

**Hagerstown Community College
OFFICIAL MASTER SYLLABUS DOCUMENT**

COURSE: MAP 217 - Medical Assistant Externship

4 Credits

INSTRUCTOR:

SEMESTER/YEAR: Summer 2016

COURSE DESCRIPTION: This course provides the student with hands-on administrative and clinical experience in a medical office setting. The student will work for a total of one hundred sixty (160) uncompensated hours in a medical office. Administrative and clinical competencies will be evaluated by a medical office preceptor(s) and under the direction of a member of the Division of Health Sciences. Before permission to register for the course will be granted, the student is required to attend an informational session and meet with a representative from the Division of Health Sciences. In addition, a mandatory orientation meeting is scheduled prior to semester start. Student placements at externship sites are determined by the Division of Health Sciences and can only be modified at the discretion of the Division. Externship sites are located throughout the tri-state area (MD, WV, and PA) -- they are not limited to Washington County alone. Externship hours are scheduled during the day, Monday through Friday. A uniform or medical scrubs may be required. Course fee required. Total of 160 clinical hours. Students must receive a grade of "C" or better in all required MAP and PLB courses prior to registering for this course.

TEXTBOOK: None

STUDENT LEARNING OUTCOMES:

1. Demonstrate respect for cultural, religious, and age related values and beliefs.
2. Demonstrate competency by achieving a minimum score of 75% for the clinical and administrative competency section of the site evaluation.
3. Utilize all standard precautions and comply with all medical and surgical asepsis requirements and waste disposal requirements during the performance of clinical procedures.
4. Demonstrate competency by achieving a minimum score of 75% for the professional competency section of the site evaluation.
5. Apply appropriate ways to recognize and address normal and abnormal results, situations of potential abuse, or patient education needs for physician notification per policy.
6. Demonstrate ability to follow established ethical and legal guidelines for healthcare practice.

Total Hours of Coursework:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute "academic" hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 4 credit course achieves the minimum of 150.0 hours of total time by requiring 160 hours of instructional time and 0 hours of student work outside of instructional time.

ACCOUNTING FOR CREDIT HOUR REQUIREMENT

| Assignment/Assessment | Clock Hours |
|-----------------------|-------------|
| Clinical Assignment | 160 hours |
| Total Hours | 160 |