

Externship Program Agreement

This Agreement entered into by and between Virginia College, LLC (hereinafter referred to as the “VIRGINIA COLLEGE”) and Escambia County, Florida, a political subdivision of the State of Florida (hereinafter referred to as “EXTERNSHIP SITE”).

WITNESSETH:

WHEREAS, the parties to this Agreement understand that the training at Externship Site and the opportunity to obtain practical experience is for the benefit of the students; the students will work under close personal supervision and are not displacing regular employees; Externship Site is receiving no immediate advantage from the training and, occasionally, Externship Site operation may be less efficient; the students’ training with Externship Site will end upon the conclusion of their participation in their programs; the students are not entitled to a job at the conclusion of the training period; and all parties understand that the students and faculty are not employees for any purpose and are not entitled to wages and/or benefits for the time spent in training.

WHEREAS, Virginia College and Externship Site agree that there shall be no monetary consideration paid by either party to the other, it being acknowledged that the program provided hereunder is mutually beneficial. The parties shall cooperate in administering this program in a manner, which will tend to maximize the mutual benefits provided to Virginia College and Externship Site.

WHEREAS, Virginia College and the Externship Site acknowledge an obligation to contribute to the education of students in the community.

WHEREAS, it is to the benefit of both parties that students have practical training opportunities as future practitioners in an environment of quality healthcare.

WHEREAS, it is a fundamental responsibility of both Virginia College and the Externship Site to maintain a cooperative relationship with a mutual obligation of enriching education and providing quality service.

AND WHEREAS, both parties desire to reach an agreement for their separate and mutual responsibility to provide externship training opportunities for students enrolled in the Virginia College program(s) as identified on Appendix A to this Agreement.

THEREFORE, in consideration of their mutual interest, the parties hereby agree:

1. Virginia College will:

- a. Be primarily responsible for the students’ learning experiences and provide faculty sufficient to effectively implement the Virginia College Externship Program.
- b. Provide the students with objective guidelines and a telephone number to the supervisors working with the Virginia College Externship Program, but will not be at the assigned sites to supervise students on a daily basis.
- c. Agree to provide preparatory instruction to each student, in accordance with standards mutually agreeable to the parties, and to present for practical experience at Externship Site only those students who have satisfactorily completed the preparatory instructional program.
- d. Instruct all of its students assigned to Externship Site with regard to compliance with all of its rules, regulations, policies, and procedures, including but not limited to those relating to the confidentiality of patient records and information and to the responsibility and authority of Externship Site personnel over patient care and administration.

- e. Virginia College shall instruct all of its students that proper attire must be worn at all times at Externship Site.
 - f. To inform its students and faculty members that they are required to comply with and learn Externship Site's policies, rules, and regulations, including those that relate to the externship, including, but not limited to, confidentiality, infection control and safety, all applicable federal, state and local laws, rules and regulations, and any policies or procedures relating to the Externship Site adopted before or during the term of this Agreement.
 - g. Students shall be advised that they will participate in the externship on an unpaid basis.
 - h. Furnish Externship Site with a schedule of dates and hours for practical experience, as well as a list of names and telephone numbers of participating students and faculty.
 - i. Meet with designated Externship Site personnel for discussions and evaluation of the Virginia College Externship Program.
 - j. Ensure that both faculty and students are covered by liability insurance as further described in paragraph 8 herein.
2. Externship Site will:
- a. Maintain the standards that make it eligible for approval as a practical environment for student instruction.
 - b. Permit faculty and students to use its patient care facilities for student learning experiences.
 - c. Assume responsibility for the management of the student activities and for patient/client care. Students will not replace staff or give service apart from its educational value.
 - d. Assist in orienting the faculty and students and providing them with a thorough understanding of the practice field.
 - e. Meet with designated faculty members of the Virginia College Externship Program as necessary to discuss and evaluate the student program.
 - f. Provide access to medical records for educational use, subject to Externship Site's rules regarding patients' privacy, and provide appropriate reference materials and procedures to students.
 - g. If, in the sole discretion of Externship Site, a student or faculty member is detrimental or disruptive to its operation, Externship Site may deny the student or faculty member access to its facilities.
3. Faculty and students who become injured or ill while at Externship Site are not employees for the purposes of workers' compensation benefits, disability, or any similar payments for such injuries.
4. Virginia College faculty and externship participants shall be advised of their obligation to keep all health-related information strictly confidential and shall at all times comply with applicable federal and state laws regarding the confidentiality of health-related information. The provisions of this article shall survive expiration or other termination of this Agreement regardless of the cause of such termination.
5. The parties to this Agreement understand and agree that (i) the training at the Externship Site and the opportunity to obtain practical experience is for the benefit of the students; (ii) the students will work under close personal supervision of Externship Site employees and are not displacing regular Externship Site employees; (iii) Externship Site is receiving no immediate advantage from the training and, occasionally, Externship Site's operations may be less efficient than normal operations; (iv) the students' training with

