilities, accept supervision and assume leadership roles.
6. Understand how to renew a physician's narcotic license. The student will list and define the

different drug classifications. The student will define the five schedules of controlled substances. The student will demonstrate how to read and write a prescription.

7. Apply principles of aseptic technique and infection control.
8. Demonstrate the ability to take and record vital signs determination.
9. Prepare and maintain the examination and treatment area.
10. Demonstrate interviewing technique for patient history and chief complaint.
11. Demonstrate how to prepare patients for procedures and assist the physician with examination and treatments.
12. Demonstrate an understanding of collection and processing of specimens; performing selected tests that assist in diagnosis, treatment, screening and follow-up on patient test results.
13. Prepare and administer medications as directed and maintain medication records.
14. Demonstrate ability to instruct patients with special needs and teach patients methods of health promotion and disease prevention.
15. Understand various medical insurance care plans, prepare accurate information and documentation through successful interviewing techniques. Demonstrate the ability to identify appropriate equipment.
16. List the components of seeking employment, develop a portfolio and resume. Demonstrate interviewing techniques and identify various job opportunities.

Classroom disturbances:

Please turn off cell phones and pagers before coming to class. If your job or family situation requires constant contact, use the vibrating device on your phone or pager. Students who do not comply will be asked to leave the room for the day

Procedure: The following pages contain activities to help students develop and apply skills and abilities required for medical assisting. The students will perform each of these activities under the instruction and supervision of qualified medical personnel. When ready to have a skills demonstration signed-off the student will request a check and sign-off from the assigned medical personnel. The check will consist of a student demonstrating, simulating or discussing the objective. To obtain a signature the verifying individual should be convinced that the student has a mastery level of the knowledge and skills required to satisfy the skills demonstration. The student has from October 16 until December 7, 2012 to complete these skills.

The student will remain in contact with the assigned instructor on a weekly basis, TBA.

Course Schedule Lesson #	Topic(s)
Week 1	Introduction: Guidelines skills demonstrations, timesheets, background check & Drug, CPR, etc.
Week 2	Review of Expectations For questions regarding the Scope of Practice for a Medical Assistant Contact the Medical Board of California: www.medbd.ca.gov or www.ccbma.org
Week 3	Distribute Frequently Asked questions of recertification website http://www.ccbma.org/faqs.html
Week 4	Distribute of CCMA Certification Examination Content website http://www.ccbma.org/exam.html
Week 5	Review Distribution of CCMA Certification Examination Content & Frequently Asked questions of recertification

Week 6	Explain & Review Ca. Certifying Board for Medical Assistants Examination
Week 7	Review examination study outline http://www.ccbma.org/exam.html http://www.pearsonvue.com/ccbma/ Applications http://www.ccbma.org/recert.html NEW REQUIREMENT!! EFFECTIVE JANUARY 2012 - PROOF OF CURRENT HANDS-ON CPR CERTIFICATION IS REQUIRED FOR ALL APPLICANTS
Week 8	Distribute of (IVC) Certificate of Completion

Please note: Changes to the syllabus may be made at the discretion of the instructor throughout the semester.

While it is your responsibility to obtain your externship site if there should be any difficulty in obtaining a site the instructor will assist you in obtaining a site.

Special Considerations and Disabilities

Any student with a documented disability who may need educational accommodations should notify the instructor and the Disabled Student Programs and Services (DSP&S) office as soon as possible. DSPS is in room 2117 355-6312

Non Discrimination and Sexual Harassment Policy: Refer to Imperial Valley College General Catalog on website