



**Medical Assistant Program
Coleman College for Health Sciences**

MDCA 1264– Practicum – Medical / Clinical Assistant
CRN: 16289 Summer 2016
Coleman College – CHSC Room CL | 8:00 – 5:00 p.m.
Tuesday / Wednesday/Thursday/Friday (8 Weeks Summer)
240 contact hours

Instructor Information:

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Office location and hours: The Medical Assistant Program is located on the fourth floor in Suite 434. The main number for the program is 713-718-7365. Office hours are from 1:00-3:00 p.m. Monday for Prof. Lundgren. Prof. Shirdon and Prof. MacFarlane by appointment. Your progress is important. Please feel free to come by the office to discuss your concerns or related problems. Individual/group tutoring is available by appointment. If you are not free during these hours, you may arrange an alternate meeting. You may schedule the time with the administrative assistant.

Course Description:

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisites:

Successful completion of core courses with a “C” or better and Department Chair approval.

Course Goals:

Provides a review and rotation in practical experiences in offices of qualified physicians. Includes an opportunity to perform various clinical and administrative Medical Assistant procedures under the supervision of the clinical site supervisor and MDCA Clinical Instructor.

Course Student Learning Outcomes:

The student will be able to:

1. Apply the theory concepts, and skills involving specialized, materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and team work skills.
3. Demonstrate appropriate written and verbal communication skills using terminology of the occupation and the business/industry.

Learning Objectives:

Students will:

1. Respond, demonstrate and apply issues in regard to patient's confidentiality and privacy.
1. Identify, explain and demonstrate safety precautions in the medical office.
1. Accurately perform vital signs during routine office exam and document in the medical record.

The method of measurement evaluation of performance by clinical site supervisor in actual workplace setting.

SCANS or Core Curriculum Statement:

Credit: 2 (15 lab)

SCANS:

Competencies: Applied from all previous courses. Foundations: Applied from all previous courses. CAAHEP Standards: Applied from all previous courses.

Course Calendar:

None

Instructional Methods:

On-site practicum instruction, supervision, evaluation and placement are the responsibility of the college faculty. Practicum is an unpaid external learning experience consisting of 240 contact hours. Performance of various clinical and administrative Medical Assistant procedures under the supervision of doctor, nurse or medical assistant will be evaluated by the clinical site supervisor. Students will be evaluated by clinical site supervisor and/or program faculty as outlined in the MDCA practicum guide.

Student Assignments:

PRACTICUM PORTFOLIO ASSIGNMENT

To enhance the external learning experience and understand the operations of a clinic, each clinical student is to create a portfolio from the Clinical Learning Experience.(see MDCA Practicum guide for instructions)

The student will present the clinical portfolio in the form of a 10 minute presentation in front of class. The portfolio assignment due date is at the end of the practicum or designated by the Clinical Instructor

The portfolio and presentation will count as 10% of your final grade

MEDICAL ASSISTANT PROFESSIONAL ASSIGNMENTS WILL COUNT AS 25% OF YOUR FINAL EXAM GRADE.

PROFESSIONALISM ASSIGNMENT #1:

In order for the student to be aware of the meaning and the practice of professionalism as a Medical Assistant, the student will be responsible for attending a professional meeting/workshop/seminar. Local chapters in the area are Northeast Harris County, Southwest Harris County and Bay Area-Galveston County. The state society is the Texas Society of Medical Assistants. The website for listing of meetings is www.mytsma.org. The

attendance sheet must be submitted the day of the final exam and needs to include a summary of attendance at the local/state/national meeting or a professional workshop, seminar, etc. If there are no TSMA or local chapter offerings, the student may attend a lunch and learn at their facility, or attend any educational opportunity that is offered at their externship site. This assignment has 2 components, #1 Answering the Professionalism questions AND #2 attending a professional or educational workshop and having someone from the workshop sign the form confirming students attendance. **This is worth 25% credit toward your final exam grade.**

PRESCRIPTION ASSIGNMENT #2:

For each prescription medication at the clinical site you are currently practicing, prepare a list of the medications frequently prescribed (top twenty-five used in the practice) and answer the questions listed on Eagle Online.

RESUME ASSIGNMENT #3:

Submission of an updated resume upon completion of your practicum on Eagle Online.

