



Basic Course Information

Semester:	Summer 2024	Instructor Name:	Alicia Ortega, MSN, RN, FNP, OCN
Course Title & #:	MA 087-Medical Assistant Practicum and Review	Email:	Alicia.ortega@imperial.edu
CRN #:	30177	Webpage (optional):	N/A
Classroom:	2110	Office #:	2119
Class Dates:	06/17/2024-07/25/2024	Office Hours:	T-TR 3:00 PM-4:00 PM
Class Days:	M-TR Clinical T-TR Lecture	Office Phone #:	760-355-5736
Class Times:	Clinical 8:00 AM- 5:00 PM Lecture 4:00 PM-7:00 PM	Emergency Contact:	Nursing Office 760-355-6428
Units:	4	Class Format/Modality:	In Person

Course Description

This course focuses on those components of safe medication calculation and administration and provides an introduction to the principles of pharmacology including medication interactions and potential adverse medication reactions. The course presents the principles and the guidelines for reading and interpreting a medical prescription. The course content also stresses medication calculation, measuring and administration of drugs; both orally and parentally most commonly administered in the medical. Maintenance of medication, administration of immunizations, documentation of dispensed or prescribed is stressed. (Nontransferable, AA/AS degree only)

Course Prerequisite(s) and/or Corequisite(s)

MA 075

MA 077

MA 085 with a grade of "C" or better

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. Demonstrate preparation of patient and room for an examination or treatment by a physician.
2. Demonstrate interviewing techniques to obtain a patient history, chief complaint, and list of medications and dosages.

Course Objectives

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

1. Demonstrate knowledge of basic math computations (II.C.1)
2. Apply mathematical computations to solve equations (II.C.2)
3. Define basic units of measurement in; a. the metric systems; and b. the household system. (II.C.3)
4. Convert among measurement systems (II.C.4)
5. Identify abbreviations and symbols used in calculating medical dosages (II.C.5)
6. Calculate proper dosages of medication for administration (II.P.1)
7. Analyze healthcare results as reported in: a. graphs; and b. tables.(II.A.1)



8. Identify the classifications of medications including: a. indications for use; b. desired effects; c. side effects; and d. adverse reactions (I.C.11)
9. Discuss the “five rights” of patients relative to administration of medications. (II.C.11) (I.P.4)
10. Understand the legal and ethical implications, with historical and current drug regulations, substance abuse and psychosocial, gender and cultural influences to medication utilization and administration.
11. Discuss DEA guidelines.
12. Demonstrate proper sites for administering parenteral (excluding IV) medication. (I.P.5,7)
13. Demonstrate proper technique for administration of oral medication. (I.P.6)
14. Apply principles of pharmacotherapy in the dimensions of the pediatric, geriatric, pregnancy and lactating patient.
15. Discuss the need for patient education.
16. Discuss implications and concepts of safety with performing medication administration.
17. Demonstrate knowledge of warning signs of allergic response to anaphylactic reactions.
18. Process pharmacy calls for new and refill prescriptions based on physician orders and/or prescription.

Textbooks & Other Resources or Links

No textbook required for this class.

Course Requirements and Instructional Methods

Complete 160 hours of Clinical experience in a physician’s office or clinic and submit all completed MA 87 Practicum documents by February 04, 2023.

Assignments:

Out of Class: Prepare for practicum experience by reviewing course content as appropriate.

Reading and Writing:

1. Complete a weekly reflective Practicum Journal entry, noting procedures completed.

Submit to Canvas by Friday 11:00 pm each week

2. Complete a written evaluation of the practicum experience. The written evaluation of practicum experience is a separate entry/summary at the end of the practicum journal

Course Grading Based on Course Objectives

Final grades are calculated as follows:

1. You must complete all 160 hours.
2. All skills/simulations completed.
3. Student Evaluation form/feedback from externship staff.
4. Keep a Practicum Journal.

Percentage Grade

90%-100% A

80%-89% B

70%-79% C

60%-69% D

Updated 6/2023



Below 60% F

1. Student(s) need to follow instructions given by instructor prior to externship rotation including handouts given by instructor or IVC nursing office staff.
2. Student(s) must comply with rules regarding "Externship" medical office
 - a. Work with a "positive" attitude at the "Externship" site anyone student(s) comes in contact with; i. Patients ii. Staff
3. Points are deducted regarding negative feedback from "Externship" medical office staff either written, phone call or visit by "Externship" medical office staff.

Assignment	Points	# of submissions	Total points
Weekly Time sheets	5	X4	20
Weekly journal	5	X4	20
Written Evaluation of practicum	10	X1	10
Completed Clinical Log	10	X1	10
Preceptor Evaluation Form	10	X1	10
Med Math Final	30	X1	30
TOTAL			100/100

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.



