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
E-Mail: boghosy@wlac.edu
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
<table>
<thead>
<tr>
<th>Week</th>
<th>Day &amp; Date</th>
<th>Time</th>
<th>Lecture Topics and Activities</th>
<th>Lec.</th>
<th>Cl. Lab.</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>1</td>
<td>Tuesday Jan.06,15</td>
<td>6:00pm-10:00pm</td>
<td>- Internship Experience</td>
<td>X</td>
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<td>Write a resume</td>
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<td></td>
<td>Thur. Jan.08,15</td>
<td>4:50pm-10:00pm</td>
<td>- The role of MA in the current job market</td>
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<td></td>
<td>Fri. Jan.09,15</td>
<td>8:00am-5:15pm</td>
<td>- Administrative skills</td>
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<td></td>
<td>Sat. Jan.10,15</td>
<td>8:00am-5:15pm</td>
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<td>2</td>
<td>Tuesday Jan.13,15</td>
<td>6:00pm-10:00pm</td>
<td>- Resume and cover letters</td>
<td>X</td>
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<td>Write a cover letter</td>
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<tr>
<td></td>
<td>Thur. Jan.15,15</td>
<td>4:50pm-10:00pm</td>
<td>- Administrative skills</td>
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<td>3</td>
<td>Tuesday Jan.20,15</td>
<td>6:00pm-10:00pm</td>
<td>- Employment application and job interview</td>
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<td>Turn in assignments</td>
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<td>Thur. Jan.22,15</td>
<td>4:50pm-10:00pm</td>
<td>- Clinical skills</td>
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<td>Sat. Jan.24,15</td>
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<td>4</td>
<td>Tuesday Jan.27,15</td>
<td>6:00pm-10:00pm</td>
<td>- Elements of successful interview</td>
<td>X</td>
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<td>Case study</td>
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<td>Thur. Jan.29,15</td>
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<td>- Clinical skills</td>
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<td>5</td>
<td>Tuesday Feb.03,15</td>
<td>6:00pm-10:00pm</td>
<td>- Practice interviewing techniques</td>
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<td>Case study</td>
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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_____________