

Chabot College  
**MEDICAL ASSISTING PROGRAM**  
**CLINICAL AFFILIATION AGREEMENT**

The Chabot College Medical Assisting Program enters into this agreement with:

NAME: Asian Health Services (Physician/Clinic)

ADDRESS: 818 Webster Street

Oakland, CA 94607

Website: [www.asianhealthservices.org](http://www.asianhealthservices.org)

Phone #: 510-986-6880

This agreement is to provide identified clinical learning experience for the students in the  
Medical Assisting Program at Chabot College.

**THE CLINICAL SITE AGREES TO:**

Supervise the students involved in clinical practice by:

1. Assigning students to meaningful learning activities which meet the agreed upon program learning objectives.
2. Observing and assisting students' clinical learning and performance
3. Evaluating students' clinical performance.
4. Providing a clinical orientation for students.
5. Providing an environment and resources within the facility to support learning activities for students.

**THE STUDENT MAY NOT RECEIVE PAY/COMPENSATION, AND MUST NOT BE A  
SUBSTITUTE FOR A REGULAR EMPLOYEE DURING THE CLINICAL EXPERIENCE.**

**THE COLLEGE AGREES TO:**

1. Provide Worker's Compensation and for each student.
2. Professional liability insurance coverage for each student
3. Provide the necessary record forms and related materials required by each student during the clinical experience.
4. Provide each student with fundamental knowledge of the health profession, medical ethics, confidentiality, and professionalism prior to entry into the clinical area.
5. Require each student to be in acceptable dress, including student photo ID and to abide by the policies of the clinical affiliate.
6. Plan a student rotation schedule including dates, number of students, required hours, and recommended activities for each student.
7. Provide at minimum of one visit per rotation period each semester by the clinical coordinator to each clinical facility in order to coordinate the didactic and clinical experiences; and foster effective communication between the college and the clinical educator/supervisor.
8. Insure that students provide current background check, health history, medical exams and appropriate immunizations per site requirements.

**Clinical Affiliation Agreement**

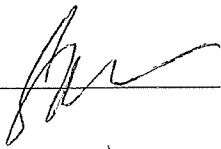
Page 2

9. Provide the clinical site with medical assisting instructor's contact information so they can be reached at any time when a student is on site.
10. Problems with individual students during clinical experience should be brought to the attention of the medical assisting instructor as soon as possible.
11. Attempts should be made with options to resolve the issue of the student's performance or to remove the student from the clinical site if the problems are unresolved.
12. Advise students that the practicum is unpaid and that the student must provide their own transport
13. Chabot College and/or the student will be responsible for the costs of their medical care if injured at Asian Health Services. AHS will provide immediate first aid and arrange for emergency care.

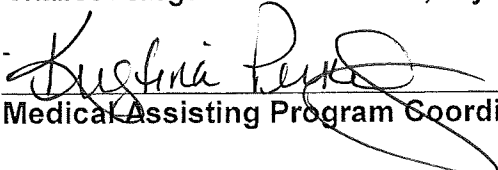
This agreement may be reviewed every year and amended by mutual consent.

**This term of this agreement is February 1 - May 31, 2016.**

**Clinical Affiliate**

|               |                                                                                     |          |                       |
|---------------|-------------------------------------------------------------------------------------|----------|-----------------------|
| Signature     |  | Position | Chief Medical Officer |
| Name in Print | George Lee                                                                          | Date     | 2/5/16                |

**Chabot College Division of Health, Physical Education and Athletics**

|                                                                                     |        |
|-------------------------------------------------------------------------------------|--------|
|  | Date   |
| Medical Assisting Program Coordinator                                               | 2/5/16 |

Lorenzo Legaspi, Vice Chancellor, Business Services      Date:

Last Updated  
2/1/16

**PRACTICUM EVALUATION OF STUDENT**  
**Chabot College**  
**Medical Assisting Program**  
**2015 MAERB Core Curriculum**

Name of Practicum Student Being Evaluated: \_\_\_\_\_

**INSTRUCTIONS:** Consider each item separately and rate each item independently of all others. Indicate in the appropriate box the student's level of competency, if applicable, or access to the specific task.

