



**West Los Angeles College
Allied Health Division
Medical Assisting Program
Winter 2015
Clinical Experience
Course Syllabus**

Prepared by Dr. Yervant “Eric” Boghos

Course title:	Clinical Experience
Course #:	HLTH OCC 060
Course units:	3
Instructor:	Dr. Yervant “Eric” Boghos
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Phone #:	(818) 942-5194
Office hours:	Tuesday 4:00pm-6:00pm
Prerequisite:	None
Textbook and Workbook:	Medical Assisting Foundation & Practice
Author:	Margaret Schell Frazer, Christine Malone and Connie Morgan
Publisher:	Pearson

I. COURSE DESCRIPTION:

This course allows the student to apply knowledge, perform administrative and clinical procedures and develop professional attitudes while interacting with other professionals and patients in a health care setting. Student will work under supervision of a medical assistant preceptor. Student is expected to complete the clinical hours at the assigned placement and participate in weekly meetings with faculty supervisor.

II. COURSE OBJECTIVES:

Upon completion of this course the students will be able to:

1. Discuss the nature, possibilities and responsibilities inherent in the internship experience.
2. Discuss the role of the medical assistant in the current job market
(write resume & write a sample cover letter).
3. Discuss elements of a successful interview. Practice interviewing techniques.
4. Student will work and observe under the supervision of a medical assistant, LVN or RN in a health care setting.
5. Perform clinical procedures under the supervision of preceptor.
6. Perform administrative procedures under supervision of the preceptor.

III. STUDENT LEARNING OUTCOMES: (SLOs)

- Critical Thinking:

Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

- Communication:

Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

- Technical Competence:
Utilize the appropriate technology for informational, academic, personal, and professional needs.
- Medical Ethics:
 - a. Render services with respect for human dignity.
 - b. Uphold the honor and high principles set forth by the AAMA.
 - c. Respect patient confidentiality and continually improve knowledge & skills

IV. STUDENT LEARNING OUTCOME ASSESSMENT:

- a. Students will be evaluated on their ability to apply problem solving techniques during the clinical internship.
- b. Students will be evaluated on correctly using equipment and supplies in the medical office setting.

V. INSTRUCTIONAL METHODS:

- Lecture
- Group discussion.
- Lab. group practice (role play)
- Assignment(2)
- Case study (1)

VI. CLASSROOM/LAB DRESS CODE AND GROOMING:

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 15 and 16.

VII. FOOD, DRINKS AND CELL PHONE POLICIES:

- Food and drinks are **NOT** allowed during the lecture and lab.
- Cell phones and other communication devices are **NOT** allowed to use during the lecture and lab.

VIII. ATTENDANCE, TARDINESS AND ABSENCES POLICIES:

- Attendance is mandatory and required at all sessions.
- Be in the classroom on time.
- Unexcused absences, tardiness or left early will be handled with the WLAC Policy.

IX. ACADEMIC DISHONESTY:

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 13.

X. COURSE OUTLINE AND SCHEDULE (next page)

Week	Day & Date	Time	Lecture Topics and Activities	Lec.	Cl. Lab.	Assignment
1	Tuesday Jan.06,15	6:00pm-10:00pm	<ul style="list-style-type: none"> - Internship Experience - The role of MA in the current job market - Administrative skills 	X	X	Write a resume
	Thur. Jan.08,15	4:50pm-10:00pm		X		
	Fri. Jan.09,15	8:00am-5:15pm				
	Sat. Jan.10,15	8:00am-5:15pm				
2	Tuesday Jan.13,15	6:00pm-10:00pm	<ul style="list-style-type: none"> - Resume and cover letters - Administrative skills 	X	X	Write a cover letter
	Thur. Jan.15,15	4:50pm-10:00pm		X		
	Fri. Jan.16,15	8:00am-5:15pm				
	Sat. Jan.17,15	8:00am-5:15pm				
3	Tuesday Jan.20,15	6:00pm-10:00pm	<ul style="list-style-type: none"> - Employment application and job interview - Clinical skills 	X	X	Turn in assignments
	Thur. Jan.22,15	4:50pm-10:00pm		X		
	Fri. Jan.23,15	8:00am-5:15pm				
	Sat. Jan.24,15	8:00am-5:15pm				
4	Tuesday Jan.27,15	6:00pm-10:00pm	<ul style="list-style-type: none"> - Elements of successful interview - Clinical skills 	X	X	Case study
	Thur. Jan.29,15	4:50pm-10:00pm		X		
	Fri. Jan.30,15	8:00am-5:15pm				
	Sat. Jan.31,15	8:00am-5:15pm				
5	Tuesday Feb.03,15	6:00pm-10:00pm	<ul style="list-style-type: none"> - Practice interviewing techniques - Clinical skills 	X	X	Case study
	Thur. Feb.05,15	4:50pm-10:00pm		X		
	Fri. Feb.06,15	8:00am-5:15pm				
	Sat. Feb.07,15	8:00am-5:15pm				

This Syllabus is Subject to Modification or Revision

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XI . GRADING AND EVALUATION:

- The grade in this course will be based upon:
 - a. Assignments (2) 50 points (25 points each)
 - b. Case study (1) 50 points

- The maximum is 100 points = 100 % = A

90-----100 points = 90 -----100 % is A = Excellent

80-----89 points = 80 ----- 89 % is B = Good

70-----79 points = 70-----79 % is C = Average

60-----69 points = 60-----69 % is D

50-----59 points = 50----- 59 % is F

Below 100 points or 69 % and less is non-passing grade. **Note:** There are **NO** make up tests or quizzes
Extra credit: 10 points for additional assignment. To be announced.

Note: If you do not complete the required externship hours for the program, you will be receiving incomplete grade.

Student Acknowledgment

(Please return this sheet to the instructor)

Course: HLTH OCC # 060 Clinical Experiences

Semester: Winter 2015

“I _____, have completely read this syllabus
and understand and agree to the course requirements.”

Student's Signature _____ Date _____