**FLORIDA VOCATIONAL INSTITUTE**

**SYLLABUS/LESSON PLAN**

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| **Daily/Weekly Lesson Plan Outline – 6 Weeks / 120 Clock Hrs.** | | | | | | |
| **COURSE TITLE** | | | | | **Review Date:** | |
| **Pharmacy Technician** | | | | | **03/07/2016** | |
| **CODE** | **SUBJECT** |  | **LEC HRS** | | **LAB HRS** | **EXT HRS** |
| **MAS 120** | **Medical Assisting Externship** | | | 0 | 0 | 120 |
| **COURSE DESCRIPTION:** This 120-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working medical office. Students will gain exposure to “on-the-job” experiences and training in the Medical Office setting and practice of skills, gaining experiences in all aspects of assisting patient’s physical examination, vital signs electrocardiography, phlebotomy as well as office procedures, and other administrative duties.  **Prerequisite: Completion of all required on campus courses.**  **Required Resources:**  **Text Books:** None  **Instructional Methods:**  Externship  **Mode of Delivery:**  Residential  **Equipment**/**Technology/Software**  Externship | | | | | | |
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**Course Objectives**  
Upon completion of required course work, the student will be able to:

1. Obtain vital signs
2. Perform venipuncture
3. Perform capillary puncture
4. Perform electrocardiography
5. Selected proper site and administered parenteral medications
6. Assist physician with patient care
7. Perform quality control measures
8. Perform CLIA waived testing
9. Screen test results
10. Maintain growth charts
11. Practice Standard Precautions
12. Select appropriate barrier/personal protective equipment (PPE)
13. Perform hand washing
14. Prepare items for autoclaving and perform sterilization procedures
15. Apply critical thinking skills in performing patient assessment and care
16. Use language/verbal skills that enable patients’ understanding
17. Explain the rationale for performance of a procedure to the patient
18. Show awareness of patients’ concerns regarding their perceptions related to
19. the procedure being performed
20. Verify ordered doses/dosages prior to administration
21. Distinguish between normal and abnormal test results
22. Display sensitivity to patient rights and feelings in collecting specimens
23. Use reflection, restatement and clarification techniques to obtain a
24. patient history
25. Use medical terminology, pronouncing medical terms correctly, to
26. communicate information, patient history, data and observations
27. Instruct patients according to their needs to promote health maintenance
28. and disease prevention
29. Prepare a patient for procedures and/or treatments
30. Demonstrate telephone techniques
31. Document patient care and education
32. Apply HIPAA rules in regard to privacy/release of information
33. Perform within scope of practice and standard of care for a medical assistant
34. Document accurately in the patient record

If the extern is released from a site for disciplinary reasons, a grade of F will be assigned for the course. The Program Director, DOE, and/or the Executive Director shall decide if the student will be allowed to continue in the program, and if so allowed, the student will be required to complete another full externship (200 hours) at another site. If the student must change sites due to personal reasons, the Program Coordinator will attempt to find a suitable site for completion of the course.

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

The qualitative element used to communicate Satisfactory Academic progress is the institutions published grading scale. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion. If performance does not meet satisfactory academic requirements, demonstration of the skills must be repeated until a satisfactory level of performance is achieved.

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace at which our students must progress to ensure educational program completion within the maximum timeframe of 150%. For Florida Vocational Institute the maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete.

The school uses the following grading scale:

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| --- | --- | --- |
| **Letter** | **Number** | **Grade Point** |
| **A** | 100 - 90% | 4.0 |
| **B** | 89 - 80% | 3.0 |
| **C** | 79 - 70% | 2.0 |
| **D** | 69 - 60% | 1.0 |
| **F** | Below 60% | 0.0 |
| **I** | Incomplete | Withdraw / No Grade |

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

**Final grade calculation criteria**

Students will be evaluated by the following:

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| * Externship Evaluation of Student (completed by the site supervisor or physician) | 50% |
| * Mid-Term and Final Evaluation (completed by the Program Coordinator or Site Supervisor) | 25% |
| * Weekly reports, log entries, assignments, and time sheets received as required (on time) | 25% |

The student ***MUST*** notify both the **externship instructor** and the **externship site supervisor** if unable to attend on any day due to illness or emergency.

*NOTE:* The student may be dismissed from the site at the request of the site supervisor if absences are excessive.

**Attendance**

Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time.  Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.

Students with chronic absences in excess of 20% of the scheduled hours for a course will receive a failing grade for the course. Early departures and tardies will be calculated in quarter hour increments. A student will be withdrawn from any course or program if he/she does not attend within a 14 consecutive calendar day period (excluding school holidays or breaks, no longer than 5 consecutive days).  All students must complete a 100% of all externship or clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the instructor if the student has missed more than **10%** of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of **85 %** of the scheduled program hours in order to graduate.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis with a focus on those who have been absent for **10%** of the scheduled course hours. Students will be notified by phone, text or e-mail if their attendance is danger of violating attendance requirements.

Students may appeal the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example illness, military duty, death of a family member, court appearances or jury duty. The student should first discuss the issue with his or her instructor. Appeals must be received within **seven (7)** calendar days of the student being notified of the decision that he or she wishes to appeal.

Students are expected to inform faculty in advance of any pending dates where a student may be absent and should make every effort to attend the alternate class in the morning or evening. Students are only allowed to miss up to 15% of their entire program hours, anything in excess of the 15% needs to be made up and could impact the student final course grade. It is the responsibility of the student to make up work or time missed.

**MAKE –UP HOURS/TIME**

Students enrolled in clock hour programs will be required to attend 100% of the clinical rotations in order to successfully complete externship.

**DRESS CODE**

1. While on campus and in lectures, students must wear uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn at all designated times as per the specific course syllabus. Close-toed shoes must be worn in the lab at all times.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:
   1. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be school’s uniform. The student is responsible for purchasing the correct scrub uniform. The student must wear their Student ID batch at all times.
   2. Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
   3. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   4. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   5. While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
   6. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   7. Keep fingernails clean and at a reasonable length.
   8. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor’s or course instructor’s discretion and attendance won’t be granted.

**Cell Phones and Pagers**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family friends be informed of this rule. Phones will not be in used during externship.