Course Policies

COURSE ATTENDANCE POLICY:

- Student(s) who fail to attend the first class will be dropped from the class
 - Student(s) must attend ALL 3 evening meetings TBA by instructor (this will be the number of days students meet with you on Fridays, is it 7 or 8?)
 - Student(s) must have externship site with enough time to complete the 160 hours.
 - Student(s) who DO NOT notify the instructor with sufficient time to complete the 16 hours of externship hours will be dropped from the class.
 - Student(s) must show proof weekly of completed class requirements by faxing time sheet to Instructor by Turning in on Canvas weekly
1. Students(s) who have NOT completed the 160 hours within the required timeframe and student(s) has NOT self 'WITHDRAWN' from class will receive a letter grade of an 'F' (failed) at the end of the semester.

Other Course Information

Externship assignments by instructor in groups of 1-3 during the semester: Varies depending on the availability of Health Care Agencies participating in the IVC Medical Assistant "Externship" program during current semester. Changes with Health Care Agencies can occur anytime which might affect changes in the assignments of students "Externship" rotation.

******Tentative, subject to change without prior notice******

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Date	Activity or Assignment	Turn in
Week 1 06/17-06/20	<ul style="list-style-type: none">• Med Math review (bring pencils and conversion table)• Med Math exam• Review various skills.• Professionalism in the Workplace• Application process for CCBMA and exam content• Thursday-CLINICALS 8 HRS• WEDNESDAY JUNE 19TH NO CLINICALS	<ul style="list-style-type: none">• Week 1 timesheet and supervisors' evaluation (Canvas) by Sunday 11:59pm (1)• Week 1 Journal (Canvas) turn in By Sunday 11:59 PM (1)



Week 2 06/24-06/27	<ul style="list-style-type: none"> • <i>Monday-CLINICALS 8 HRS</i> • <i>Tuesday-CLINICALS 8 HRS</i> • <i>Wednesday-CLINICALS 8 HRS</i> • <i>Thursday-CLINICALS 8 HRS</i> 	<ul style="list-style-type: none"> • Week 2 timesheet and supervisors' evaluation (Canvas) by Sunday 11:59pm (4) • Week 2 Journal (Canvas) turn in By Sunday 11:59 PM (1)
Week 3 07/01-07/03	<ul style="list-style-type: none"> • <i>Monday-CLINICALS 8 HRS</i> • <i>Tuesday- CLINICALS 8 HRS</i> • <i>Wednesday-CLINICALS 8 HRS</i> • THURSDAY JULY 4TH NO CLICALS 	<ul style="list-style-type: none"> • Week 3 timesheet and supervisors' evaluation (Canvas) by Sunday 11:59pm (3) • Week 3 Journal (Canvas) turn in By Sunday 11:59pm (1)
Week 4 07/8-07/11	<ul style="list-style-type: none"> • <i>Monday-CLINICALS 8 HRS</i> • <i>Tuesday-CLINICALS 8 HRS</i> • <i>Wednesday-CLINICALS 8 HRS</i> • <i>Thursday-CLINICALS 8 HRS</i> 	<ul style="list-style-type: none"> • Week 4 timesheet and supervisors' evaluation (Canvas) by Sunday 11:59pm (4) • Week 4 Journal (Canvas) turn in By Sunday 11:59pm (1)
Week 5 07/15-07/18	<ul style="list-style-type: none"> • <i>Monday-CLINICALS 8 HRS</i> • <i>Tuesday-CLINICALS 8 HRS</i> • <i>Wednesday-CLINICALS 8 HRS</i> • <i>Thursday-CLINICALS 8 HRS</i> 	<ul style="list-style-type: none"> • Week 5 timesheet and supervisors' evaluation (Canvas) by Sunday 11:59pm (4) • Week 5 Journal (Canvas) turn in By Sunday 11:59pm (1)
Week 6 07/22-07/25	<ul style="list-style-type: none"> • <i>Monday-CLINICALS 8 HRS</i> • <i>Tuesday-CLINICALS 8 HRS</i> • <i>Wednesday-CLINICALS 8 HRS</i> • <i>Thursday-CLINICALS 8HRS</i> • Turn in all completed (signed) Practicum documents. • Take CCBMA Basic, Administrative and Clinical practice quizzes. • Interview Preparation and mock interviews– IVC Career Services Center • Prepare for Graduation ceremony Monday 07/31/2023 	<ul style="list-style-type: none"> • timesheet and supervisors' evaluation (Canvas) by Tuesday 11:59pm (3) • Week 5 Journal (Canvas) turn in by Tuesday 11:59pm (3) • Complete the written evaluation of the practicum experience (Canvas) • Turn in Clinical hours log showing 160 hr. • Turn in Facility /Preceptor • Evaluation of Student (Canvas) Due by 07/27 11:59pm

Subject to change without prior notice