Externship Site will end upon the conclusion of their participation in the externship; and (v) the students will not be entitled to a job at the conclusion of the externship.

6. Attached is the syllabus for each program confirmed on page one of this Agreement that is included as part of the Agreement. Each syllabus provides Externship Site with the learning objectives, course requirements, and evaluation criteria for the Externship Program.
7. Virginia College agrees to hold harmless and indemnify Externship Site against any liability, claims, damages, lawsuits, including all costs and expenses incurred in defending any claim which may arise as a result of any actions or inactions of the faculty and/or students in this program.
8. Virginia College agrees to obtain and maintain during the term of this Agreement a general liability policy covering said students and faculty. A certificate of insurance demonstrating liability coverage in the amount of \$1,000,000 from the insurance carrier shall be provided to Externship Site upon request.
9. OMIT
10. The parties agree that there will be no discrimination based on race, religion, creed, sex, disability, age, national origin or any other protected class, in any of their policies, practices, or procedures.
11. This Agreement constitutes the entire agreement between the parties and supersedes all prior offers, negotiations, and understandings, whether oral or written, between the parties hereto and may only be modified by a writing executed by both parties. The failure of either party to insist on the performance of any term, condition, covenant or restriction of this Agreement shall not be construed as a waiver or relinquishment of any rights or remedies hereunder or for the future performance of any such term, condition, covenant or restriction and the obligations such party with respect thereto shall continue in full force and effect. No waiver shall be binding upon any party unless set forth in writing signed by or on behalf of such party.
12. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, and the parties stipulate that venue shall be in the County of Escambia.
13. This Agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Original signatures transmitted by facsimile or .pdf shall be sufficient and binding upon the parties hereto. All notices or communications hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to Virginia College: Virginia College, LLC
312 E. Nine Mile Road
Suite 34
Pensacola, FL 32514
Attention: Dr. Kim Coolidge

If to the Site: Board of County Commissioners
Escambia County, Florida
221 Palafox Place, Suite 420
Pensacola, FL 32502
Attention: County Administrator

or to such other persons or places as either party may from time to time designate by written notice to the other.

14. This Agreement shall be effective as of upon the date last executed, and shall continue thereafter for five (5) years or until terminated by either party upon thirty (30) days' written notice of termination. Notwithstanding

the previous sentence, if Externship Site shall terminate this Agreement, those students currently enrolled in the Virginia College Externship Program shall be allowed to finish the then-current academic quarter or semester, as the case may be, with Externship Site.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed in several counterparts, each of which shall be deemed an original, as of the day and year below as set forth.

Escambia County, Florida
Externship Site Name

By: _____
(signature)

Print Name: Jeff Bergosh

Title: Chairman, Esc. Co. BOCC

Date: _____

Virginia College, LLC

By: 
(signature)

Print Name: Dr. Kim Coolidge

Title: President

Date: 2/1/18

Attachment: Externship syllabus(i)

Approved as to form and legal
sufficiency.