Student Assessment(s):

Practicum summary & evaluation	30% of your
final grade	Journal
final grade	10% of your
Behavior rating scale	20% of your final grade
Job-Readiness	20% of your final grade
Practicum Portfolio	10% of your
final grade	Final Exam/Resume/Assignments
of your final grade	10%

Instructional Materials:

MDCA 1264- A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

REQUIRED TEXTBOOK:

- 1) Lippincott Williams & Wilkins' Pocket Guide for Medical Assisting, by Judy Kronenberger, Laura Durham & Denise Woodson, 4th Edition, 2012, Lippincott, Williams and Wilkins, ISBN: 9781451120370
- 2) Professionalism in Health Care, Primer for Career Success by Sherry Makely, 4th Edition, 2013 Pearson Prentice Hall, publisher, ISBN: 9780132840101 BOOKSTORE: West Loop Campus, 5601 West Loop South, Houston, 77081 713-218-0391

HCC Policy Statement: ADA

Services to Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. (At any HCC campus)

Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. You are to contact the ability services counselor prior to the beginning of each course in the program and notify each instructor in each course that you take in the MDCA program.

To visit the ADA Web site, log on to www.hccs.edu, click Future students, scroll down the page and click on the words Disability Information.

For more information: <http://www.hccs.edu/district/students/disability-services/>

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college. For Ability Services at Coleman College for Health Sciences, please contact Michah Bell, MA, LPC, NCC, Ability Services Counselor – 713.718.7082; micah.bell@hccs.edu

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

*It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to www.edurisksolutions.org Go to the button at the top right that says **Login** and click. Enter your student number.*

HCC Policy Statement: Academic Honesty

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and or/ disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. *The following statement is an excerpt from the Student Conduct section of the College System catalog: "Scholastic dishonesty includes, but is not limited to, cheating on test, plagiarism, and collusion."* "Cheating on a test includes:

- Copying from another student's test paper;
- Using, during a test, materials not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
- Bribing another person to obtain a test that is to be administered.

"Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit. Collusion means the unauthorized

collaboration with another person in preparing written work offered for credit.”

HCC Policy Statement: Student Attendance, 3-Peaters, Withdrawal deadline

Student Attendance:

Research has shown that the *single most important factor* in student success is ATTENDANCE. *Attendance* and punctuality is mandatory. Please arrive on time to lecture and/or lab. If you are late, wait outside until there is a break. HCC Policy states that you may be withdrawn by your instructor after missing 12.5% of the course that is equal to 6 total hours of instruction (lecture/lab). Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. If you decide NOT to come to class for whatever reason, be courteous and notify your instructor. It is a good idea to connect with someone in class and exchange information (e-mail or phone numbers) in the event you are absent to share notes or discussion or for a study group. When absent you are responsible for all material missed. Remember the class attendance equals class success!

HCC Course Withdrawal Policy:

The last date for withdrawal from any class is February 22, 2016. It is the responsibility of the student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of “F” in the course. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with department chair and instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Do not take withdrawals lightly. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact the Department Chair, HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. **Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade. If for any reason you register for a class, show up once or twice and then decide not to attend, DROP THE CLASS! The last date for withdrawal from any class is February 22, 2016 at 4:30 p.m.

Repeat Course Fee:

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice,

are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

HCC Student Services Information:

Early Alert: HCC has instituted an Early Alert process by which your professor will “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

Classroom Behavior:

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone.

Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Use of Camera and/or Recording Devices:

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.**

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

EGLS₃ (Evaluation for Greater Learning Student Survey System)

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to www.hccs.edu/eals3 for more information.

Look for the survey as part of the Houston Community College Student System online near the end of the term.

Instructor requirements:

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student

- grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

Students will be expected to follow the program rules and regulations as specified in the MDCA Student Handbook, Practicum guide and this syllabus for attendance, dress code, professional conduct.

- 1. LENGTH:** 240 hours, Day Schedule; Tuesday-Friday
Certain rotations may vary according to facility/department. There is no guarantee made nor alluded to for scheduling weekend or evening rotations.
- 2. COST:** Approximately \$190.00 in-district and \$360.00 out-of-district. Tuition is paid in full at registration, prior to starting MDCA 1264. Fees are subject to change in accord with HCCS policy
- 3. TRANSPORTATION:** Students are solely responsible for transportation to and from the clinical site. Students may be assigned rotations at any of the affiliating facilities.
- 4. UNIFORMS:** Required apparel during MDCA 1264 – to be worn at all times during clinical rotation.
 - 1. Males:** Solid navy blue scrubs
White lab coat (3/4) or full length White or navy blue socks, white shoes Photo ID name tag
 - 2. Females:** Solid navy blue scrubs
White shoes, plain white hose or white socks (or navy blue)
White lab coat (3/4) or full length Photo ID name tag.

