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Work Based Activity Instructional Plan for Medical Assistant Students

The following instructional plan is used to ensure students receive proper training in fundamental skills within the medical assistant profession while in class and while attending externship.

In Class Work Based Activity

During the classroom portion of program, students are taught basic medical assistant skills and allowed to practice such skills until they are competent. Once the student reaches competency, they are evaluated by the instructor to ensure accuracy of skill.

Evaluations on student performance for skill demonstrations is evaluated by the instructor throughout the classroom duration. The frequency, evaluation, and other notations are available on the skill assessment forms listed below:

- **Vitals form**
- **Phlebotomy form**
- **EKG form**

Externship Work Based Activity

The purpose of the externship is to provide students with hands experience within their field of training. Externship sites agree to provide students with extension on course curriculum, provide career training alongside healthcare professionals within the scope of practice. Externship sites are given a student checklist to review basic medical assistant skills. A school contract is signed by the school and the externship site. The contracts are current and state the number of hours, skills, and schedule a student must follow while attending the externship. The student completes a weekly summary and sends it in with weekly attendance to ensure such skills are taking place. Student evaluations are completed by the clinic manager or externship site coordinator upon externship completion. Documentation is provided on the forms listed below:

- **Skills Checklist**
- **Weekly Summary**
- **Student evaluation**

Protection of Students

Student liability insurance is available for students to purchase through the Healthcare Providers Service Organization. A link is available for students to access through the school website under the medical assistant tab.