By/Title: 
Date: 2/9/18

**ATTEST: PAM CHILDERS
CLERK OF THE CIRCUIT COURT**

BY: _____
DEPUTY CLERK

Virginia College Externship Program

Appendix A

The following program(s) is/are covered by this Agreement (check all that apply):

- Associate Degree in Nursing
- Diagnostic Medical Sonography
- Health Services Management
- Healthcare Reimbursement
- Medical Assistant
- Medical Billing and Coding
- Medical Office Administration
- Medical Office Management
- Occupational Therapy Assistant
- Patient Care Technician
- Pharmacy Technician
- Pharmacy Technology
- Practical Nursing
- Respiratory Care
- Surgical Technology
- Therapeutic Massage

Syllabus

COURSE NUMBER AND TITLE: MAX156 Medical Assistant Practicum I

CONTACT HOURS: 100 (Lecture 0, Lab 0, Practicum 100)

DELIVERY METHOD DISTRIBUTION: (On Ground 100, Digital 0)

ACADEMIC CREDIT: 3 quarter credit hours

PREREQUISITES: MAB155, MAG155, MAP155, MAR155, MAY155

INSTRUCTOR NAME:

INSTRUCTOR CONTACT INFORMATION:

COURSE START DATE:

COURSE END DATE:

COURSE DESCRIPTION:

The Medical Assistant Practicum I Course is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

COURSE OUTCOMES:

Upon completion of the course, the student is expected to:

- Demonstrate basic front office responsibilities
- Demonstrate safe and effective patient care
- Comply with all government standards and regulation with all patient care

TEXTBOOK AND RESOURCE LIST:

During the practicum course, the student utilizes the textbooks and all learned experiences from his/her clinical course work. Further, the student may have access to equipment utilized by the practicum site in order to complete the student's practical performance evaluation.

TEACHING STRATEGIES:

The on-site supervisor will vary depending on the practicum site. The on-site supervisor will guide and oversee the student's learning experience and will participate in student evaluations. The Practicum Coordinator orients the on-site supervisor to the evaluation process and criteria in order to ensure the appropriate and fair measurement of the student's demonstrated competency and skill attainment.

OUTLINE OF COURSE:

- Medical Assistant Practicum
- Professional Development

While the student is at the practicum site, the student is evaluated by the on-site supervisor. The on-site supervisor evaluates each student by completing the applicable form.

The practicum is graded as pass/fail. The student must satisfactorily demonstrate competence on a minimum of 75% of the skills listed on the performance evaluation form. Although we prefer that the skills be performed and evaluated at the site, we can allow students to demonstrate competence on a maximum of 25% of the skills by "observing and critiquing." If your facility will not allow certain skills to be performed by a student, it is requested that the student observe the skill being performed, and then describe and/or critique the salient points with you so that the skill can be marked as "observed." Refer to the catalog for requirements specific to your program.

Syllabus

COURSE NUMBER AND TITLE: MAX157 Medical Assistant Practicum II

CONTACT HOURS: 100 (Lecture 0, Lab 0, Practicum 100)

DELIVERY METHOD DISTRIBUTION: (On Ground 100, Digital 0)

ACADEMIC CREDIT: 3 quarter credit hours

PREREQUISITES: MAB155, MAG155, MAP155, MAR155, MAY155

INSTRUCTOR NAME:

INSTRUCTOR CONTACT INFORMATION:

COURSE START DATE:

COURSE END DATE:

COURSE DESCRIPTION:

The Medical Assistant Practicum II course is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

COURSE OUTCOMES:

Upon completion of the course, the student is expected to:

- Execute basic clerical and medical office duties.
- Demonstrate an ability to perform key patient care competencies.
- Demonstrate an ability to perform basic accounting functions.
- Demonstrate an ability to perform basic recordkeeping procedures.
- Employ appropriate methods to maintain confidentiality in accordance with HIPAA mandates.

- Implement best practices for preventing disease transmission and promoting safety in the medical office in accordance with OSHA and CLIA regulations.
- Demonstrate an ability to implement insurance billing procedures in compliance with industry standards.
- Demonstrate professional skills that enhance success.

TEXTBOOK AND RESOURCE LIST:

During the practicum course, the student utilizes the textbooks and all learned experiences from his/her clinical course work. Further, the student may have access to equipment utilized by the practicum site in order to complete the student's practical performance evaluation.

TEACHING STRATEGIES:

The on-site supervisor will vary depending on the practicum site. The on-site supervisor will guide and oversee the student's learning experience and will participate in student evaluations. The Practicum Coordinator orients the on-site supervisor to the evaluation process and criteria in order to ensure the appropriate and fair measurement of the student's demonstrated competency and skill attainment.

