

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER:	MED 260(1)	INSTRUCTOR:	Cathy Warren, RN
COURSE TITLE:	Medical Clinical Externship	OFFICE NO:	Building 3 Office 33
CREDIT HOURS:	5	OFFICE/VIRTUAL HOURS:	E-mail instructor cwarren@mcc.martincc.edu
CONTACT HRS/WK:	15 clinic	PHONE NO:	252-789-0292
PREREQUISITES:	All MED courses required in Program of study & General Education except co- requisites - Enrollment in MA Program.	FAX:	252-792-0826
COREQUISITES:	MED 262 & MED 264	E-MAIL:	cwarren@mcc.martincc.edu

COURSE DESCRIPTION: This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

PROGRAM LEARNING OUTCOMES:

1. Identify and apply medical terminology in the clinical setting.
2. Demonstrate administering patient care and assisting the physician.
3. Convey and teach health related information for patient education in the clinical setting.

COURSE LEARNING OUTCOMES:

1. Demonstrate the ability to function as an entry-level health-care professional.
2. Demonstrate both professional and communication skills necessary for the effective care of the patients.
3. Identify the medical facility and how it is operated and staffed to serve the patient.

OTHER OBJECTIVES:

At the completion of this course students should be able to:

1. Demonstrate thorough understanding of the medical assistant's role in the medical office, clinic, health department, hospital and/or mental health clinic.
2. Demonstrate the knowledge and skills of basic and social sciences in each phase of the medical office.
3. Demonstrate understanding of the practice of comprehensive health care within the community.

REQUIRED TEXTBOOKS:

Brassington, C. & Goretti, C. (2006). MA notes medical assistant's pocket guide (6th ed.). Philadelphia: F.A. Davis Company. ISBN: 0803612818. If students already have purchased RN notes that is also fine to use.

Deglan, J. & Vallerand, A. (2004). MED notes nurse's pocket pharmacology guide (4th ed.) Philadelphia F.A. Davis Company. ISBN: 0803611099.

Lutz, C.& Przytulski, K. Nutri notes nutrition and diet therapy pocket guide (4th ed.) Philadelphia. F.A. Davis Company. ISBN: 0803611145.

SUPPLEMENTAL RESOURCES:

All MA clinical/lab class materials will be useful as resource materials.

LEARNING/TEACHING METHODS: Clinical Education

ASSESSMENTS/METHODS OF EVALUATION:

1. Facility and Instructor Evaluation 70%
2. Journals 30%

GRADING POLICY:

- **CLINICAL EVALUATION –70%**

The student will receive at least a C or better evaluation from each facility relating to course competencies and clinical performance.

- **JOURNAL - 30%**

The student must keep a weekly journal of his or her work experiences in each assigned facility. Each entry should be a minimum of one page in length. **THREE OR FOUR SENTENCES PER PAGE DESCRIBING THE DAY IS NOT AN ACCEPTABLE JOURNAL ENTRY AND WILL NOT BE COUNTED AS ONE. ALL ENTRIES MUST BE COMPLETED SATISFACTORILY BEFORE A GRADE WILL BE RECEIVED.** The journals are to be weekly case studies of a chosen patient which should include knowledge of the disease process, medications, treatments, and any other pertinent information in the care of the patient. Holistic approaches are to be used in the journals so patients are seen not only physically but mentally, emotionally, psychologically, and spiritually. Please include positive and negative communication between patients and staff as well as communication between staff. Explain how this communication impacted patient care. Do your research before writing your journals. Look up your diseases and medication of the patient you choose to concentrate on for that week's journal. Look up your diseases and medications! Drastic points will be deducted for grammatical deficiencies. For every 10 grammatical errors your journal grade will automatically drop a letter grade. If you do not research the disease, meds, and procedures of your patients, as well as the interactions in the office setting, your grade will be reflective of this. All information in your journal should be a reflection of that week's clinical experience.

7 POINT SCALE

- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- F = 69 and below

DRESS CODE: White Uniform, Uniform Navy Pants or Uniform Skirt with Uniform White Top, or required dress code by the assigned facility with lab coats - All students must wear a white lab coat in the clinical setting and a college ID.

COURSE OUTLINE:

Please refer to individual outline schedules as deemed necessary according to clinical site placement. Refer to individual contract addendums for weekly assignment.

STUDENT ATTENDANCE POLICY: 100%

Effective Fall 2007

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours for a course, which includes classes, labs, and shops. Some courses and programs have stricter attendance requirements of 85, 90, or 95 percent based upon the difficulty and complexity of the subject matter. General Education and Developmental courses require 85 percent attendance. The syllabus for each course will specify the attendance requirement. The attendance policy for this medical assisting class is 100%.

Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will administratively withdraw the student.

