

Medical Assisting (MEDA) 1301 Clinical Medical Assistant Externship (2 Units)

Prerequisite: Admission to the Taft College Medical Assisting Program

Co-Requisite: None

Advisory: Eligibility for ENGL 1500 or 1501, completion of BIOL 2250, and a transfer level math course are strongly recommended.

Hours and Units Calculations:

96 hours work experience. (96 Total Student Learning Hours) 2 Units

Catalog Description: The Clinical Externship is a practical application of the theory and skills learned in the classroom and laboratory. The student participates in a 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.

Type of Class/Course: Degree Credit

Text: Booth, Kathryn A., et al. *Medical Assisting: Administrative and Clinical Procedures*. 8th ed., McGraw Hill, 2023.

Bonewit-West, Kathy, and Sue Hunt. *Today's Medical Assistant*. 4th ed., Saunders, 2020.

Marshall, Jacquelyn Rhine, and Sue C. Roe. *Health Science: Concepts and Applications*. 1st ed., Goodheart-Wilcox, 2016.

Course Objectives:

At the end of the course, a successful student will be able to

1. Acquire hands-on experience in performing clinical procedures such as taking patient's vital signs, administering injections, drawing blood, preparing patients for examinations, assisting in minor surgical procedures, and maintaining sterile techniques.
2. Show proficiency in operating and maintaining medical equipment commonly used in clinical settings, such as electrocardiography (ECG) machines, spirometers, autoclaves, and nebulizers.
3. Articulate infection control protocols, including proper hand hygiene, personal protective equipment (PPE) usage, and proper disposal of medical waste to ensure a safe healthcare environment.
4. Summarize Health Insurance Portability and Accountability Act (HIPAA) regulations, ensuring the security and confidentiality of patient information.
5. Apply theoretical knowledge gained in the classroom to real-world scenarios under supervision of

- experienced medical professionals, integrating classroom learning and practical skills.
6. Outline personal growth and development through the externship, identifying areas of strength and areas that require further improvement.

Student Learning Outcomes:

1. Analyze and demonstrate the '6 Rights' of safe medication administration.
2. Analyze OSHA guidelines and demonstrate standard precautions at all times.
3. Demonstrate medical back-office procedures competently.
4. Demonstrate oral and parenteral medication administration.
5. Demonstrate professional conduct and skills in the medical office setting.
6. Differentiate and demonstrate accepted techniques for obtaining urine, blood, stool, and culture specimens.
7. Complete ten (10) clock hours of training in administering injections and performing skin tests and/or ten (10) clock hours of training in venipuncture and skin puncture for the purpose of withdrawing blood, demonstrating satisfactory performance in at least 10 (each) each of intramuscular, subcutaneous and intradermal injections, ten (10) skin tests and/or at least ten (10) venipunctures and ten (10) skin punctures.

Course Scope and Content:

Unit I. Physical Exams

- A. Obtaining Accurate Patient Vital Signs
- B. Positioning and Draping the Patient as Needed
- C. Obtaining Equipment Needed by Physician
- D. Assist with Physical Examination as Needed
- E. Assist with Sterile Procedures as Needed
- F. Preparation of Procedural Instrumentation as Needed
- G. Assist with Autoclaving and Other Sterilization Procedures
- H. Application of Dressings and Bandages as Needed
- I. Obtaining Electrocardiogram (EKG) Data
- J. Obtaining Blood, Urine, or Other Specimens as Needed

Unit II. Medication Administration

- A. Basic Guidelines
- B. Storage of Medications
- C. Preparation of Medications
- D. Administration of Oral and Parenteral Medications
- E. Emergency Medications
- F. Proper Site Selection for Injections and Topical Medications

Unit III. Patient Education

- A. Preparing the Patient for an Injection
- B. Participation in Patient Education

Methods of Instruction:

1. Student job shadows in an appropriate clinic setting.
2. Student maintains log for hours completed with facility signature.

Methods of Evaluation:



1. Observation of daily front office assignments which vary according to office and type of patient visits.
2. Evaluated by the physician and the medical office manager using a completion check list and rubric.
3. Completion of 96 hours.

Supplemental Data:

TOP Code:	1208.00 Medical Assisting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	C – Is part of a cooperative work experience education program

Eligible for Credit by Exam:	No
Discipline:	Healthcare Ancillaries