OUTLINE OF COURSE:

- Medical Assistant Practicum
- Professional Development

While the student is at the practicum site, the student is evaluated by the on-site supervisor. The on-site supervisor evaluates each student by completing the applicable form.

The practicum is graded as pass/fail. The student must satisfactorily demonstrate competence on a minimum of 75% of the skills listed on the performance evaluation form. Although we prefer that the skills be performed and evaluated at the site, we can allow students to demonstrate competence on a maximum of 25% of the skills by "observing and critiquing." If your facility will not allow certain skills to be performed by a student, it is requested that the student observe the skill being performed, and then describe and/or critique the salient points with you so that the skill can be marked as "observed." Refer to the catalog for requirements specific to your program.

Syllabus

MBX156 Medical Billing and Coding Specialist Externship I

CONTACT HOURS: 100 (0 Lecture 0 Lab 100 Externship)

ACADEMIC CREDIT: 3 Quarter Credits

PREREQUISITES: AHP155, MBB155, MBG155, MBR155, MBY155

DELIVERY METHOD DISTRIBUTION: (On Ground 100, Digital 0)

INSTRUCTOR NAME:

INSTRUCTOR CONTACT INFORMATION:

COURSE START DATE:

COURSE END DATE:

Course Information

Course Description

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management.

Course Outcomes

Upon completion of this course, students will be able to:

- o Perform clerical skills
- o Perform basic accounting and record keeping procedures
- o Perform CPT coding
- o Perform ICD-10 coding
- o Perform HCPCS coding
- o Prepare insurance forms
- o Process and bill insurance claims
- o Demonstrate professional skills that enhance success

Textbooks and Resources:

During the externship course, the student will utilize the textbooks and all learned experiences from his/her clinical course work. Further, the student will have access to equipment utilized by the externship site in order to complete the student's practical performance evaluation.

Any resources provided or assigned in previous courses may be required or used in this course.

Topic Outline:

While the student is at the externship site, the student is evaluated by the on-site supervisor. The on-site supervisor evaluates each student by completing the applicable form on Curriculum SharePoint.

The externship is graded on a Pass/Fail basis. The student must satisfactorily demonstrate competence on a minimum of 75% of the skills listed on the performance evaluation form. Although we prefer that the skills be performed and evaluated at the site, we can allow students to demonstrate competence on a maximum of 25% of the skills by "observing and critiquing." If your facility will not allow certain skills to be performed by a student, it is requested that the student observe the skill being performed, and then describe and/or critique the salient points with you so that the skill can be marked as "observed."

Refer to the catalog for requirements specific to your program.

Technical Support

Student portal allows password reminders and resets and contains a link to technical support. For Canvas support, the Help link provides immediate assistance <http://help.instructure.com/>

Library Resources

Resources are available in the college library, as well as the Virtual Library. Research assignments should include the Virtual Library. Students may access the virtual library through the student portal.

Instructional Methods

The on-site supervisor will vary depending on the externship site. The site supervisor will guide and oversee the student's learning experience and will participate in student evaluations. The Externship Coordinator will orient the on-site supervisor to the evaluation process and criteria in order to ensure the appropriate and fair measurement of the student's demonstrated competency and skill attainment.

Syllabus

MBX157 Medical Billing and Coding Specialist Externship II

CONTACT HOURS: 100 (0 Lecture 0 Lab 100 Externship)

ACADEMIC CREDIT: 3 Quarter Credits

PREREQUISITES: AHP155, MBB155, MBG155, MBR155, MBY155

DELIVERY METHOD DISTRIBUTION: (On Ground 100, Digital 0)

INSTRUCTOR NAME:

INSTRUCTOR CONTACT INFORMATION:

COURSE START DATE:

COURSE END DATE:

Course Information

Course Description

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management.

