1. **COURSE TITLE\*: Clinical Practicum I**
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*:**  MAST 1126
3. **PREREQUISITE(S)\*:** ALTH 1160, MAST 1101, MAST 1111, MAST 1115, MAST 2218, MAST 2240

**CO-REQUISITE(S)\*:** MAST 1118, MAST 2205, MAST 2215, MAST 2230, MAST 2226, MAST 2297

1. **COURSE TIME/LOCATION/MODALITY: *(See Course Syllabus – Individual Instructor Specific)***

|  |  |
| --- | --- |
| Course Time: | Course Location: |

1. **CREDIT HOURS\*:**  1 **LECTURE HOURS\*:**  0

**LABORATORY HOURS\*:** 0 (contact hour) **OBSERVATION HOURS\*:** 105

**TOTAL LAB/PRACTICUM HOURS\*:**  (105 Practicum Hours)

1. **FACULTY CONTACT INFORMATION: *(See Course Syllabus – Individual Instructor Specific)***

|  |  |
| --- | --- |
| Instructor: | Phone: |
| Email: | Term: |
| Office Hours: | Days/Time: |
| Office Campus/Room: | Course Campus/Room: |
| Course Webpage/Login: | |

1. **COURSE DESCRIPTION\*:**

The Medical Assistant Practicum Program is an unpaid practicum, under professional supervision, in an ambulatory healthcare setting. The practicum program allows students to continue hands on learning for safe and effective performance of patient care in the medical office. Students will demonstrate knowledge gained and the psychomotor skills and affective behaviors acquired, from previous learning performances of core curriculum in the administrative and clinical duties of a medical assistant.

1. **LEARNING OUTCOMES\*:**

* To achieve proficient entry-level medical assisting skills for safe and effective performance of patient care in the ambulatory setting, with the understanding of their application to real life and/or on-the-job situations.

Medical assistant students will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession. They will incorporate cognitive knowledge in performance of psychomotor and affective domains in their practice as medical assistants and in effective communication, both orally and written.

**Upon successful completion of this course, the student will be able to:**

* Exercise direct patient contact with a heath care team.
* Perform administrative and clinical procedures with competency at an ambulatory facility.
* Relate clinical theory to practical application in a professional setting.
* Identify his/her role as a part of the total health care team.

**8A. COURSE LEARNING OBJECTIVES:**

This course follows the minimum standards of quality used in awarding accreditation to programs that prepare individuals to enter the medical assistingprofession.

2022 Entry Level Medical Assistant core curriculum:

* Cognitive Objectives: Example: *II.C.1. Demonstrate knowledge of basic math computations*. (“C” represents Cognitive).
* Psychomotor Competencies: Example: *II.P.2.* *Differentiate between normal and abnormal test results.* (“P” represents Psychomotor).
* Affective Competencies: Example: *II.A.1. Reassure a patient of the accuracy of the test results.* (“A” represents Affective).

**FOUNDATIONS FOR CLINICAL PRACTICE (per instructor/practicum coordinator, as outlined in Practicum Program Objectives)**

1. **ADOPTED TEXT(S)\*:** None
2. **OTHER REQUIRED MATERIALS:**

**For Online Supplemental & Resource Materials students will need**:

* My Canvas LMS - will be utilized as a classroom supplement (per instructor).
* Daily access to personal desktop PC, laptop or tablet (see Southern State Community College (SSCC) website minimum computer requirement recommendations; iOS/Android (cell phone) will not meet all requirements/recommendations)
* A working printer
* High speed internet access for access to course supplemental materials (not all required software/online resources are compatible with iOS/Android)
* One USB storage device for personal use/backup
* A medical dictionary
* Other as determined by instructor to meet course objectives (refer to instructor syllabus)

Needed for daily practicum participation:

* Two Uniforms (scrubs – refer to Program Handbook and Practicum Guidelines)
* One or two lab coat(s) (refer to Program Handbook and Practicum Guidelines)
* One stethoscope
* One watch with a second hand
* One notebook/pocket folder(s) for practicum documentation

Refer to Program Handbook/Practicum Guidelines for specific information on required GPA (refer to **15. SPECIFIC MANAGEMENT REQUIREMENTS**), physical, vaccinations, BCI/FBI screen, drug screen, other as required for practicum participation.

