DATE OF LAST REVIEW: 04/2014
CIP CODE: 51.0801
SEMESTER: Departmental Syllabus
COURSE TITLE: Externship
COURSE NUMBER: MEDA0195
CREDIT HOURS: 6
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
E-MAIL: Departmental Syllabus

KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITE(S): None

REQUIRED TEXT AND MATERIALS:
Please check with the KCKCC-TEC bookstore, http://www.kckccbookstore.com/, for the required text for your particular class.

COURSE DESCRIPTION:
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a supervised, unpaid, 160 hour externship in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Requires current cardiopulmonary resuscitation (CPR) certification (health care provider level).
METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debate panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

I. Clinical practice skills
   a. Basic patient care
   b. Laboratory skills
   c. Assist provider

II. Communication
   a. Verbal/nonverbal
   b. Written
   c. Electronic
   d. Documentation
   e. Patient education

III. Administrative skills
   a. Accounting
   b. Bookkeeping
   c. Coding
   d. Scheduling
   e. Medical records

IV. Healthcare law
   a. HIPPA
   b. ADA
   c. Patient Bill of Rights
   d. Standard of care

V. Safety
   a. FDA/DEA
   b. Hazmat/MSDS
   c. Evacuation and fire
   d. Work environment

VI. Prepare for Employment
   a. Resume
   b. Employment applications
   c. Interview
EXPECTED LEARNER OUTCOMES:

A. The student will be able to demonstrate foundational clinical practice skills.
B. The student will be able to communicate effectively nonverbally, orally, and in writing.
C. The student will be able to perform medical business practices.
D. The student will be able to provide patient care in accordance with regulation, policies, laws, and patient rights.
E. The student will be able to demonstrate quality control and safety measures.
F. The student will be able to prepare for employment.

COURSE COMPETENCIES:

The student will be able to demonstrate foundational clinical practice skills.

1. The student will be able to obtain vital signs.
2. The student will be able to perform venipuncture, capillary puncture,
3. The student will be able to perform pulmonary function testing
4. The student will be able to perform electrocardiography.
5. The student will be able to administer medications.
6. The student will be able to perform patient screening using established protocols.
7. The student will be able to select proper sites for administering parenteral medication.
8. The student will be able to assist the provider with patient care.
9. The student will be able to perform quality control measures.
10. The student will be able to perform hematology testing.
11. The student will be able to perform chemistry testing.
12. The student will be able to perform urinalysis.
13. The student will be able to perform immunology testing.
14. The student will be able to screen test results.

The student will be able to communicate effectively nonverbally, orally, and in writing.

15. The student will be able to use reflection, restatement, and clarification techniques to obtain a patient history.
16. The student will be able to identify nonverbal communication.
17. The student will be able to instruct patients according to their needs.
18. The student will be able to document patient care.
19. The student will be able to document patient education.
20. The student will be able to recognize elements of fundamental writing skills.
21. The student will be able to discuss applications of electronic technology in effective communication.
22. The student will be able to organize technical information and summaries.
23. The student will be able to compose professional business letters.
The student will be able to perform medical business practices.

24. The student will be able to perform accounting procedures.
25. The student will be able to perform bookkeeping procedures.
26. The student will be able to execute data management using electronic healthcare records such as EMR.
27. The student will be able to discuss pros and cons of various types of appointment management systems.
28. The student will be able to describe scheduling guidelines.
29. The student will be able to recognize office policies and protocols for handling appointments.
30. The student will be able to file insurance claim forms.
31. The student will be able to perform procedural coding.
32. The student will be able to perform diagnostic coding.
33. The student will be able to describe guidelines for third party claims.

The student will be able to provide patient care in accordance with the regulations, policies, laws, and patient’s rights.

34. The student will be able to identify how the Americans with Disabilities Act (ADA) applies to the medical assisting profession.
35. The student will be able to summarize the Patient’s Bill of Rights.
36. The student will be able to describe the implications of HIPAA for the medical assistant in various medical settings.
37. The student will be able to discuss licensure and certification as it applies to healthcare providers.
38. The student will be able to compare and contrast provider and medical assistant roles in terms of standard of care.

The student will be able to demonstrate quality control and safety measures.

39. The student will be able to describe the importance of Materials Safety Data Sheets (MSDS) in the healthcare setting.
40. The student will be able to discuss all levels of governmental legislation and regulation as they apply to medical assisting practice, including FDA and DEA regulations.
41. The student will be able to identify safety techniques that can be used to prevent accidents and maintain a safe work environment.
42. The student will be able to describe fundamental principles for evacuation of a healthcare setting.
43. The student will be able to discuss fire safety issues in a healthcare environment.

The student will be able to prepare for employment.

44. The student will be able to prepare resume and cover letter for externship.
45. The student will be able to complete an employment application.
46. The student will be able to successfully interview for an externship position.
ASSESSMENT OF LEARNER OUTCOMES:

Assessment methods include, but may not be limited to: written tests, simulations, homework assignments, attendance and observation of professional behavior.

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of Academic Resource Center in Room 3354 or call (913) 288-7670.