Course Outcomes

Upon completion of this course, students will be able to:

- Perform clerical skills
- Perform basic accounting and record keeping procedures
- Perform CPT coding
- Perform ICD-10 coding
- Perform HCPCS coding
- Prepare insurance forms
- Process and bill insurance claims
- Demonstrate professional skills that enhance success

Textbooks and Resources:

During the externship course, the student will utilize the textbooks and all learned experiences from his/her clinical course work. Further, the student will have access to equipment utilized by the externship site in order to complete the student's practical performance evaluation.

Any resources provided or assigned in previous courses may be required or used in this course.

Topic Outline:

Date of Last Review: July 17, 2017

Assessment and Requirements

While the student is at the externship site, the student is evaluated by the on-site supervisor. The on-site supervisor evaluates each student by completing the applicable form.

The externship is graded on a Pass/Fail basis. The student must satisfactorily demonstrate competence on a minimum of 75% of the skills listed on the performance evaluation form. Although we prefer that the skills be performed and evaluated at the site, we can allow students to demonstrate competence on a maximum of 25% of the skills by "observing and critiquing." If your facility will not allow certain skills to be performed by a student, it is requested that the student observe the skill being performed, and then describe and/or critique the salient points with you so that the skill can be marked as "observed."

Refer to the catalog for requirements specific to your program.

Technical Support

Student portal allows password reminders and resets and contains a link to technical support. For Canvas support, the Help link provides immediate assistance <http://help.instructure.com/>

Library Resources

Resources are available in the college library, as well as the Virtual Library. Research assignments should include the Virtual Library. Students may access the virtual library through the student portal.

Instructional Methods

The on-site supervisor will vary depending on the externship site. The site supervisor will guide and oversee the student's learning experience and will participate in student evaluations. The Externship Coordinator will orient the on-site supervisor to the evaluation process and criteria in order to ensure the appropriate and fair measurement of the student's demonstrated competency and skill attainment.

Syllabus

PHARMACY TECHNICIAN EXTERNSHIP I SYLLABUS

COURSE NUMBER AND TITLE: PTX161 Pharmacy Technician Externship I

CONTACT HOURS: 90 (Lecture 0, Lab 0, Externship 90)

DELIVERY METHOD DISTRIBUTION: (On Ground 90, Digital 0)

ACADEMIC CREDIT: 3 quarter credit hours

PREREQUISITES: PTB151, PTG151, PTP151, PTR151, PTY151

INSTRUCTOR NAME:

INSTRUCTOR CONTACT INFORMATION:

COURSE START DATE:

COURSE END DATE:

COURSE INFORMATION

COURSE DESCRIPTION:

The Pharmacy Technician Externship I course is an opportunity for students to focus on pharmacy technician skills. The externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 90-hour externship program at a work site connected with their field of study, which normally includes health care facilities, such as private or group practices, hospital or retail pharmacies, and clinics. Exercises and practice examinations from a Pharmacy Technician Certification Board (PTCB) review book are provided to help students prepare for the Pharmacy Technician Certification Examination (PTCE). This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards.

COURSE OUTCOMES:

Upon completion of the course, the student is expected to:

- Verify that all prescription or medication orders are accurate and have been properly prepared prior to distribution.
- Prepare medications using appropriate pharmacy software.
- Distribute medications.

- Assist the pharmacist in departmental management and patient care.
- Assist the pharmacist in monitoring compliance with state and/or federal laws, regulations, and professional standards.
- Execute proper collection, payment, and billing procedures.
- Control the inventory of medications, equipment, and devices according to departmental policies and procedures.
- Maintain pharmacy equipment and facilities.
- Demonstrate professional skills that enhance success.

TEXTBOOK AND RESOURCE LIST:

Mizner, James J. (2013) *Mosby's Review for the Pharmacy Technician Certification Examination* (3rd ed.). St. Louis, MO: Elsevier Saunders.

During the practicum course, the student utilizes the textbooks and all learned experiences from his/her clinical course work. Further, the student may have access to equipment utilized by the practicum site in order to complete the student's practical performance evaluation.

TEACHING STRATEGIES:

The on-site supervisor will vary depending on the practicum site. The on-site supervisor will guide and oversee the student's learning experience and will participate in student evaluations. The Practicum Coordinator orients the on-site supervisor to the evaluation process and criteria in order to ensure the appropriate and fair measurement of the student's demonstrated competency and skill attainment.

