

# Dakota County Technical College

## MDAS 2970: Practicum

### A. COURSE DESCRIPTION

Credits: 6

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is designed to provide on-the-job experience for the medical assistant student. The student will be assigned to work in a physician's office/clinic for a total of eight weeks, five days a week, eight hours per day, or the equivalent for a total of 276 hours. The student will work under the supervision of medical office personnel doing tasks pertinent to the student's program.

Offered: Spring Semester for January Cohort or Summer Semester for August Cohort Credits: 6

Prerequisites: all Diploma requirements must be met; student must be recommended by Instructors

**B. COURSE EFFECTIVE DATES:** 02/24/1998 - Present

**C. OUTLINE OF MAJOR CONTENT AREAS**

#### **D. LEARNING OUTCOMES (General)**

1. Research clinical site
2. Demonstrates understanding of medical assistant responsibilities
3. Follow HIPAA guidelines
4. Follow all OSHA and clinic safety rules
5. Demonstrate ability to establish priorities
6. Demonstrate excellent attendance and dependability
7. Display cooperation with the staff
8. Display professional appearance
9. Display professional attitude and behavior
10. Communicate appropriately with staff and patients
11. Demonstrate empathy in communicating with staff and patients
12. Demonstrate sensitivity appropriate to message being delivered
13. Demonstrate recognition of patients level of understanding
14. Demonstrate consistent improvement during the Practicum
15. Shows concerns for the patients and coworkers
16. Accept constructive criticism
17. Maintain emotional control
18. Assist provider with examinations, treatments, medical histories, diagnostic testing, instrument sterilization, minor surgery and administering medications including injections
19. Perform patient education
20. Perform or observe phlebotomy and capillary puncture on the patient
21. Perform or observe laboratory testing
22. Perform or observe radiology on the patients
23. Perform proper documentation using paper or electronic format
24. Perform or observe telephone communications including pre-visit calls, lab results, scheduling appointments, surgery or referrals
25. Perform any other procedures, skills previously taught or given opportunity to learn in the clinical setting
26. Demonstrate time management skills while running daily schedules
27. Maintain documentation of skills and time sheet in practicum booklet
28. Post to the discussion board weekly
29. Complete practicum booklet and return to the school
30. Show enthusiasm for the role of the medical assistant

#### **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

None noted