1. **GRADING SCALE\*\*\*:**

To satisfactorily complete this course, the student must achieve a grade of ‘C’ or above according to the following system:

A (4.0) = 90% - 100%

B (3.0) = 80% - 89%

C (2.0) = 70% - 79% \*

D (1.0) = 60% - 69%

F = 0 – 59%

***\*****A minimum final grade of ‘C’ is required to apply toward Medical Assistant Technology (MAST) and/or Allied Health Technology (ALTH) program completion.*

1. **GRADING PROCEDURES OR ASSESSMENTS: *(See Course Syllabus – Individual Instructor Specific)***

This course maintains a no extension, no make-up policy. If you do not complete the practicum requirements as outlined, exceptions will not be made. The medical professional charged with care of others must remain diligent to meet career responsibilities and deadlines daily.

Students must earn a passing average exam score of 75% to progress in health sciences programs. A minimum final grade of ‘C’ is required for this course to apply toward MAST/ALTH program completion (refer to **11. GRADING SCALE,** and Sample Final Grade Percentage Calculation below).

Knowledge of content is evaluated through performance of outlined core curriculum objectives by written examination (may be comprehensive), competency-based examination, performance of assignments, work projects, etcetera, to meet core curriculum objectives, per instructor (refer to Evaluation below).

Evaluation may include:

* Demonstration of safe psychomotor skills when providing patient care
* Demonstration of listening skills, and respect, for diversity during interactions with patients and families
* Demonstration of assertive verbal and nonverbal communication skills with patients, families and team members
* Practice of correct medical terminology to communicate and document patient information
* Providing patient care in accordance with regulations, policies, laws and patient rights
* Following health and safety policy and procedures to prevent injury and illness
* Evaluation from site supervisor(s) (refer to accreditation surveys/Practicum Program Objectives (PPO))
* Evaluation from site visits (refer to instructor syllabus/rubric)
* Competency Based Examination (CBE): Competency-based skill performance is required on each psychomotor skill presented in the course (return demonstration *is not* an assessment of a skill explanation; *demonstration* of the skill set is required). Students must successfully pass 100% of all the psychomotor and affective competencies within two demonstration attempts, earning a minimum required score of 80%, in order to pass the course and/or progress in the program. A second attempt will have an automatic 10-point deduction (90% maximum score available). Failure to obtain the required 80% passage on each CBE will result in failure of the course (refer to syllabus Addendum: Competency Based Examination Procedure and Protocols attached). Instructors reserve the right to modify timing of exams or presentation of units to meet class objectives.

Skills cannot be performed at the practicum site until the classroom CBE has been successfully completed for each skill and the instructor signature of verification is documented on the student PPO.

* Practicum Program Objectives (PPO): The instructor signature documented on the PPO verifies successful completion of competent performance of core curriculum objectives. The instructor will complete PPO signatures following successful completion of the term in which the competency-based examination was completed. A minimum of 80% of the PPO core curriculum objectives must be successfully completed.
* Written Communication: Accurate spelling is required and will be graded. Spelling exams/quizzes may be administered at the discretion of the instructor. Points will be deducted on all course related work, exams, correspondence, assignments, quizzes, etcetera (including text and email), for incorrect spelling, punctuation and/or grammar.
* Practicum/Journals: Practicum Journals are required for each day of participation:
  + Orientation
  + Each practicum attendance
  + Exit Interview

As assigned by the course instructor (refer to instructor syllabus/rubric).