OUTLINE OF COURSE:

N/A

ASSESSMENT

While the student is at the externship site, the student is evaluated by the on-site supervisor. The on-site supervisor evaluates each student by completing the applicable forms.

REQUIREMENTS FOR SUCCESSFUL COMPLETION

To achieve a passing grade for the externship the student must observe at least 50% (12 of 24) of the skills listed being conducted at the facility. Observed skills are not assigned a pass or fail grade, and no notation is made in the P/F column. At the discretion of the supervisor, the student may perform and be assessed on skills. Successfully performed skills count toward the amount of observed skills required for a passing grade. In the appropriate column, please mark "P" for performed skills or "O" for observed skills. The student must also be evaluated on all professional attributes and satisfactorily demonstrate appropriate professional behavior.

Syllabus

PHARMACY TECHNICIAN EXTERNSHIP II SYLLABUS

COURSE NUMBER AND TITLE: PTX162 Pharmacy Technician Externship II

CONTACT HOURS: 90 (Lecture 0, Lab 0, Externship 90)

DELIVERY METHOD DISTRIBUTION: (On Ground 90, Digital 0)

ACADEMIC CREDIT: 3 quarter credit hours

PREREQUISITES: PTX161

INSTRUCTOR NAME:

INSTRUCTOR CONTACT INFORMATION:

COURSE START DATE:

COURSE END DATE:

COURSE INFORMATION

COURSE DESCRIPTION:

The Pharmacy Technician Externship II course is an opportunity for students to focus on pharmacy technician skills. The externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 90-hour externship program at a work site connected with their field of study, which normally includes health care facilities, such as private or group practices, hospital or retail pharmacies, and clinics. Exercises and practice examinations from a Pharmacy Technician Certification Board (PTCB) review book are provided to help students prepare for the Pharmacy Technician Certification Examination (PTCE). This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards.

COURSE OUTCOMES:

Upon completion of the course, the student is expected to:

- Verify that all prescription or medication orders are accurate and have been properly prepared prior to distribution.
- Prepare medications using appropriate pharmacy software.
- Distribute medications.

- Assist the pharmacist in departmental management and patient care.
- Assist the pharmacist in monitoring compliance with state and/or federal laws, regulations, and professional standards.
- Execute proper collection, payment, and billing procedures.
- Control the inventory of medications, equipment, and devices according to departmental policies and procedures.
- Maintain pharmacy equipment and facilities.
- Demonstrate professional skills that enhance success.

TEXTBOOK AND RESOURCE LIST:

Mizner, James J. (2013) *Mosby's Review for the Pharmacy Technician Certification Examination* (3rd ed.). St. Louis, MO: Elsevier Saunders.

During the practicum course, the student utilizes the textbooks and all learned experiences from his/her clinical course work. Further, the student may have access to equipment utilized by the practicum site in order to complete the student's practical performance evaluation.

TEACHING STRATEGIES:

The on-site supervisor will vary depending on the practicum site. The on-site supervisor will guide and oversee the student's learning experience and will participate in student evaluations. The Practicum Coordinator orients the on-site supervisor to the evaluation process and criteria in order to ensure the appropriate and fair measurement of the student's demonstrated competency and skill attainment.

ASSESSMENT

While the student is at the externship site, the student is evaluated by the on-site supervisor. The on-site supervisor evaluates each student by completing the applicable forms.

REQUIREMENTS FOR SUCCESSFUL COMPLETION

To achieve a passing grade for the externship the student must perform at least 75% (18 of 24) of the skills listed and pass all skills performed at the facility. In the appropriate column, please mark "P" for performed skills or "O" for observed skills. The student must also be evaluated on all professional attributes and satisfactorily demonstrate appropriate professional behavior.

