

Hagerstown Community College
Official Master Syllabus Document

Course: MAP 217 Medical Assistant Externship, 4 credits

Instructor and Contact information:

Cell:

Email:

Semester/Year: semesters offered: Fall, Spring, Summer

Course Description: This course provides the student with hands on administrative and clinical experiences in the medical office setting. The student will work 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 will be under the discretion of myself or another 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 (orientation) and meet with myself and Cheryl Keller or another member of the Health Sciences Division. The orientation is MANDATORY and will be added to your attendance for your final grade. Student placements at the 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 through-out the Tri-State area (MD, WV, and PA) they are not limited to Washington County only. Externship hours are scheduled during the day, Monday through Friday, unless approved by me for extenuated circumstances. A medical uniform or medical scrubs may be required. Course fee required. Total of 160 clinical hours with additional weekly hours for assignments in Moodle. Students must receive a grade of "C" or better in all required MAP and PLB courses prior to registering for this course.

Textbook: Clinical Medical Assisting

Additional informative Website: American Medical Technologists:
<https://www.americanmedtech.org/>

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 evaluations.
- 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 evaluations.
- 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.
- 7) Demonstrate competency to be able to follow externship policies and procedures for attendance, communication and all other rule and regulations that pertain to the medical office. Treat this externship as if it was your 90-day probation period in a new hire position. There is always that possibility that they may be looking for a new member to their team.

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 credit 4 credit course achieves the minimum of 150.0 hours total time by requiring 160 hours of instructional time and the additional coursework in Moodle.

Accounting For Credit Hour Requirement:

Assignment/Assessment	Clock Hours
Clinical Assignment	160 hours
Moodle Coursework 2 hours per week allowed	30 hours
Total Hours	190 hours

Services for Students with Special Needs:

Students who have special needs are encouraged to identify themselves to the coordinator of Disabilities Support Services as early as possible by calling 240-500-2273. Reasonable accommodations based on current documentation are provided to qualified students.

Course Content Objectives:

Refer to MAP 217 Externship Site’s Evaluation of Student

Assessment Procedures:

Site visit(s) by externship instructor	30%
Externship’s site evaluation of student	40%
Attendance, Professionalism and Timeliness	20%
Weekly Progress reports	10%
TOTAL~	100%

Grading Scale:

A	90-100%
B	80-89.9%
C	75-79.9%
D	60-77.9%

Clinical Competencies:

- 1) Fundamental Procedures
 - a. Perform hand washing
 - b. Wrap items for autoclaving
 - c. Perform sterilization and sanitization techniques
 - d. Dispose of biohazardous materials
 - e. Practice Standard Precautions
- 2) Specimen Collection
 - a. Perform Venipuncture
 - b. Performs capillary puncture
 - c. Obtain specimens for microbiology testing
 - d. Instruct patients in the collection of a clean catch mid stream urine specimen
 - e. Instruct patients in the collection of fecal specimens
- 3) Diagnostic Testing
 - a. Perform electrocardiography
 - b. /perform respiratory testing, i.e spirometry
 - c. CLIA Waived Tests:
 - i. Urinalysis
 - ii. Hematology testing
 - iii. Chemistry testing
 - iv. Immunology testing
 - v. Microbiology testing
- 4) Patient Care
 - a. Perform telephone and i-person screening
 - b. Obtain vitals
 - c. Obtain and record patient history and medication reconciliation
 - d. Prepare and maintain examination and treatment areas.
 - e. Prepare patient for and assist with routine and specialty examinations
 - f. Prepare patient for and assist with procedure, treatments, and minor office surgeries.
 - g. Apply pharmacology principals to prepare and administer oral and parenteral (excluding IV) medications.
 - h. Maintain medication and immunization records
 - i. Screen and follow up test results

Course Policies:

- 1) The student will demonstrate all required competencies/[practicums to successfully complete this course of instruction.
- 2) Students are responsible for adhering to the policies and procedures laid out in the MAL/PLB Externship Guidelines Sheet. Not adhering to guideline and policies may result in termination of externship and possible removal from program.

- 3) Professional behavior and conduct will be displayed by the student at all times with all interactions related to the externship experience. All other behavior will not be tolerated and may result in termination of externship and removal from program.
- 4) Students are responsible for adhering to the College's rules related to academic integrity and behavior. The college has an established Code of Student Conduct and it can be found in the current College Guide. Failure to abide may result in termination of externship and removal from program.
- 5) It is the students' responsibility to submit all externship paperwork and coursework by the designated due dates. Grade reductions will be assessed for all late submissions. Refer to the MAP/PLB Externship Guidelines sheet and the MAP & PLB externship Site Agreement Sheet for Students for a complete breakdown.
- 6) Students are expected to attend all regularly scheduled externship activities. In the case of lateness or absence, it is the student's responsibility to contact the externship instructor and the externship preceptor as soon as possible by following the policies and procedures of the medical office. Discussions of any occurrences for make-up measures should be discussed with the externship instructor as well as the medical office site manager. Attendance occurrences will be assessed for the purpose of grading according to the attendance policy in the MAP/PLB externship guidelines sheet.
- 7) It is the student's responsibility to officially withdraw from a class that he/she ceases to attend. See the College Calendar for official withdrawal and refund dates. Failure to withdraw will result in the recording of an "F" grade for that course.
- 8) In the event of inclement weather, students are advised to check their campus email account and/or local radio and television stations where cancellations will be disseminated.
- 9) The HCC externship instructor reserves the right to modify externship content and/or the evaluation procedures as deemed necessary.

Honor Code:

"I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in the highest regard and will not violate them or tolerate those who do"

Plagiarism/Original Work Policy:

Plagiarism involves using another's work and presenting it as one's own. This includes using information that is not documented accurately, copying another's work and presenting it as one's own. Plagiarism penalties vary according to the instructor, but the minimum penalty is a grade 0 (zero) on the assignment. Maximum penalties may include expulsion from the college.