

Clinical Practicum Syllabus

Spring 2010

Course Information

Organization	WTCS - Wisconsin Technical College System
Course Number	31-509-310
Credits	3
Contact Hours	216
Instructor	Pam Alt
E-mail Address	pam.alt@mstc.edu
Faculty Website	www.mstc.edu
Office	104
Campus	Marshfield
Address	2600 West 5th Street
City/State/Zip	Marshfield, WI 54449
Office Hours	TBA
Office Phone	715-389-7024
Office Fax	715-389-2864
Beginning Date	11/16-12/17/09
Number of Weeks	5
Meeting	Various clinical sites
Times/Location	Monday-Thursday 8-5

Description

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience. AAMA required Externship - 160 minimum hours (AAMA minimum) up to 216 hours (includes orientation to practicum and classroom lectures/labs on Fridays during clinical). The goal of the MA Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains (AAMA).

Prerequisites

- Pre-requisite: Medical Assistant Administrative Procedures
- Pre-requisite: Human Body in Health and Disease
- Pre-requisite: Medical Terminology
- Pre-requisite: Medical Assistant Laboratory Procedures 1
- Pre-requisite: Medical Assistant Clinical Procedures 1
- Pre-requisite: Computers
- Pre-requisite: Communication

Pre or Co-requisite: Medical Assistant Clinical Procedures 2
Pre or Co-requisite: Medical Assistant Laboratory Procedures 2
Pre or Co-requisite: Medical Office Insurance and Finance
Pre or Co-requisite: Medical Law and Ethics
Pre or Co-requisite: Introduction to Psychology
Successful completion or standing in all other program courses
Pre-requisite: Current Health Care Provider CPR and first aid
Approval of program faculty
Compliance with Wisconsin Caregiver Law
Program Health Requirements are met

Textbooks

Young, A.P., Proctor, D.B. *Kinn's The Medical Assistant: An Applied Learning Approach*.
Saunders. Elsevier. 2007. **Edition:** 10th. **ISBN:** 978-1-4160-2420-0 **Source:** MSTC Bookstore.
Young, A.P., Proctor, D.B. *Kinn's The Medical Assistant: An Applied Learning Approach*.
Saunders. Elsevier. 2007. **Edition:** 10th. **ISBN:** 1-4160-3855-3 **Source:** MSTC Bookstore.
Clinical Skills Online for Kinn's Medical Assistant Online User's Guide/access Code
Moini, J. *Medical Assisting Review* (3rd Ed.). 2009. **ISBN:** 1 978-0-07-352087-2 **Source:** MSTC

Learner Supplies

Stethoscope.
Pocket Notebook

Core Abilities

- 1) Act with integrity
- 2) Communicate effectively
- 3) Demonstrate effective critical and creative thinking
- 4) Demonstrate global and social awareness

Program Outcomes

- A. Perform clerical functions
- B. Perform bookkeeping procedures
- C. Prepare special accounting entries
- D. Apply principles of medical asepsis
- E. Perform specimen collection
- F. Perform diagnostic testing
- G. Process insurance claims
- H. Provide patient care
- I. Communicate effectively
- J. Apply legal and ethical concepts
- K. Instruct patients
- L. Perform medical office operational functions
- M. Demonstrate professionalism in a health care setting

Competencies

1. Perform administrative procedures
2. Process insurance claims
3. Monitor medical practice finance procedures
4. Apply principles of medical asepsis and infection control
5. Perform specimen collection
6. Perform diagnostic testing
7. Provide patient care
8. Communicate effectively in a health care setting
9. Apply legal and ethical concepts
10. Instruct patients
11. Perform medical office operational functions
12. Demonstrate professionalism in a health care setting

Grading Information

Grading Rationale

*Receive an 80% or better in all MA core courses (509)

*Maintain a cumulative program GPA of 2.0 or higher

*Attendance is expected for all lectures, labs, and learning experiences. You must contact the instructor, clinical mentor/manager and site coordinator PRIOR to any absence. You must contact me at my MSTC office phone number 389-7024 not the main office or my MSTC email.

*Grading for Practicum

Practicum (Externship) is a separate required class.

Clinical Checklist: A total of 125 competency points are needed to successfully complete the clinical portion of the course. You will have all required competencies completed by your exit interview. You must turn in or fax in your checklist with any additional optional competencies checked off by your mentor and final hours of attendance on the last day of your clinical.

Attendance: One point per hour of attendance at Practicum (200 points total) including practicum orientation hours (32-40 hours), lectures on Fridays (10 hours), and 160 hours during the last five weeks of the semester.

Exit Interview: All students will present their portfolio during an exit interview and evaluation during week four of externship. The exit interview is worth 100 points.

Case Study: The case study is worth 100 points total (50 points for written work and 50 points for oral presentation). Written case study reports will be completed by the 4th week of practicum. Oral case study presentations will be given during the 2nd-4th weeks of practicum. You must obtain at least 80% on your case study. If you receive less than the required 80%, you must correct your case study prior to the 4th Friday of practicum. You will receive your original grade on the case study, however, as a required competency; you must obtain the 80% to demonstrate competence.

