

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
COURSE SYLLABUS

Course Title: Medical Assisting Externship

Course #: MED* 281

Course Description: 4 credits

Preparation and work experience in an ambulatory medical setting under the supervision of the facility staff and College instructor. Students complete 10 hours of simulated training on campus in preparation for a 160 hour unpaid practicum experience at an assigned site. The 160 hours is divided equally between the administrative and clinical areas to permit the student to be involved in the total environment of the medical facility. The experience allows the student to apply knowledge from the classroom and college medical laboratory environment to the ambulatory healthcare environment. On campus student conferences allow sharing of externship experiences and preparation for the National Certification examination. The certification exam will be taken at the culmination of the practicum.

Pre-requisite/Co-requisite:

Prerequisites: Approval by the medical assisting program coordinator, completion of all medical assisting – MED* designated courses. Students must have current CPR and first aid certification during the entire externship experience. A physical exam form must be returned prior to the start of the externship. All students must contact Program Coordinator, Jane O’Grady at 860738-6393 or joigrady@nwcc.commnet.edu prior to registering for the externship. **A mandatory information session will be held for all students planning to complete externship.**

Goals: To provide the student the appropriate environments and opportunities that will assist the student in perfecting learned medical assisting competencies. The student will gain hands- on experience and be an active member of a health care team.

Outcomes:

At the completion of the externship experience the student will be able to:

1. Perform entry-level medical assisting clinical, laboratory, and administrative skills accurately and safely.
2. Integrate critical thinking skills through appropriate actions after collecting, identifying, examining, interpreting and evaluating data.
3. Display professionalism while providing comfort, empathy, compassion, concern and advocacy to a culturally diverse patient population.
4. Provide safe and competent care.
5. Use appropriate communication skills, both verbal and nonverbal and information technologies to enhance client care and to document and to interact with others.
6. Demonstrate accurate knowledge and usage of medical-legal concepts in all aspects of the medical assisting profession and adhere to the medical assisting code of ethics.
7. Complete the online CT Hospital Association (CHA) Health and Safety Training Course prior to participation in clinical experiences <http://www.cthosp.org/education/health-and-safety-training-course/>

The student will be entry level proficient in All competencies covered in required courses for acceptance into MED 281. CAAHEP Competency list attached.

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College’s website at www.nwcc.edu. Students may also call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

"Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts."

Sexual Assault and Intimate Partner Violence Resource Team: NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim’s needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year. The NCCC Members are:

Ruth Gonzalez, Ph.D.	860-738-6315	Green Woods Hall Room 207
Susan Berg	860-738-6342	Green Woods Hall Room 223
Kathleen Chapman	860-738-6344	Green Woods Hall Room 110
Michael Emanuel	860-738-6389	Founders Annex Room 308
Seth Kershner	860-738-6481	Library
Robin Orloski	860-738-6416	Business Office Room 201
Jane O’Grady	860-738-6393	Founders Hall Annex Room 212
Patricia Bouffard, Ex-Officio	860-738-6319	Founders Hall Room 103
Savannah Schmitt		Student Representative

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.