Certain rotations require various colored scrubs – refer to MDCA faculty for details.

All scrub tops must loosely cover the hip area (males and Females alike).
No canvas type shoes, clogs or sandals are

allowed. White shoes are to be cleaned and polished (athletic or walking shoes).

Inappropriate accessories while in uniform include:

- a) Ear rings – if ears are pierced, one set of studs, no larger than 5 mm in size will be permitted;
no loop ear rings are permitted;
- b) Rings – only wedding or engagement rings are permitted;
- c) Nail polish – nails must be no longer than finger tip length and only clear or natural polish is permissible;
- d) Hair style and facial makeup must be conservative in keeping with the professional environment;
no hair ornaments are allowed;
- e) Miscellaneous jewelry (bracelets, pins, necklaces) only simple gold/silver chain necklace is permissible if kept inside uniform collar area.
No pendants allowed.

***All students must wear underclothing that is either skin tone or white in color. Students must maintain body hygiene. No excessive application of aromatic fragrances will be allowed.

***Students who are inappropriately dressed may be sent home from the clinical site at the discretion of the clinical supervisor or MDCA faculty. A written incident report will be made. Any further violation of the uniform code will result in probationary status/dismissal from the course and MDCA Program

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Passing all written examinations, quizzes and assignments with a minimum grade average of 75%
- Pass all skill competencies with 100% proficiency
- Be in class attendance 90% of the time

Program/Discipline Requirements:

On file with the MDCA Program the student must have, a current physical examination with complete and up-to-date immunizations, including Hepatitis B vaccination series and TB Skin test as well as negative criminal background check and drug screen results. A copy of current CPR level "C" is required. Present proof of current health coverage (insurance) must be on

file. All courses must be completed with a minimum grade of “C” or better. Additional demonstration of skill competencies prior to practicum is required. Copy of student agreement must be signed/dated and on file. Attendance at MDCA 1264 orientation is mandatory with copy of signed/dated receipt of attendance on file.

MDCA 1264 Practicum and MDCA 1254 CMA Exam Review Course are to be taken concurrently. Both courses constitute the capstone experiences required for graduation. In order to graduate, both courses must be completed with a grade of “C” or above.

PROFESSIONAL BEHAVIOR:

Student MUST:

- a) Treat patients with courtesy and ensure the patient’s dignity and privacy at all times;
- b) Wear appropriate identification, i.e. photo ID.
- c) Refrain from discussing any patient information with friends, co-workers, etc. (the patient records are confidential);
- d) Not converse within a patient’s hearing unless the conversation is meant to be heard by the patient;
- e) Not accept payment (monetary or gift) for services rendered to the patient or family;
- f) Not consume food or beverages around patients or in patient care area;
- g) Not smoke except in designated area;
- h) Not chew gum while on duty.
- i) **NO CELL PHONES OR DIGITAL DEVICES ALLOWED AT THE CLINICAL SITE.**

Social Networking and Students in Health Care Programs

- i) Students in health care programs must adhere to federal laws regarding HIPPA protected information and college policies regarding protection of privacy of the student’s patients. Students may not post any photos, videos, patient information, or any other data regarding patients or affiliations on Social Networking sites, including but not limited to Facebook, MySpace, Twitter, YouTube, etc.

Withdrawal from clinical does not ensure placement at another site. Inappropriate attitudinal behaviors, attire and/or attendance problems may result in a student being withdrawn and/or terminated from the external learning experience. The student will perform during clinical under the authority guidelines of the affiliating facility site supervisor and HCCS Coleman College for Health Sciences, MDCA Program. The student is to direct any queries to the MDCA Clinical Instructor. The student is not to act as an independent agent. Grounds for immediate dismissal from the clinical site include, but are not limited to, insubordination, unsafe practices, behavior under the influence of alcohol/controlled substances, unprofessional conduct, falsification of records, files or time cards. Any incident out of the normal routine during clinical rotation is to be immediately reported to the MDCA Department Chair and/or MDCA Clinical Instructor via pager. Failure to comply with the clinical guidelines, and protocols may result in probation or termination from the course. Failure to submit the completed clinical packet at the end of the clinical rotation will result in a Grade of F being issued to the student. The packet is to be submitted to the MDCA Clinical Instructor. Incomplete packets will have 10 points removed from the final course

grade.