Syllabus

SUR2600 6e Surgical Technologist Externship

CONTACT HOURS: 240 (0 Lecture 0 Lab 240 Externship)

ACADEMIC CREDIT: 8 Quarter Credits

PREREQUISITES: Completion of Area of Concentration Course Extern, Successful Completion of the Pre-Externship Skills Checklist, Pass a Skin Test for TB, Vaccinated for Hepatitis B and Rubella, Pass a Urine Drug Screen, Submit to a Criminal Background Check, Approved by the Externship Site, and Program Director Approval

INSTRUCTOR NAME:

INSTRUCTOR CONTACT INFORMATION:

COURSE START DATE:

COURSE END DATE:

Course Information

Course Description

In cooperation with surgeons, nurses, surgical technologists and other perioperative care professionals, the advanced student is assigned to a specific clinical setting and assists in the operating room as a surgical technologist.

Course Outcomes

Upon completion of this course, students will be able to:

- Complete 120 scrubbed cases
- Demonstrate practical proficiency in the surgical arena with an understanding of the basic procedures involved with surgical intervention
- Apply the departure from classroom theory to on-the-job training in the operating room
- Effectively communicate and demonstrate decision-making skills with critical thinking for successful performance in the surgical environment
- Maintain high standards of aseptic technique

Textbooks and Resources:

Association of Surgical Technologists. (2013). *Certifying exam study guide* (3rd ed.). Littleton, CO: Association of Surgical Technologists.

Goldman, M. A. (2007). *Pocket guide to the operating room* (3rd ed.). Philadelphia, PA: F. A. Davis.

Any resources provided or assigned in previous courses may be required or used in this course.

Topic Outline:

- o Surgical Technology Externship

Assessment and Requirements

Students will be assessed by a variety of methods including participation, in-class activities, out-of-class assignments, quizzes, exams, projects, or other appropriate methods.

Measure	% of Final Grade
Final Competency**	25%
Externship Evaluations and Competencies*	75%
Total	100%

*Out-of-class student homework is required as part of this course. Examples of out-of-class student homework may include writing assignments, practice and practical application assignments, and projects.

Refer to your campus course catalog for the grading scale.

** All competencies must be satisfactorily completed in order to pass the course.

Students must pass this course with a final grade of at least 70%. Refer to your catalog for specifics regarding your program of study.

Technical Support

Student portal allows password reminders and resets and contains a link to technical support. For Canvas support, the Help link provides immediate assistance <http://help.instructure.com/>

Library Resources

Resources are available in the college library, as well as the Virtual Library. Research assignments should include the Virtual Library. Students may access the virtual library through the student portal.

Instructional Methods

Instructional strategies may include lectures, board work, demonstrations, lab activities, classroom exercises, discussions, practice questions, examinations, reading assignments for homework, field trips, guest lectures, group projects, and oral presentations. For Texas Only Maximum Instructor: Student Ratio 20:1

**Surgical Technology
Surgical Technologist Externship**

Syllabus and Addendum

This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Date of Last Review: September 27, 2017

Addendum

SUR2600 6e Surgical Technologist Externship

Module	Lesson	Classroom Activities	Points	Out-of-Class Work														
1	1 Date(s)	Classroom Session <ul style="list-style-type: none"> o Course Introduction o Class Introduction o Orientation: Extern Schedule and Site o Final Competency 	265	Reading <ul style="list-style-type: none"> o Read [unclear] Assignments <table style="float: right; border: none;"> <tr> <td></td> <td style="text-align: right;">Points</td> </tr> <tr> <td>o Time Sheet</td> <td></td> </tr> <tr> <td>o Case Log</td> <td></td> </tr> <tr> <td>o Tally Sheet</td> <td></td> </tr> <tr> <td>o Submit Preceptor Evaluations (3-5)</td> <td style="text-align: right;">300</td> </tr> <tr> <td>o Submit Self-Evaluation</td> <td style="text-align: right;">100</td> </tr> </table>		Points	o Time Sheet		o Case Log		o Tally Sheet		o Submit Preceptor Evaluations (3-5)	300	o Submit Self-Evaluation	100		
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2	1 Date(s)	Classroom Session <ul style="list-style-type: none"> o Clinical Site 630-330, Monday Tuesday Thursday Friday 		Reading <ul style="list-style-type: none"> o Read [unclear] Assignments <table style="float: right; border: none;"> <tr> <td></td> <td style="text-align: right;">Points</td> </tr> <tr> <td>o Time Sheet</td> <td></td> </tr> <tr> <td>o Case Log</td> <td></td> </tr> <tr> <td>o Tally Sheet</td> <td></td> </tr> <tr> <td>o Submit Preceptor Evaluations (3-5)</td> <td style="text-align: right;">300</td> </tr> <tr> <td>o Submit Self-Evaluation</td> <td style="text-align: right;">100</td> </tr> </table>		Points	o Time Sheet		o Case Log		o Tally Sheet		o Submit Preceptor Evaluations (3-5)	300	o Submit Self-Evaluation	100		
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Surgical Technology
Surgical Technologist Externship

