

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

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

NAME: Alvarado Medical Clinic

ADDRESS: 32270 Alvarado Blvd. Union City, CA 94587

Email: Alvaradomedical@gmail.com      Phone #: 510-487-1198

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.

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

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

**Effective until June 15, 2020 unless revoked by either party**

The parties agree that they will comply with all terms and conditions of the governing Clinical Education Agreement, including ATTACHMENT A, which is hereby incorporated.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the Effective Date by their respective duly authorized officers.

**Chabot Las Positas Community College  
District**

**“Facility”**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: **Lorenzo S. Legaspi**

Print Name: \_\_\_\_\_

Title: **Vice Chancellor, Business Services**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **ATTACHMENT A**

## **Clinical Education Agreement**

This attachment is incorporated into the Clinical Education Agreement between Facility and School dated April 1, 2017 ("Clinical Education Agreement") in support of the Chabot College Medical Assisting Program.

### **Medical Assisting Education Review**

These standard requirements are stipulated by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB) Section III 3 – Curriculum- Practicum.

- A. This is an unpaid, supervised practicum of at least 160 contact hours (180 per college requirements) in an ambulatory healthcare setting, demonstrating the knowledge, skills, and behaviors of the of the MAERB Core Curriculum in performing clinical and administrative duties
- B. On-site supervision of the student must be provided by an individual who has knowledge of the medical assisting profession.

### **Evaluation**

Facility and School shall cooperate in setting regularly scheduled meetings between the appropriate School and Facility staff for the purpose of interpreting, discussing, and evaluating the Program and the clinical experience of the students. The final individual student evaluation will be completed by the instructor of record.

### **HIPAA Confidentiality**

Maintaining confidentiality of patient information: No student or instructor shall have access to or have the right to receive any medical record, except when necessary in the regular course of the training. The discussion, transmission or narration in any form by students or instructors of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the Program(s) is forbidden except as a necessary part of the training. Students and instructors shall use de-identified information only in any discussions with School, its employees or agents not participating as on-site instructors, unless the patient has first given express authorization using a form approved by SBMF that complies with applicable state and federal law, including the Federal Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, Subtitle D of the Federal HITECH Act ("HITECH Act," 42 U.S.C. § 17921 et seq.), and the regulations promulgated thereunder (collectively referred to herein as "HIPAA"). To preserve patient confidentiality, students and instructors shall not be permitted to use any cameras or camera cell phones in the Facilities. Any student(s)/instructor(s) participating in the Program(s) under this Agreement must execute a Confidentiality Form prior to placement.

### **Compliance with Family Educational Rights and Privacy Act.**

As an educational institution, School is obligated to comply with the Family Educational Rights and Privacy Act (known as "FERPA" or the "Act") in its handling of educational records of students enrolled in their programs. Facility has agreed to provide educational training to School's students and as such will be an agent of School for the purposes of FERPA compliance. To the extent Facility generates or maintains educational records related to a student participating in the Program, Facility agrees to comply with FERPA, to the same extent as such laws and regulations apply to the School and shall limit access to only those employees or agents with a need to know. Additionally, for the avoidance of doubt, Facility

shall be able to rely on the exceptions under FERPA to share information as appropriate to resolve a health or safety emergency. For the purposes of this Agreement, pursuant to FERPA, School hereby designates Facility as a school official with a legitimate educational interest in the educational records of the participating student(s) to the extent that access to the School's records is required by Facility to carry out the Program.

<b>Specific Notice Requirements</b> (if different from notice contact identified in Section 17 of the Clinical Education Agreement):	Attn: Kristina Perkins, Medical Assistant Coordinator 25555 Hesperian Blvd., Hayward, 94545.
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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
I Anatomy & Physiology				
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 \_\_\_\_\_