* Professionalism: Professionalism is required in both behavior and attire:
  + Classroom/Lab attire – scrubs/lab coat with hair up and away from face (refer to program handbook)

**Sample Coursework, Sample Final Grade Percentage Calculation:** (passing score required as above; assignments may be added/graded to meet core objectives):

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **TOTAL POINTS** | **% OF FINAL GRADE**  **Passing Score required as above** |
| Practicum Program Objectives | (see **8. Learning Objectives**)  800 points | 40% |
| Weekly Journals (8 x 100) |
| Site Report/Visit Evaluation (8 x 100) | 800 points | 10% |
| Student Progress Report | (see **8. Learning Objectives**) | 40% |
| Site Eval/Professionalism (1 x 100) | 1100 points | 10% |
| Attendance/Assignment (10 x 100) |
| TOTAL | 2700 points + | 100% |

1. **COURSE METHODOLOGY: *(See Course Syllabus – Individual Instructor Specific)***

The Medical Assisting Program student is required to complete two unpaid practicum experiences in an ambulatory setting for a total of 210 hours:

* MAST 1126 Clinical Practicum I (105 hours)
* MAST 2226 Clinical Practicum II (105 hours)

1. **COURSE OUTLINE:**

The Instructor and/or Practicum Coordinator, in conjunction with the Practicum Site, will determine a schedule of the required days at the beginning of each experience based on site and student availability.

**SAMPLE COURSE SCHEDULE \***

|  |  |
| --- | --- |
| Student Name | Site Location |
| Address | Phone Number |
| Beginning Day/Date | Ending Day/Date |
| Report To | Reporting Time |
| Instructions/Parking | |

Term A: 14 Days x 8 hours = 112 (Total 105 needed; 8 hours does not include break/lunch)

**SAMPLE SCHEDULE: Schedule determined by office assignment/student availability**

|  |  |  |  |
| --- | --- | --- | --- |
| **MAST 1126 – DAY ONE** | | **MAST 1126 – DAY TWO** | |
|  | **DATE TIME** |  | **DATE TIME** |
| **Week One** | W: MONTH DAY 0800-1500  8 hr | **Week One** | M: MONTH DAY 0800-1500  8 hr |
| **Week Two** | M:  8 hr | **Week Two** | W:  8 hr |
| **Week Three** | W:  8 hr | **Week Three** | M:  8 hr |
| **Week Four** | M:  8 hr | **Week Four** | W:  8 hr |
| **Week Five** | W:  8 hr | **Week Five** | M:  8 hr |
| **Week Six** | M:  8 hr | **Week Six** | W:  8 hr |
| **Week Seven** | W:  8 hr | **Week Seven** | M:  8 hr |
| **Week Eight** | Complete Exit Interview and required surveys, turn in all documentation | | |

*\*The instructor reserves the right to adjust, rearrange, and/or maintain a different schedule of work (assignments, projects, exercises, exams/quizzes) to fulfill the objectives of the course and/or to revise course syllabus as needed according to circumstances during the semester. Changes will be announced/posted 24 hours prior to implementation; students are advised to read all announcements as they arrive.*

1. **SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

* Instructor Responsibilities: 1). To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. 2). To prepare graduates for successful completion of appropriate credentialing examinations available to graduates of accredited Medical Assistant Technology programs. To this end, the instructor will initiate arrangements with a practicum site location and establish a rotation schedule to create a learning environment conducive to the achievement of professional competency. The student will develop information and insights that fill in this matrix. The instructor will highlight main points of the PPO. The instructor will sensitize him/herself to individual student’s educational needs and make him/herself available for assistance.
* Student Responsibilities: 1). The student is responsible for reading, and being familiar with, the PPO and practicum objective requirements, prior to attending practicum site. 2). The student is responsible for bringing any misunderstandings they may have regarding the PPO to the attention of the instructor prior to practicum rotation.

**Practicum Classroom Policies:**

* Academic Honesty Statement: Academic honesty is expected of all students in institutions of higher learning. Academic dishonesty includes (but is not limited to) cheating, plagiarism, or helping another student engage in academic dishonesty. If a student engages in academic dishonesty, at the discretion of the instructor, the student may receive an automatic failing grade for the assignment and/or course.

