

### Basic Course Information

Semester	Fall 2014	Instructor (s) Name	Lidia A. Trejo, CCMA-AC Jason Hobbs, RN
Course Title & #	AHP86	Email	lidia.trejo@imperial.edu
CRN #	10648	Webpage (optional)	
Room	TBA	Office	Part-Timers: Room 809
Class Dates	10-14-14 --- 12-13-14	Office Hours	n/a for part-time faculty
Class Days	TBA	Office Phone #	760 – 355 - 6468
Class Times	TBA	Office contact if student will be out or emergency	Same as above
Units	2.0		

### Course Description

This course is designed to enable students to pull all didactic information and skills together in the work setting of a clinic where he/she will gain hands-on experience performing medical assistant duties. The students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in industry.

A total of 108 hours of clinical externship are required to graduate. Clinical skills must be checked off. Students are required to wear a uniform during the externship.

This externship must be completed by December 13, 2014 for a total of 108 hours and completion of all skills.

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Explain the process to renew a physician's narcotic license for a medical office or ambulatory clinic.
2. Demonstrate interviewing techniques to obtain a patient history, chief complaint, and list of medications and dosages.

### Course Objectives

A total of 108 hours and completion of all clinical skills.

### Textbooks & Other Resources or Links

1. Text: Today's Medical Assistant and the accompanying workbook.  
Author: Bonewit-West, Hunt, Applegate  
Publisher: Saunders  
ISBN:

### Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

A total of 108 hours and completion of all skills is required in order to pass this class.

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add

a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. If your job or family situation requires constant contact, use the vibrating device on your phone or pager. Students who do not comply will be asked to leave the room for the day.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

### Additional Help – Discretionary Section and Language

Laboratory Policy: You will be responsible for conducting yourself properly and safely during laboratory practice. This includes handling supplies and equipment carefully, following instructions, putting items back where you found them, and cleaning your area before leaving.

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>

- **Learning Labs:** There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program.
- **Library Services:** There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

### Anticipated Class Schedule / Calendar

The student will remain in contact with the assigned instructor on a weekly basis, TBA.

Course Schedule	Topic(s)
Week 1	Introduction: Guidelines, skills demonstrations, timesheets background check & drug screen, CPR, etc.
Week 2	Review of expectations for questions regarding the scope of practice for a medical assistant contact the Medical Board of California: <a href="http://www.medbd.ca.gov">www.medbd.ca.gov</a> or <a href="http://www.ccbma.org">www.ccbma.org</a>
Week 3	Distribute Frequently asked questions of recertification website: <a href="http://www.ccmba.org/faqs.html">www.ccmba.org/faqs.html</a>
Week 4	Distribute of CCMA Certification Examination Content website: <a href="http://www.ccmba.org/exam.html">www.ccmba.org/exam.html</a>

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Week 5	Review Distribution of CCMA Certification Examination Content and Frequently Asked Questions of Recertification
Week 6	Explain and review California Certifying Board for Medical Assistants Examination
Week 7	Review examination study outline: <a href="http://www.ccbma.org/exam.html">www.ccbma.org/exam.html</a> <a href="http://www.pearsonvue.com/ccbma">www.pearsonvue.com/ccbma</a> Applications: <a href="http://www.ccbma.org/recert.html">www.ccbma.org/recert.html</a> <b>NEW REQUIREMENT!!</b> <b>EFFECTIVE JANUARY 2012- PROOF OF</b> <b>CURRENT HANDS-ON CPR CERTIFICATION IS</b> <b>REQUIRED FOR ALL APPLICANTS</b>
Week 8	Requirements met: 108 hours and completed skills

**Please note: Changes to the syllabus may be made at the discretion of the instructor throughout the semester.**

**While it is your responsibility to obtain your externship site if there should be any difficulty in obtaining a site the instructor will assist you in obtaining a site.**