

Cerro Coso College
Course Outline of Record Report
10/11/2021

HCRSC143 : Clinical Medical Assistant Externship

General Information

Author:	• Tech Support
Course Code (CB01) :	HCRSC143
Course Title (CB02) :	Clinical Medical Assistant Externship
Department:	Allied Health
Proposal Start:	Spring 2017
TOP Code (CB03) :	(1208.10) Clinical Medical Assisting
SAM Code (CB09) :	Advanced Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000532197
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
External Review Approval Date:	Pending
Course Description:	The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in physician's office or clinic providing patient care under the direct supervision of the physician and the office manager with indirect supervision of the classroom instructor.
Submission Type:	New Course
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	• Health Care Ancillaries (Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skills Status (CB08) Course is not a basic skills course.	Course Special Class Status (CB13) Course is not a special class.	Grade Options • Pass/No Pass
<input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Allowed Number of Retakes 0	Course Prior To College Level (CB21) Not applicable.

Rationale For Credit By Exam/Challenge

No value

Retake Policy Description

No value

 Allow Students To Audit Course**Course Support Course Status (CB26)**

No value

Associated Programs Course is part of a program (CB24)**Associated Program****Award Type****Active**

CC HCRS Clinical Medical Assisting-

Certificate of Achievement

Spring 2018

CC HCRS Medical Assisting

A.S. Degree Major

Spring 2018

Transferability & Gen. Ed. Options**Course General Education Status (CB25)**

No value

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours**Summary****Minimum Credit Units (CB07)** 0**Maximum Credit Units (CB06)** 0**Total Course In-Class (Contact) Hours** 0**Total Course Out-of-Class Hours** 0**Total Student Learning Hours** 0**Faculty Load** 0**Credit / Non-Credit Options****Course Credit Status (CB04)**

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

 Variable Credit Course**Funding Agency Category (CB23)**

Not Applicable.

 Cooperative Work Experience Education Status (CB10)**Weekly Student Hours**

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	0
Activity	0
Total	0
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Activity	0
Total	0

Time Commitment Notes for Students

No value

Faculty Load**Extra Duties:** 0**Faculty Load:** 0**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Units and Hours: Non-standard**Summary****Minimum Credit Units (CB07)** 1.5**Maximum Credit Units (CB06)** 1.5

Total Course In-Class (Contact) Hours	90
Total Course Out-of-Class Hours	90
Total Student Learning Hours	89.99
Faculty Load	0

Detail

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	0	0
Activity Hours	90	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	0
Activity	90
Total	90

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Activity	0
Total	90

Time Commitment Notes for Students

No Value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours: Non-standard - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entrance Skills

Entrance Skills

Description

No value

No value

Limitations on Enrollment

Limitations on Enrollment

Description

Prerequisites and corequisites

Prerequisite:
HCRS C136
Content Review
Students must be able to perform simple medical assisting procedures and safety procedures prior to volunteering in a healthcare facility.
and
HCRS C137
Content Review
Students will need skills learned in HCRS C137 such as patient assessments, wound care, and minor surgery to be successful in HCRS C143.
or
Corequisite:
HCRS C137
Content Review
Students will need skills learned in HCRS C137 such as patient assessments, wound care, and minor surgery to be successful in HCRS C143.
Limitation on Enrollment (e.g. Performance tryout or audition):
Content Review
Students must complete core classes in the first semester and complete HCRS C136: Clinical Medical Assisting I prior to signing up for this course. Students must sign up for this course through "Student Services."
Students must be able to perform simple medical assisting procedures prior to working as a volunteer in a healthcare facility.

Specifications

Methods of Instruction

Methods of Instruction

Audiovisual

Rationale

No value

Methods of Instruction	Case Study
Rationale	No value
Methods of Instruction	Discussion
Rationale	No value
Methods of Instruction	Laboratory
Rationale	No value
Methods of Instruction	Problem Solving
Rationale	No value
Methods of Instruction	Skills Development and Performance
Rationale	No value
Methods of Instruction	Written work
Rationale	No value
Methods of Instruction	Other
Rationale	Work experience
Assignments	
<p>A. The student maintains a daily journal of experiences or objectives met in clinical settings.</p> <p>B. The student answers weekly objectives assignments; e.g., student will assist the physician with a physical assessment within the scope of practice of a medical assistant.</p> <p>C. The student maintains history of clinical hours completed through a time sheet signed by both student and facility staff.</p> <p>D. The student writes a 5 page research paper on a topic assigned, for example, discussing the importance of HIPAA in the medical office setting.</p>	
Methods of Evaluation	Rationale
Other	<p>A. Observation of clinical patient care: evaluated by the physician and the medical office manager using a completion check list and rubric. Example: wound care, minor surgery, and vital signs.</p> <p>B. Observation of injection competency: evaluated by the physician and the medical office manager using a completion check list and rubric. Example: intramuscular injections.</p> <p>C. Observation of medication administration using the "6 rights" of medication administration: evaluated by the physician and the medical office manager using a completion check list and rubric. Example: right patient and right medication.</p>
Equipment	

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
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Rice, J.	Principles of Pharmacology for Medical Assisting	Delmar Cengage Learning	2011	
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Maki, E.	Using the Electronic Health Record in the Health Care Provider Practice	Petterson	2013	
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Bonewit-West, K.	Clinical Procedures for Medical Assistants	Saunders Elsevier	2012	
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Bonewit-West, K.	Clinical Procedures for Medical Assistants, Study Guide	Saunders Elsevier	2012	
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Other Instructional Materials

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Demonstrate professional conduct and skills in the medical office setting. Expected SLO Performance: -

Demonstrate medical back office procedures competently. Expected SLO Performance: -

Analyze and demonstrate the '6 Rights' of safe medication administration. Expected SLO Performance: -

Analyze OSHA guidelines and demonstrate Standard Precautions at all times. Expected SLO Performance: -

Differentiate and demonstrate accepted techniques for obtaining urine, blood, stool and culture specimens. Expected SLO Performance: -

Demonstrate oral and parenteral medication administration.

Expected SLO Performance: -

Outline

Course Outline

No value

Lab Outline

1. Physical Exams

- Obtaining accurate patient vital signs
- Positioning and draping patient as needed
- Obtaining equipment needed by physician
- Assist with physical exam as needed
- Assist with sterile procedures as needed
- Preparation of procedural instrumentation as needed
- Assist with autoclaving and other sterilization procedures
- Application of dressings and bandages as needed
- Obtaining EKG data
- Obtaining blood, urine or other specimens as needed

2 Medication Administration

- Basic guidelines
- Storage of medications
- Preparation of medications
- Administration of oral and parenteral medications
- Emergency medications
- Proper site selection for injections and topical medications

3. Patient Education:

- Preparing patient for an injection
- Participation in patient education

Delivery Methods and Distance Education

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face true

Online false

Hybrid false

Interactive false

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are

and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

No Value

Effective Student-Instructor Contact: Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

contact_moodle_forums false
contact_moodle_message false
contact_chat false
contact_email true
contact_face2face true
contact_discussion false
contact_proctored false
contact_phone true
contact_itv false
contact_other true

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

No Value

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

s508_itv true
s508_moodle true
s508_publisher true

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

class_size 20