Syllabus and Addendum

Module	Lesson	Classroom Activities	Out-of-Class Work
			<ul style="list-style-type: none"> ○ Tally Sheet ○ Submit Preceptor Evaluations (3-5) 300 ○ Submit Self-Evaluation 100 ○ Month #1 Extern Evaluation 100
5	1 Date(s)	Classroom Session <ul style="list-style-type: none"> ○ Clinical Site 630-330, Monday Tuesday Thursday Friday 	Points Reading <ul style="list-style-type: none"> ○ Click here to enter text. Assignments Points <ul style="list-style-type: none"> ○ Time Sheet ○ Case Log ○ Tally Sheet ○ Submit Preceptor Evaluations (3-5) 300 ○ Submit Self-Evaluation 100
6	1 Date(s)	Classroom Session <ul style="list-style-type: none"> ○ Clinical Site 630-330, Monday Tuesday Thursday Friday 	Points Reading <ul style="list-style-type: none"> ○ Click here to enter text. Assignments Points <ul style="list-style-type: none"> ○ Time Sheet ○ Case Log ○ Tally Sheet ○ Submit Preceptor Evaluations (3-5) 300 ○ Submit Self-Evaluation 100
7	1 Date(s)	Classroom Session <ul style="list-style-type: none"> ○ Clinical Site 630-330, Monday Tuesday Thursday Friday 	Points Reading <ul style="list-style-type: none"> ○ Click here to enter text. Assignments Points <ul style="list-style-type: none"> ○ Time Sheet ○ Case Log ○ Tally Sheet ○ Submit Preceptor Evaluations (3-5) 300 ○ Submit Self-Evaluation 100 ○ Month #2 Extern Evaluation 100
8	1 Date(s)	Classroom Session <ul style="list-style-type: none"> ○ Clinical Site 630-330, Monday Tuesday Thursday Friday 	Points Reading <ul style="list-style-type: none"> ○ Click here to enter text. Assignments Points <ul style="list-style-type: none"> ○ Time Sheet ○ Case Log ○ Tally Sheet ○ Submit Preceptor Evaluations (3-5) 300

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Module	Lesson	Classroom Activities	Out-of-Class Work
			<ul style="list-style-type: none"> ○ Submit Self-Evaluation 100
9	1 Date(s)	Classroom Session Points <ul style="list-style-type: none"> ○ Clinical Site 630-330, Monday Tuesday Thursday Friday 	Reading <ul style="list-style-type: none"> ○ Click here to read article Assignments Points <ul style="list-style-type: none"> ○ Time Sheet ○ Case Log ○ Tally Sheet ○ Submit Preceptor Evaluations (3-5) 300 ○ Submit Self-Evaluation 100
10	1 Date(s)	Classroom Session Points <ul style="list-style-type: none"> ○ Clinical Site 630-330, Monday Tuesday Thursday Friday 	Reading <ul style="list-style-type: none"> ○ Click here to read article Assignments Points <ul style="list-style-type: none"> ○ Time Sheet ○ Case Log ○ Tally Sheet ○ Submit Preceptor Evaluations (3-5) 300 ○ Submit Self-Evaluation 100 ○ Month #3 Extern Evaluation 100
11	1 Date(s)	Classroom Session Points <ul style="list-style-type: none"> ○ Extern at Site ○ Final Evaluation 	Reading <ul style="list-style-type: none"> ○ Click here to read article Assignments Points <ul style="list-style-type: none"> ○ Time Sheet ○ Case Log ○ Tally Sheet ○ Submit Preceptor Evaluations (3-5) 300 ○ Submit Self-Evaluation 100