



COURSE OUTLINE

DIVISION: Nursing

COURSE: CMA 1260 Medical Assisting Externship

Date: Spring 2019

Credit Hours: 2.5

Prerequisite(s): CMA 1200, CMA 1210, CMA 1230, CMA 1240, CMA 1250

Delivery Method:

<input type="checkbox"/> Lecture	0 Contact Hours (1 contact = 1 credit hour)
<input type="checkbox"/> Seminar	0 Contact Hours (1 contact = 1 credit hour)
<input checked="" type="checkbox"/> Lab	25 Contact Hours (2-3 contact = 1 credit hour)
<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)
<input type="checkbox"/> Online	
<input type="checkbox"/> Blended	

Offered: Fall Spring Summer

IAI Equivalent –**Only for Transfer Courses**–go to <http://www.itransfer.org>:

CATALOG DESCRIPTION:

This course requires the student, in the controlled environment of an approved externship site to experience the hands-on application of administrative, clinical and professional procedures required. The experience allows the student to apply knowledge from the classroom and college medical laboratory environment to the ambulatory healthcare environment. The overall goal of the experience is to provide the student the appropriate environments and opportunities that will assist the student in perfecting learned medical assisting competencies. The student will gain hands-on experience and be an active member of a health care team. This is on-the-job training with each individual's experience being unique but related to the course outcomes/competencies. Students are required to complete a minimum of 200 clock hours of supervised (unpaid) practical experience in a program approved site (25 contact hours x 8 weeks).

Statement of Minimum Expectation: “To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

GENERAL EDUCATION GOALS ADDRESSED

[See last page for Course Competency/Assessment Methods Matrix.]

Upon completion of the course, the student will be able:

[Choose up to three goals that will be formally assessed in this course.]

- To apply analytical and problem-solving skills to personal, social, and professional issues and situations.
- To communicate successfully, both orally and in writing, to a variety of audiences.
- To construct a critical awareness of and appreciate diversity.
- To understand and use technology effectively and to understand its impact on the individual and society.
- To develop interpersonal capacity.
- To recognize what it means to act ethically and responsibly as an individual and as a member of society.
- To recognize what it means to develop and maintain a healthy lifestyle in terms of mind, body, and spirit.
- To connect learning to life.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals. See last page for more information.]

Upon completion of the course, the student will be able to:

1. Perform entry-level medical assisting in:
 - 1.1 clinical,
 - 1.2 laboratory
 - 1.3 administrative skills accurately and safely.
2. Integrate critical thinking skills through appropriate actions after:
 - 2.1 collecting data
 - 2.2 identifying data
 - 2.3 examining data
 - 2.4 interpreting data
 - 2.5 evaluating data
3. Display professionalism while:
 - 3.1 providing comfort
 - 3.2 provide empathy
 - 3.3 provide compassion
 - 3.4 provide concern
 - 3.5 provide advocacy to a culturally diverse patient population.
4. Provide safe and competent care.
5. Use appropriate communication skills, both verbal and nonverbal and information technologies to:
 - 5.1 enhance client care
 - 5.2 document care
 - 5.3 interact with others.
6. Demonstrate accurate knowledge and usage of medical-legal concepts in all aspects of the medical assisting profession.
7. Adhere to the medical assisting code of ethics.

MAPPING LEARNING OUTCOMES TO GENERAL EDUCATION GOALS

[For each of the goals selected above, indicate which outcomes align with the goal.]

Goals	Outcomes
First Goal	
To connect learning to life.	1. Perform entry-level medical assisting clinical, laboratory, and administrative skills accurately and safely. 4. Provide safe and competent care. 6. Demonstrate accurate knowledge and usage of medical-legal concepts in all aspects of the medical assisting profession and adhere to the medical assisting code of ethics.

COURSE TOPICS AND CONTENT REQUIREMENTS:

In the externship site the student will apply cognitive, affective, and psychomotor skills to:

1. Perform Medical Office Administrative Competencies
2. Perform Medical Office Clinical Competencies
3. Perform Medical Assisting General Competencies

INSTRUCTIONAL METHODS:

Instruction will be provided by the externship site staff following the Standards and Guidelines for Medical Assisting Educational Programs under the direct supervision of an assigned preceptor. Experiences will cover the topics presented in the Medical Assistant Program curriculum and outcomes/competencies successfully demonstrated in the skills laboratory. Students will be required to utilize problem based and serendipity learning opportunities in meeting course outcome and competency requirements.

The course requires that students participate in one externship seminar with the Medical Assisting Program Director and other staff at Illinois Valley Community College.

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

Students will be required to keep a journal to log their observations, and skills. Students will be evaluated by their assigned preceptor and /or practice manager. *See attached externship evaluation.*

****Each student is required to pass all courses with a minimum of a 70% (or 2.0) overall in order to move on to the next term. Students are also required to pass all psychomotor and affective competencies in order to graduate the medical assisting program.**

Grading Scale

- A= 90-100
- B= 80-89
- C= 70-79
- D= 60-69
- F= 0-59

Course Competency/Assessment Methods Matrix

(Dept/# Course Name)		Assessment Options																														
For each competency/outcome place an “X” below the method of assessment to be used.	Assessment of Student Learning	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment
		Direct/Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D					
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.																																
1. Perform entry-level medical assisting accurately and safely in:														X					X						X							
1.1 clinical,														X										X								
1.2 laboratory														X										X								
1.3 administrative skills														X										X								
2. Integrate critical thinking skills through appropriate actions after:														X										X								
2.1 collecting data														X										X								
2.2 identifying data														X										X								
2.3 examining data														X										X								
2.4 interpreting data														X										X								
2.5 evaluating data														X										X								
3. Display professionalism while:														X					X					X								
3.1 providing comfort														X										X								

3.2 provide empathy																		X												X
3.3 provide compassion																		X												X
3.4 provide concern																		X												X
3.5 provide advocacy to a culturally diverse patient population.																		X												X
4. Provide safe and competent care.																		X				X								X
5. Use appropriate communication skills, both verbal and nonverbal and information technologies to:																		X				X								X
5.1 enhance client care																		X												X
5.2 document care																		X												X
5.3 interact with others																		X												X
6. Demonstrate accurate knowledge and usage of medical-legal concepts in all aspects of the medical assisting profession.																		X				X								X
7. Adhere to the medical assisting code of ethics.																		X				X								X