Pregnancy during MDCA 1264 will necessitate a written release from a physician. The release will stipulate the limits placed on the student, in the physician's opinion. Additionally, the release must state in writing that there are NO impediments, due to the student's pregnancy, that would prevent the student from performing during MDCA 1264. Our concern is for the safety, health and wellbeing of our pregnant student and her baby.

Treatment costs for any accident, injury sustained during the external learning experience is the responsibility of the student. The affiliate is not responsible for providing emergency care. Any accident needs to be reported to the MDCA Clinical Instructor and Clinical Site Supervisor immediately. Failure to comply may result in probation/termination from the clinical and HCCS. (Proof of health insurance required).

NOTE WELL: Any illness, accident, incident that necessitates absence of more than two (2) days requires a physician's written statement, giving clearance for the student to return to clinical. The written physician's statement must specify any limitations on the student's performance, i.e., lifting, walking, etc. No student will be allowed to return to clinical without approval from the Clinical Instructor. Failure to follow protocol for attendance will result in disciplinary probation, subject to termination from the course.

The Practicum- external learning experience will be unpaid and in no way construed as employment. The student must complete MDCA 1264 before being employed as a medical assistant.

ATTENDANCE: Is very **IMPORTANT**. A maximum of two (2) absences are allowed. A student not arriving at the assigned clinical facility at the designated place and time will be considered tardy. After two (2) clinical tardies, the student will be counseled for unprofessional conduct and is subject to probation for attendance. A student exceeding the maximum number of absences will be subject to withdrawal from the course. A student who is 3 hours or more late will be considered absent for that clinical day. Any absence must be made up. Students must notify the clinical site supervisor and the designated MDCA clinical instructor if they are going to be absent or tardy. The clinical site must be notified a minimum of two (2) hours prior to the start time. MDCA office number is (713) 718-7361.

HCC Grading Scale:

HCC MDCA Program

Grading Scale 90 - 100 =

A

80 - 89 = B

75 - 79 = C

70 - 74 = D

Below 69 = F

Failure due to non-attendance =FX

Final grade of FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.)

Instructor Grading Criteria:

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

It is the student's responsibility to consult with the instructor for any make-up assignments. The instructor is not required to provide any make-up assignments. All or any make-up work is at the discretion of the

individual instructor. **Any student absent from a major exam, test or quiz must contact the instructor and schedule a make-up exam to be taken before the next class meeting.** No contact from the student will result in **grade of zero** for the exam. Midterm and final exams must be taken at the designated time scheduled. **There is no makeup for midterm or final skill competencies.**

A. MDCA 1264 External Learning Experience Practicum Summary

(ELE Form): Competency-based

1. Satisfactory = passing
Passing equates to 85% accuracy on competencies.
2. Unsatisfactory = not passing/failure
Student will be assigned further practice on unsatisfactory competency. Additional attempts to achieve passing will be a maximum of 3 attempts. After 3rd failed attempt, the unsatisfactory remains.
3. Successful completion of the ELE Summary Form requires performance of:
 - a. administrative competencies – 85% of total designated on practicum competency summary will be satisfactory;
 - b. clinical competencies – 85% of total designated on practicum competency summary will be satisfactory;
 - c. inability to achieve 85% in both areas equates to failure on ELE Practicum Summary.

NB: Weight = 30% of final course grade for ELE Summary forms.
(There are two evaluation forms to be completed for a total weight of 30%)

B. Journal

The student will maintain an experiential log relevant to the external learning experience. Journal entries will be recorded daily. The form is attached. It may be handwritten or typed. Journal entries will be e-mailed to Mrs. Lundgren on a

weekly basis. At the end of ELE the original, handwritten journal must be submitted for grading. Journals will not be returned. Journal evaluation is on a pass/fail basis. Journal weight is 10% of the final course grade.

TAKE NOTES FOR YOUR JOURNAL AND SUBMIT THE JOURNAL AS THE END OF THE WEEK.

JOURNALS ARE DONE ON A WEEKLY BASIS AND MUST BE SUBMITTED TO THE CLINICAL INSTRUCTOR AND DEPARTMENT CHAIR. HARD COPIES ARE TO BE INCLUDED WITH YOUR CLINICAL PACKETS OR PORTFOLIOS AT THE END OF THE COURSE.