| Psychomotor & Affective Competencies                                 | Competent | Needs Work | Was able to observe | Not Available at this site |
|----------------------------------------------------------------------|-----------|------------|---------------------|----------------------------|
| <b>I Anatomy &amp; Physiology</b>                                    |           |            |                     |                            |
| I.P.1. Measure and record:                                           |           |            |                     |                            |
| a. blood pressure                                                    |           |            |                     |                            |
| b. temperature                                                       |           |            |                     |                            |
| c. pulse                                                             |           |            |                     |                            |
| d. respirations                                                      |           |            |                     |                            |
| e. height                                                            |           |            |                     |                            |
| f. weight                                                            |           |            |                     |                            |
| g. length (infant)                                                   |           |            |                     |                            |
| h. head circumference (infant)                                       |           |            |                     |                            |
| i. pulse oximetry                                                    |           |            |                     |                            |
| I.P.2. Perform:                                                      |           |            |                     |                            |
| a. electrocardiography                                               |           |            |                     |                            |
| b. venipuncture                                                      |           |            |                     |                            |
| c. capillary puncture                                                |           |            |                     |                            |
| d. pulmonary function testing                                        |           |            |                     |                            |
| I.P.3. Perform patient screening using established protocols         |           |            |                     |                            |
| I.P.4. Verify the rules of medication administration:                |           |            |                     |                            |
| a. right patient                                                     |           |            |                     |                            |
| b. right medication                                                  |           |            |                     |                            |
| c. right dose                                                        |           |            |                     |                            |
| d. right route                                                       |           |            |                     |                            |
| e. right time                                                        |           |            |                     |                            |
| f. right documentation                                               |           |            |                     |                            |
| I.P.5. Select proper sites for administering parenteral medication   |           |            |                     |                            |
| I.P.6. Administer oral medications                                   |           |            |                     |                            |
| I.P.7. Administer parenteral (excluding IV) medications              |           |            |                     |                            |
| I.P.8. Instruct and prepare a patient for a procedure or a treatment |           |            |                     |                            |
| I.P.9. Assist provider with a patient exam                           |           |            |                     |                            |
| I.P.10. Perform a quality control measure                            |           |            |                     |                            |
| I.P.11. Obtain specimens and perform:                                |           |            |                     |                            |
| a. CLIA waived hematology test                                       |           |            |                     |                            |
| b. CLIA waived chemistry test                                        |           |            |                     |                            |

|                                                                                        |  |  |  |  |
|----------------------------------------------------------------------------------------|--|--|--|--|
| c. CLIA waived urinalysis                                                              |  |  |  |  |
| d. CLIA waived immunology test                                                         |  |  |  |  |
| e. CLIA waived microbiology test                                                       |  |  |  |  |
| I.P.12. Produce up-to-date documentation of provider/professional level CPR            |  |  |  |  |
| I.P.13. Perform first aid procedures for:                                              |  |  |  |  |
| a. bleeding                                                                            |  |  |  |  |
| b. diabetic coma or insulin shock                                                      |  |  |  |  |
| c. fractures                                                                           |  |  |  |  |
| d. seizures                                                                            |  |  |  |  |
| e. shock                                                                               |  |  |  |  |
| f. syncope                                                                             |  |  |  |  |
| I.A.1. Incorporate critical thinking skills when performing patient assessment         |  |  |  |  |
| I.A.2. Incorporate critical thinking skills when performing patient care               |  |  |  |  |
| I.A.3. Show awareness of a patient's concerns related to the procedure being performed |  |  |  |  |
|                                                                                        |  |  |  |  |
| <b>II Applied Mathematics</b>                                                          |  |  |  |  |
| II.P.1. Calculate proper dosages of medication for administration                      |  |  |  |  |
| II.P.2. Differentiate between normal and abnormal test results                         |  |  |  |  |
| II.P.3. Maintain lab test results using flow sheets                                    |  |  |  |  |
| II.P.4. Document on a growth chart                                                     |  |  |  |  |
| II.A.1. Reassure a patient of the accuracy of the test results                         |  |  |  |  |
|                                                                                        |  |  |  |  |
| <b>III Infection Control</b>                                                           |  |  |  |  |
| III.P.1. Participate in bloodborne pathogen training                                   |  |  |  |  |
| III.P.2. Select appropriate barrier/personal protective equipment (PPE)                |  |  |  |  |
| III.P.3. Perform handwashing                                                           |  |  |  |  |
| III.P.4. Prepare items for autoclaving                                                 |  |  |  |  |
| III.P.5. Perform sterilization procedures                                              |  |  |  |  |
| III.P.6. Prepare a sterile field                                                       |  |  |  |  |
| III.P.7. Perform within a sterile field                                                |  |  |  |  |
| III.P.8. Perform wound care                                                            |  |  |  |  |
| III.P.9. Perform dressing change                                                       |  |  |  |  |
| III.P.10. Demonstrate proper disposal of biohazardous material                         |  |  |  |  |
| a. sharps                                                                              |  |  |  |  |
| b. regulated wastes                                                                    |  |  |  |  |

