

CLASS NUMBER AND NAME:

MDN400A MEDICAL EXTERNSHIP

TOTAL HOURS/UNITS:

120 HOURS—4.0 UNITS

PREREQUISITES:

Completion of full Specialized Associate Degree-Medical Assistant, Clinical Medical Assistant, or Medical Administrative Assistant program; overall 3.2 GPA; 90% (minimum) attendance in all medical classes; attainment of the graduation typing speed requirement for the program; and completion of all in-class requirements; i.e., no Incompletes, “F”, “RF” grades in the following classes: MDN162A, B, C, MDN163A, B, C, MDN164A, B, C, and MDN166A, B, C. The student is required to complete a health screening, drug test, and background check prior to beginning the Externship. Details of the screening are available in the Medical Externship Office.

NOTE: Students not meeting the criteria will be required to complete classes totaling 4.0 units in lieu of the Externship. The classes will be determined by the Director of Education and/or Medical Department Head with input from the student.

TEXTS AND MATERIALS:

Students must provide their own stethoscope and wear a watch with a second hand.

CLASS DESCRIPTION:

The externship is designed to allow the student to observe and participate in a series of on-the-job learning experiences whereby they will achieve entry-level proficiency as a medical assistant.

CLASS OBJECTIVES:

The Externship Coordinator assigns each extern to a medical facility to complete 120 hours of Externship. To provide the student an opportunity to apply the skills and knowledge gained in the classroom, at an approved medical facility, while receiving support and assistance from an instructor.

CLASS FORMAT OVERVIEW:

The student is off site under the supervision of an employee at the medical facility who is in close contact with the Externship Coordinator at the college.

The scheduling of these hours will be determined by the sponsoring organization and the Externship Coordinator.

REQUIREMENTS:

The student must complete the 120 hours successfully and submit the supporting documents such as the time care and evaluations prior to the conclusion of the module.

CLASS ATTENDANCE:

It is expected that each student will be in at their assigned facility whenever they are scheduled. As per the externship contract, a student will not miss more than two days of their externship.

TESTING:

The student must complete all requirements of the externship to pass this class.

The emphasis on the course is the practical application of what the student has learned.

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GRADING POLICIES:

The final grade is determined as follows:

This is a pass/fail course.

All on site Externships must be completed satisfactorily and the required Externship paperwork turned in to the Externship Coordinator within the required time period to earn a passing grade.

ANTICIPATED LEARNING OUTCOMES:

Upon completing the externship, the student will be able :

- 1) Successful completion of 120 hours at an actual medical facility.
- 2) Satisfactory performance of a variety of duties at facility
- 3) Written evaluation by on-site supervisor.
- 4) Oral review of evaluation with Externship Coordinator.