Honesty and integrity are a must in professional behavior and are expected of each Health Science Division student. Students observed or found to be cheating in any Health Science Division course will be given a failing grade for the test/assignment and/or the course. A written report of the incident, signed by the instructor and the student, will be placed in the student’s permanent program file. This notice will remain on file and in effect for the remainder of the student’s enrollment in the Health Science Division. Should a second incident of cheating occur in any Health Science Division course, the student will be dismissed from the Health Science Division for one year (all re-application guidelines apply; acceptance is not guaranteed).

The failing grade for dishonesty will not be used as the drop grade in a course in which a drop grade option is given. If a student allows another student to copy or cheat from their work, or assists a student to cheat, the same ramifications will be given to that student as well. The student witnessing cheating is morally obligated to report the incident to the instructor.

* Practicum Eligibility: To participate in the practicum experience, students must:
  + Attend the mandatory practicum orientation (watch for information via SSCC Student email).
  + Have career and immediate past term GPA of 2.4 or higher (discussed at practicum orientation).
  + Complete/pass the required background check (discussed at practicum orientation).
  + Complete/pass required site drug screens (discussed at practicum orientation).
  + Complete a physical exam, vaccinations and purchase of insurance (discussed at practicum orientation).
  + Hold a current American Heart Association (AHA) BLS certification.
  + Meet/follow all guidelines as outlined in the Program Handbook, the Practicum Guidelines/Orientation Packet, the SSCC Catalog, and all practicum site guidelines (discussed at practicum orientation).
* Online Supplement: Students registered for the practicum/online supplement must visit the Online Information Webpage and comply with the Online Course Requirements available on the SSCC website. To meet the objectives of the course, students must login to the CANVAS online course resources the first day of the semester and complete the attendance assignment, or be dropped from the course.
* Practicum Attendance: To meet the objectives of each course students must attend all scheduled practicum dates. The practicum rotation schedule is passed out upon completion of program and site requirements for practicum participation. There are no excused absences, only absences. It is your professional responsibility to inform the instructor via phone, e-mail, or voice message and the practicum site/supervisor of your absence via phone prior to your expected site arrival time.

**A-B Terms (8-Week Accelerated Program Outline)**

The A-B Term outline is on an 8-week schedule within a 16-week semester: Seven weeks of coursework are followed by a final exam on Tuesday of Week 8. Seven (7) class weeks x two (2) classes/week = 14 class days, less holidays/closings, and a final on Tuesday of Week 8. Two absences equals 20% missed.

One (1) absence from the practicum site will result in a drop of one full letter grade from the final grade, an A would drop to a B, a B to a C, a C to a D (therefore impacting MAST/ALTH program progress) and a D to an F. A second (2) absence may result in failure for the course (refer to Program Handbook and Practicum Guidelines). Students will attend the practicum rotation for a total 105 hours. Two (2) absences equals 20% missed practicum time (see “a second absence” paragraph above).

Faculty may withdraw students who have missed 20% of the total scheduled classes of a course and issue a grade of WI to the student (review practicum absence policy above; refer to SSCC College Catalog). If you intend to drop the course you must complete the drop process (refer to SSCC College Catalog). *Do not* assume the instructor will drop you from the course should you stop attending class.

