ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Nursing

COURSE: CMA1260 Medical Assisting Externship

Date: Spring 2023

Credit Hours: 2.5

Complete all that apply or mark "None" where appropriate:
    Prerequisite(s): This course is part of a Limited Admissions Program; registration
        in this course requires admission into the program and CMA 1200, CMA
        1240, CMA 1210, CMA 1250, ALH 1001, BIO 1200 with a C or better.

    Enrollment by assessment or other measure? ☐ Yes ☒ No
    If yes, please describe:

    Corequisite(s): CMA1270

    Pre- or Corequisite(s): None

    Consent of Instructor: ☐ Yes ☒ No

Delivery Method: ☐ **Lecture**   **0 Contact Hours** (1 contact = 1 credit hour)
                    ☐ **Seminar**   **0 Contact Hours** (1 contact = 1 credit hour)
                    ☐ **Lab**   **0 Contact Hours** (2-3 contact = 1 credit hour)
                    ☒ **Clinical**   **25 Contact Hours** (3 contact = 1 credit hour)

Offered: ☐ **Fall**   ☐ **Spring**   ☒ **Summer**

CATALOG DESCRIPTION and IAI NUMBER (if applicable):
This course requires the student, in the controlled environment of an assigned externship site, to experience the hands-on application of administrative, clinical and professional procedures. The experience allows the student to apply knowledge from the classroom and class lab to the ambulatory healthcare environment. The goal of the experience is to provide the student the appropriate environments and opportunities that will assist the student in perfecting learned Medical Assisting skills. 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 200 clock hours of supervised, unpaid practical experience in a site assigned by the Program Coordinator.

ACCREDITATION STATEMENTS AND COURSE NOTES:
Statement of Minimum Expectation: "To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

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/orientation 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 serendipitous learning opportunities in meeting course outcome and competency requirements. Students will also participate in weekly discussions with classmates about their experiences.

EVALUATION OF STUDENT ACHIEVEMENT:
Students will be required to use Trajecsys to log their time, observations, and skills. The site preceptor must sign off on all time and skills logged. Students will be evaluated by their assigned preceptor and /or practice manager.

Each student is required to pass all courses with a minimum of a 78% (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= 93-100
B= 86-92
*C= 78-85
D= 70-77
F= Below 70

INSTRUCTIONAL MATERIALS:
Textbooks
None

Resources
Trajecsys

LEARNING OUTCOMES AND GOALS:
Institutional Learning Outcomes
☒ 1) Communication – to communicate effectively;
☒ 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion;
☒ 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally;
☒ 4) Responsibility – to recognize how personal choices affect self and society.

Course Outcomes and Competencies
Upon completion of the course, the student will be able to:
1. Perform entry-level medical assisting in:
   a) clinical
   b) laboratory
   c) administrative skills accurately and safely.
2. Integrate critical thinking skills through appropriate actions after:
   a) collecting data
   b) identifying data
   c) examining data
   d) interpreting data
   e) evaluating data
3. Display professionalism while:
   a) providing comfort
   b) provide empathy
   c) provide compassion
   d) provide concern
   e) provide advocacy and education 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:
   a) enhance client care
   b) document care
   c) 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.