Students who miss more than six contiguous contact hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact with the instructor may be administratively withdrawn from the class by the instructor and given a grade of "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA. The course syllabus will indicate what the instructor considers a justifiable absence and will define "verifiable contact." Students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F." The last day to officially withdraw without receiving an "F" is published in the academic calendar for each academic year. The official withdrawal date for mini sessions, block courses, or other non-traditional schedules are available from the registrar and will be included on the course syllabus. A justifiable absence would include a medical emergency documented by a physician, the death of an immediate family member, or other legitimate absence upon the discretion of the instructor. Absences should be discussed with the instructor either by phone or in person. The last day to officially withdraw without receiving an "F" is July 15, 2008.

Make-up work may be allowed at the discretion of the instructor, and the instructor's policy on make-up work will be included in the course syllabus. Students in clinical and cooperative educational work experiences must complete 100 percent of the required hours to receive a passing grade. Clinical or cooperative work experience make-up hours require clinical or cooperative educational work site approval and approval of the instructor. No make-up tests will be given in this course. If you choose to be absent on the date of an announced exam, a zero will be given. If your absence is documented by a medical emergency or by a physician then you will be allowed to make up the test on an agreed date and time approved by the instructor. Submitting this is strictly your responsibility.

Habitual tardiness and/or early departure in a course may, at the discretion of the instructor, be considered in computing class attendance. The course syllabus will include the instructor's definition of tardiness and early departure. Habitual tardiness and or early departure would include the student leaving 15 minutes early or arriving 15 minutes late. Three tardies or early departures constitute one absence.

Students will be counted absent from the date they register for each course.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn or if they officially withdraw.

If an instructor fails to report for a class within 15 minutes of the scheduled beginning time and has not left instructions, those students present should sign a sheet before leaving and designate a student to submit it to the Dean of Academic Affairs and Student Services.

Administrative Withdrawal Policy

Effective Fall 2007

Martin Community College

The census date is the date on which 10 percent of the total course hours have met. Students must be present in at least one class during the first 10 percent of the course in order to be considered enrolled in the course. Students who do not attend the course by the census date will be administratively withdrawn from the course by the instructor and will not be allowed to attend class.

In addition, instructors may administratively withdraw a student missing six (6) contiguous hours or failing to attend the required percentage of total hours of a course without justifiable absence and verifiable contact with the instructor.

Students will receive a grade of “WF” for the administrative withdrawal. The “WF” will be equivalent to an “F” which will be calculated into the student’s GPA.

A student may remove the “WF” grade by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F” during the semester to the Registrar’s office. When a student has been administratively withdrawn from a course and he/she wishes to be reinstated, he/she must contact the instructor of the course. If the instructor grants the student’s request to be reinstated to the course, a Course Reinstatement form must be signed by the instructor and submitted to the registrar.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

***In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The ***Request for Excused Absences for Religious Observances*** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES: Academic Integrity Policy:

Students admitted to or applying for admission to allied health field programs at Martin Community College are expected to exhibit the highest personal integrity in all academic work and behavior. Lying, cheating and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated.

Testing Policies

It is the responsibility of the student to be present for all announced unit exams. No make-up exams will be granted unless documented by a physician’s medical excuse or family emergency. In the event of documented illness or emergency, it is the responsibility of the student to make up the exam. Pop tests may be given at any time.

No section on testing policies and procedures can be complete without a brief discussion on cheating and the Honor System. Cheating will not be tolerated! The Medical Assisting Program runs on the Honor System as will also be the practice in any health care facility. That simply means that it is your responsibility not to engage in cheating yourself and to report any manner of cheating to your instructor, MA Program Director, or the Department Chairperson for College Transfer and Health Technologies. The best example of an employment cheating situation would be with drugs within your medical facility. If, as an employee, you know that someone is taking the drugs ordered for patients, it is clearly your responsibility to report the abuse. Likewise, in the classroom you will be expected to report any cheating abuse. Therefore, anyone caught

cheating will be dismissed from the Medical Assisting Program immediately and will not be allowed to apply for readmission.

Plagiarism

Webster's New World Dictionary defines the word "plagiarize" as "to take (ideas, writings, etc.) from (another) and pass them off as one's own". Plagiarism is fraud, and under US law it is theft. Almost all forms of expression are covered by some form of legal protection, as intellectual property of the originator. Using another's words or thoughts and not giving them credit appropriately will result in an "F" for the assignment for a first offense, and an "F" for the class for the second offense. You will receive detailed instructions describing how to footnote and cite information for scientific purposes before being asked to turn in written material. Failing to consult that information, and properly cite the work you have used as a reference will result in consequences.

Keep in mind that as your instructors are often asked to provide your references, Academic Integrity Violations and/or violations of the Student Governance and Conduct Code may affect your ability to get a job in the future. As future professionals in fields that require high standards of personal integrity in their practitioners, you should cultivate a professional attitude and professional conduct and behavior now. Unprofessional habits are hard to break later on!

If you cannot reach your instructor, you may contact Marty Flynn, Program Director at 252-789-0292 by phone, mflynn@martincc.edu by e-mail, or in person at her office in Building 3, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.