* Missed Practicum: Any student missing a scheduled practicum, must make an appointment with the instructor immediately to discuss the possibility of rescheduling of missed hours. This opportunity may not be possible at all practicum locations. Failure to do so will result in practicum probation, and possible “Fail" for the practicum course. It is the student's responsibility to make arrangements (refer to Program Handbook and Practicum Guidelines).
* Tardiness/Early Departure: Tardiness/early departure is extremely disruptive to the practicum site. For every two (2) occurrences of tardiness/early departure, you will earn an absence (refer to Absentee Policyabove).
* Inclement Weather: In the event of campus delay (when this class start time is impacted by said delay) the class will begin at the scheduled campus opening time to complete any remaining class time permitted.
* Home Work/Study: Study and complete homework at home. Do not take work/textbooks to the practicum site. If you are caught doing homework, you will be directed to leave the site, and the practicum instructor will be notified (refer to Program Handbook and Practicum Guidelines).
* Cell Phones: No cell phones are allowed during practicum hours at the practicum site. Put the phone away. If you have your cell phone out, you will be directed to leave the site, and the practicum instructor will be notified (refer to Program Handbook and Practicum Guidelines).
* Sleeping: Sleep at home. If you are caught sleeping, you will be directed to leave the site, and the practicum instructor will be notified (refer to Program Handbook and Practicum Guidelines).
* Disruptive Behavior: Any behavior that distracts other students from learning and participating is disruptive. If you are disruptive, you will be directed to leave the site, and the practicum instructor will be notified (refer to Program Handbook and Practicum Guidelines).
* Fraud/Forgery: Fraudulent behavior (i.e. falsification of medical records, medical credentials, practicum hours, signatures, misrepresentation of self, etcetera) either written or verbal, will not be tolerated. Any student found to be in violation will face disciplinary actions, including, but not limited to, probation for the remainder of the semester and the following semester. The student may also face dismissal from the program.
* See Three, Before Me (C3B4Me): To encourage students on the path to becoming self-directed learners, we endeavor to create an environment that will empower and encourage students, throughout their journey, to become more self-directed in their approach to learning.

Before contacting the instructor/professor, search three resources to determine if you can find the answer to your question on your own. Start with three of the following suggestions:

* + Think it through; you may know the answer.
  + Read the textbook.
  + Read the course syllabus and course handouts.
  + Read/review the information posted in the online course.
  + Search the internet/website.
  + Ask a classmate to see if they know the answer.
  + If available, post the question to a class forum to see if a classmate responds with the answer.
  + If you do not locate the answer you need, it is time to contact the course instructor/professor (not support staff or another instructor). Most likely, at that point, it is a question that needs addressed with the whole class, and the instructor will determine the best way to share the information with everyone.

**16. FERPA\*:**

Students need to understand that their work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**17. ACCOMMODATIONS\*:**

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio’s Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at [rhall21@sscc.edu](mailto:rhall21@sscc.edu) or 937-393-3431 X 2604.

**18. OTHER INFORMATION\*\*\*:**

Classroom Conduct: Civility in the classroom is very important. As professionals, we expect students to conduct themselves in a courteous and respectful manner. Disruptive, rude, sarcastic, obscene or disrespectful speech or behavior have a negative impact on everyone, and will not be tolerated. Students need to remember that the online discussion boards and chat rooms in the online courses are considered classrooms and the same rules apply. Students will use these tools in the online classroom for information that pertains to the class; it is not to be used for personal exchanges of a social nature. If you engage in any such conduct you will be asked to leave and you will receive a “zero” for any work completed that day. The

instructor reserves the right to permanently remove a student from the class for inappropriate conduct after consultation with the Department Coordinator and Academic Dean.

**SUPPORT SERVICES:**

* Student Success/Tutoring Services: Students seeking support in computer fundamentals, using the online LMS, or available learning resources for course success may contact the Student Success Office, Central Campus, at 800-628-7722 or 937-393-3431, extension 2281; or visit the SSCC website and search Student Success/Tutoring Services.
* Accommodation: Students in need of accommodations may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431, extension 2604; or visit the SSCC website and search Disability Services.
* Career Services: Students and alumni seeking guidance with resume and employment resources may contact Career Services, Central Campus, at 800-628-7722 or 937-393-3431, extension 2713; or visit the SSCC website and search Career Services.
* Counseling Services: Students seeking guidance with career counseling and counseling services may contact Career Services, Central Campus, at 800-628-7722 or 937-393-3431, extension 2713; or visit the SSCC website and search Counseling Services.
* Campus Library:Students seeking assistance with reference and study materials may contact any campus library, at 800-628-7722 or 937-393-3431; or visit the SSCC website and search Library for online resources, hours of operation and contact information.

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.