|                                                                                                                                    |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| III.A.1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings |  |  |  |  |
|                                                                                                                                    |  |  |  |  |
| <b>IV Nutrition</b>                                                                                                                |  |  |  |  |
| IV.P.1. Instruct a patient according to patient's special dietary needs                                                            |  |  |  |  |
| IV.A.1. Show awareness of patient's concerns regarding a dietary change                                                            |  |  |  |  |
|                                                                                                                                    |  |  |  |  |
| <b>V Concepts of Effective Communication</b>                                                                                       |  |  |  |  |
| V.P.1. Use feedback techniques to obtain patient information including:                                                            |  |  |  |  |
| a. reflection                                                                                                                      |  |  |  |  |
| b. restatement                                                                                                                     |  |  |  |  |
| c. clarification                                                                                                                   |  |  |  |  |
| V.P.2. Respond to nonverbal communication                                                                                          |  |  |  |  |
| V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients            |  |  |  |  |
| V.P.4. Coach patients regarding:                                                                                                   |  |  |  |  |
| a. office policies                                                                                                                 |  |  |  |  |
| b. health maintenance                                                                                                              |  |  |  |  |
| c. disease prevention                                                                                                              |  |  |  |  |
| d. treatment plan                                                                                                                  |  |  |  |  |
| V.P.5. Coach patients appropriately considering:                                                                                   |  |  |  |  |
| a. cultural diversity                                                                                                              |  |  |  |  |
| b. developmental life stage                                                                                                        |  |  |  |  |
| c. communication barriers                                                                                                          |  |  |  |  |
| V.P.6. Demonstrate professional telephone techniques                                                                               |  |  |  |  |
| V.P.7. Document telephone messages accurately                                                                                      |  |  |  |  |
| V.P.8. Compose professional correspondence utilizing electronic technology                                                         |  |  |  |  |
| V.P.9. Develop a current list of community resources related to patients' healthcare needs                                         |  |  |  |  |
| V.P.10. Facilitate referrals to community resources in the role of a patient navigator                                             |  |  |  |  |
| V.P.11. Report relevant information concisely and accurately                                                                       |  |  |  |  |
| V.A.1. Demonstrate:                                                                                                                |  |  |  |  |
| a. empathy                                                                                                                         |  |  |  |  |
| b. active listening                                                                                                                |  |  |  |  |
| c. nonverbal communication                                                                                                         |  |  |  |  |

|                                                                                        |  |  |  |  |
|----------------------------------------------------------------------------------------|--|--|--|--|
| V.A.2. Demonstrate the principles of self-boundaries                                   |  |  |  |  |
| V.A.3. Demonstrate respect for individual diversity including:                         |  |  |  |  |
| a. gender                                                                              |  |  |  |  |
| b. race                                                                                |  |  |  |  |
| c. religion                                                                            |  |  |  |  |
| d. age                                                                                 |  |  |  |  |
| e. economic status                                                                     |  |  |  |  |
| f. appearance                                                                          |  |  |  |  |
| V.A.4. Explain to a patient the rationale for performance of a procedure               |  |  |  |  |
|                                                                                        |  |  |  |  |
| <b>VI Administrative Functions</b>                                                     |  |  |  |  |
| VI.P.1. Manage appointment schedule using established priorities                       |  |  |  |  |
| VI.P.2. Schedule a patient procedure                                                   |  |  |  |  |
| VI.P.3. Create a patient's medical record                                              |  |  |  |  |
| VI.P.4. Organize a patient's medical record                                            |  |  |  |  |
| VI.P.5. File patient medical records                                                   |  |  |  |  |
| VI.P.6. Utilize an EMR                                                                 |  |  |  |  |
| VI.P.7. Input patient data utilizing a practice management system                      |  |  |  |  |
| VI.P.8. Perform routine maintenance of administrative or clinical equipment            |  |  |  |  |
| VI.P.9. Perform an inventory with documentation                                        |  |  |  |  |
| VI.A.1. Display sensitivity when managing appointments                                 |  |  |  |  |
|                                                                                        |  |  |  |  |
| <b>VII Basic Practice Finances</b>                                                     |  |  |  |  |
| VII.P.1. Perform accounts receivable procedures to patient accounts including posting: |  |  |  |  |
| a. charges                                                                             |  |  |  |  |
| b. payments                                                                            |  |  |  |  |
| c. adjustments                                                                         |  |  |  |  |
| VII.P.2. Prepare a bank deposit                                                        |  |  |  |  |
| VII.P.3. Obtain accurate patient billing information                                   |  |  |  |  |
| VII.P.4. Inform a patient of financial obligations for services rendered               |  |  |  |  |
| VII.A.1. Demonstrate professionalism when discussing patient's billing record          |  |  |  |  |
| VII.A.2. Display sensitivity when requesting payment for services rendered             |  |  |  |  |
|                                                                                        |  |  |  |  |