Grading Scale

A	95-100
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	80

Guidelines for Success

Attendance

You are expected to be in class on time and to attend every scheduled class. Externship is an unpaid clinical experience. You must complete a minimum of 160 hours to meet the AAMA requirements and a total of 216 hours including your orientation hours to meet the curriculum requirements. It is expected that you will call in for all absences. If assigned to clinical for the day you must also call the clinical site as well. Make sure you call your instructor so that an unnecessary trip is not made to the clinical site. All clinical absences must be made up at a time that is convenient for the clinical site. The instructor must be aware when clinical is being made up.

ADA

If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Services. Course standards will not be lowered, but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC'S goal to assist you in your individual educational plan.

BID

Any changes in my conviction record and/or pending criminal changes which occur between my initial completion of the Background Information Disclosure Form and program completion must be provided in writing to the MSTC Associate Dean within five (5) working days from the date of your notification. Failure to provide such information within the aforementioned time frame can result in my immediate dismissal from the program.

Personal Safety

In complying with the Family Educational Rights and Privacy Act (FERPA) guidelines, MSTC can release the following directory information without the consent of the student: name, address, email address, telephone number, date and place of birth, past and present classes enrolled in, major fields of study, dates of enrollment, degrees and awards received, educational institutions attended and other similar information as defined by the institution. Students do have the right to inform MSTC that any or all of the above information should not be released prior to their consent. Students who wish to do this must complete and sign a form revoking any disclosure. If you choose to do limit disclosure, you should make an appointment with the college registrar.

District Academic Honesty Standards

The Mid-State Technical College Board, administration, faculty, and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or is willing to help others to be so, or who is found to have plagiarized (presented the work of others as his or her own), is subject to disciplinary action up to and including suspension.

Professionalism

Responsibility, motivation, and enthusiasm are important in gaining knowledge and skills. It is expected that each student will display these attributes during class. Honesty is a quality required in all classroom and clinical activities. You must be a trust worthy individual to be a medical assistant. Anyone suspected of cheating will be placed on academic probation with immediate removal from the course if it happens again.

You should represent MSTC in a professional manner on all field trips, meetings, etc. Be polite and courteous, wear appropriate attire, be on time, and express appreciation to all medical staff for their assistance.

MSTC Medical Uniform Code

Dress, grooming, and person cleanliness is very important and affects your image and the image of MSTC and the facility you are working with. That is why all students must adhere to the Medical Assistant Uniform Code. During clinical and classroom laboratory hours, students are expected to present a clean and neat appearance and to dress according to school guidelines.

1. **Each student will wear the school-approved uniform as described by MSTC Medical Assistant Clinical Coordinator.**
2. **The MSTC student nametag and Health Careers Patch must be worn at all times. If hair is long, it must be tied back.**
3. **No perfume or scented body lotions to be worn.**
4. **Body markings (tattoos) must be covered at all times.**
5. **Jewelry may consist of no more than two pair of small earrings (posts) in ears only and one ring per hand. No visible body rings allowed including tongue rings. No other jewelry will be allowed except for a watch with a second hand.**
6. **Student shoes must be white. No open toe shoes. It is best to carry your clinical shoes to the site and put them on there. Wearing them outdoors will make them look worn and less professional. Socks or nylons must be worn with shoes.**
7. **No gum chewing.**
8. **Absolutely no cell phones are allowed in the clinical setting. You may not text, call or use any cell phone features while in the clinic.**

Cell Phones

Cell phones must be turned off and not accessible during class. Anyone who is using their cell phone during class will be given a verbal warning; if the behavior continues, the student may be asked to leave class or lab. If you need to leave your cell phone on vibrate during class or lab due to extenuating circumstances, please contact your instructor prior to class.

ITV

Research has documented that ITV is an effective medium for a classroom and results in successful students. Some of your course work may be provided by ITV. It is expected that students will cooperate with the following to maximize learning for all:

"Refrain from participating in "side conversations". They may be audible to the other students and distract from learning.

"Speak into the microphone when participating in discussions.

"Be aware that sounds such as coughing, shuffling books and backpacks, opening food packages are amplified to the other site.

"Attempt to minimize any extra sounds.

"It is expected that students stay in view of the camera.

"It is expected that the student communicate if there is a problem hearing the audio or viewing any visual materials.

Responsible adult behavior is required of all students enrolled in all courses. This conduct code is intended to make you, the MSTC student, aware of the standards of conduct expected.

Insubordination of any kind, inappropriate language or gestures, or anything that interferes with teaching or learning in the ITV classrooms will not be tolerated. Anything you do in the distance learning/ITV classroom can be videotaped.

The microphones are always "live" meaning everything you say (including whispering) may be heard at all times at all locations involved in the ITV course. You must sit within view of the camera at all times and handle equipment in the classroom carefully and in accordance with your instructor's directions.