JOURNALS ARE 10% OF YOUR FINAL COURSE GRADE

C. MDCA 1264 Behavioral Rating Scale Evaluation Form

*To be completed by clinical site supervisor at the end of the Clinical. In order to successfully complete this form, 85% of responses must be A = agree (85% = 17 items out of 20 items).

Failure to achieve the 17 items of A = agree means the student failed this evaluation.

Weight = 20% of final course grade for the Behavioral Rating Scale Evaluation. It is the student's responsibility to ensure that this form is completed and submitted within the MDCA 1264 packet at end of rotations. The CI will be available to assist as needed. Failure to submit completed form equates with failure on this evaluation.

D. MDCA 1264 Job-Readiness Evaluation Form

*To be completed by clinical site supervisor at the end of clinical. In order to successfully complete this form, 80% of responses must be good or excellent (80% = 8 items out of 10 items). Failure to achieve the 8 items of good or excellent, means the student failed the evaluation.

Weight = 20% of final course grade on the Job-Readiness Evaluation Form.

It is the student's responsibility to ensure that this form is completed and submitted in the MDCA 1264 packet at end of rotation. The CI will be available to assist as needed. Failure to submit completed form equates with failure on this evaluation.

Scale:

Excellent	=	10 pts
Good	=	7.5 pts
Fair	=	5 pts
Poor	=	2.5 pts

E. MDCA 1264 Comprehensive Final Exam (2 hours)

The final exam will be scheduled within the semester time frame, as designated in each semester class schedule. Absence for whatsoever reason from the final exam will result in failure on the final exam.

If a reschedule is necessary, consult with the CI and Department Chair for approval to reschedule the final exam.

Weight = 10% of final course grade for the Comprehensive Final Exam.

Completion requirements for MDCA 1264:

During MDCA 1264, each student must perform tasks satisfactorily with proficiency in administrative and clinical competency-based external learning experiences which are to be recorded on an External Learning Experience (ELE) Practicum Summary.

If the student achieves 85% or above they pass the ELE competency. If a student scores below 85%, it will be counted as an attempt** and at a later date, after practicing, the student can repeat the competency.

If a student does not complete the required number of ELE competencies in a given semester, he/she must show documentation of attempting the required number. Failure to do this will result in an "F" in MDCA 1264. If documentation is satisfied, the student will receive an incomplete "I" in the course. If this "I" is not corrected, meaning a grade is earned by the end of the following semester, that "I" will become an "F". The clinical instructor (CI) is not responsible for the students who wait until close to the end of the semester to complete the ELE form. The CI and Department Chair will arrange for an opportunity for the student to perform the missing competencies and resolve the "I".

**After a competency has been successfully completed, the attempt will be replaced by satisfactory competency on the ELE forms.

COURSE MDCA 1264 OBJECTIVES

The student will perform 85% of the administrative medical assisting competencies on the External Learning Experience Practicum Summary.

OBJECTIVES: During the clinical/practicum, the student will perform administrative medical assisting procedures with 85% accuracy, the student should be able to:

1. Execute date management accurately relevant to use of office computer hardware & software in maintaining office systems such as EMR.
2. Maintain and organize accurate filing systems.
3. Demonstrate proper techniques by operating telecommunications system (telephone, e-mail, faxes, etc).
4. Manage financial transactions.
5. Utilize computerized office billing systems.
6. Document and maintain patient medical records accurately.
7. Apply both managed care policies and procedures using third party guidelines.
8. Prepare insurance forms.

The student will perform 85% of the clinical medical assisting competencies on the External Learning Experience Practicum Summary.

OBJECTIVES: During the clinical practicum, the student will perform clinical medical assisting procedures within 85% accuracy; the student should be able to:

1. Accurately take and record vital signs.
2. Prepare patients for examinations.

3. Assist with patient examinations and treatments.
4. Collect and label laboratory specimens for processing and/or transport.
5. Perform basic physician's office laboratory procedures (CLIA waived testing).
6. Distinguish between normal & abnormal tests results.
7. Accurately document patient medical information.
8. Accurately and safely perform diagnostic tests.
9. Prepare examination and treatment area.
10. Prepare and administer medications.
11. Be knowledgeable of safety regulations relevant to OSHA and CLIA guidelines as well as the practice of Standard Precautions
12. Perform within the scope of practice for a medical assistant relevant to the OSHA and CLIA guidelines.

The instructor of MDCA 1264 reserves the right to make changes to this syllabus at their discretion.