|                                                                                                                 |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <b>VIII Third Party Reimbursement</b>                                                                           |  |  |  |  |
| VIII.P.1. Interpret information on an insurance card                                                            |  |  |  |  |
| VIII.P.2. Verify eligibility for services including documentation                                               |  |  |  |  |
| VIII.P.3. Obtain precertification or preauthorization including documentation                                   |  |  |  |  |
| VIII.P.4. Complete an insurance claim form                                                                      |  |  |  |  |
| VIII.A.1. Interact professionally with third party representatives                                              |  |  |  |  |
| VIII.A.2. Display tactful behavior when communicating with medical providers regarding third party requirements |  |  |  |  |
| VIII.A.3. Show sensitivity when communicating with patients regarding third party requirements                  |  |  |  |  |
|                                                                                                                 |  |  |  |  |
| <b>IX Procedural and Diagnostic Coding</b>                                                                      |  |  |  |  |
| IX.P.1. Perform procedural coding                                                                               |  |  |  |  |
| IX.P.2. Perform diagnostic coding                                                                               |  |  |  |  |
| IX.P.3. Utilize medical necessity guidelines                                                                    |  |  |  |  |
| IX.A.1. Utilize tactful communication skills with medical providers to ensure accurate code selection           |  |  |  |  |
|                                                                                                                 |  |  |  |  |
| <b>X Legal Implications</b>                                                                                     |  |  |  |  |
| X.P.1. Locate a state's legal scope of practice for medical assistants                                          |  |  |  |  |
| X.P.2. Apply HIPAA rules in regard to:                                                                          |  |  |  |  |
| a. privacy                                                                                                      |  |  |  |  |
| b. release of information                                                                                       |  |  |  |  |
| X.P.3. Document patient care accurately in the medical record                                                   |  |  |  |  |
| X.P.4. Apply the Patient's Bill of Rights as it relates to:                                                     |  |  |  |  |
| a. choice of treatment                                                                                          |  |  |  |  |
| b. consent for treatment                                                                                        |  |  |  |  |
| c. refusal of treatment                                                                                         |  |  |  |  |
| X.P.5. Perform compliance reporting based on public health statutes                                             |  |  |  |  |
| X.P.6. Report an illegal activity in the healthcare setting following proper protocol                           |  |  |  |  |
| X.P.7. Complete an incident report related to an error in patient care                                          |  |  |  |  |
| X.A.1. Demonstrate sensitivity to patient rights                                                                |  |  |  |  |
| X.A.2. Protect the integrity of the medical record                                                              |  |  |  |  |
|                                                                                                                 |  |  |  |  |
| <b>XI Ethical Considerations</b>                                                                                |  |  |  |  |
| XI.P.1. Develop a plan for separation of personal and professional ethics                                       |  |  |  |  |

|                                                                                                     |  |  |  |  |
|-----------------------------------------------------------------------------------------------------|--|--|--|--|
| XI.P.2. Demonstrate appropriate response(s) to ethical issues                                       |  |  |  |  |
| XI.A.1. Recognize the impact personal ethics and morals have on the delivery of healthcare          |  |  |  |  |
|                                                                                                     |  |  |  |  |
| <b>XII Protective Practices</b>                                                                     |  |  |  |  |
| XII.1. Comply with:                                                                                 |  |  |  |  |
| a. safety signs                                                                                     |  |  |  |  |
| b. symbols                                                                                          |  |  |  |  |
| c. labels                                                                                           |  |  |  |  |
| XII.2. Demonstrate proper use of:                                                                   |  |  |  |  |
| a. eyewash equipment                                                                                |  |  |  |  |
| b. fire extinguishers                                                                               |  |  |  |  |
| c. sharps disposal containers                                                                       |  |  |  |  |
| XII.3. Use proper body mechanics                                                                    |  |  |  |  |
| XII.4. Participate in a mock exposure event with documentation of specific steps                    |  |  |  |  |
| XII.5. Evaluate the work environment to identify unsafe working conditions                          |  |  |  |  |
| XII.A.1. Recognize the physical and emotional effects on persons involved in an emergency situation |  |  |  |  |
| XII.A.2. Demonstrate self-awareness in responding to an emergency situation                         |  |  |  |  |

**Additional Comments or Skills/Duties Performed/Observed**

What type of administrative duties did the student perform? What type of administrative duties did the student observe?

What type of clinical duties did the student perform? What type of clinical duties did the student observe?

Printed name of individual completing this evaluation \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Credentials/Title \_\_\_\_\_