



Mdca 1362 Clinical - Medical/Clinical Assistant

Course Syllabus: Spring 2026

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

Karen Duck, MS, BAAS, AAS, CMA (AAMA)

Office: UHS 102

Phone: 903 434-8363

Email: Kduck@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8am - 1pm	8am - 3pm	8am-1pm	8am-1pm	BY APPT	

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: MDCA 1361 Clinical-Medical/Clinical Assistant

Required Textbook(s):

Kinn's The Medical Assistant: An Applied Learning Approach, 13th edition. Young, Niedzwiecki, Pepper, Madero, Garrels, Mills Saunders/Elsevier

Kinn's The Medical Assistant: An Applied Learning Approach, 13th edition, Study Guide and Procedures Checklist Manual. Young, Niedzwiecki, Pepper, Madero, Garrels, Mills Saunders/Elsevier

Publisher: Elsevier

ISBN Number: 978-0-323-35320-5, 978-0-323-42947-4

Recommended Reading(s):

None

Student Learning Outcomes:

1. Apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, and laws in the healthcare setting.
2. Interact within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
4. Exhibit appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Exemplary Educational Objectives:

SCANS Skills:

Resources: Identify specialized materials, tools, and equipment and utilize them in the correct manner.

Interpersonal: Recognize limitations of expertise and communicate with clinical professional when questions arise. Show respect for the clinical professional and peers during clinical time.

Information: Apply information gained from lecture, laboratory, internet and independent study to demonstrate skills specific to the clinical areas of assignment.

Systems: Apply critical thinking skills to clinical/medical assistant problems.

Technology: Use computers and the internet to access course materials, skills, and other relevant course information.

Lectures & Discussions:

N/A

Evaluation/Grading Policy:

STUDENT CLINICAL PERFORMANCE GRADING GUIDE

Each Clinical Semester will begin with 100 Points. Students must maintain 75 points and a satisfactory clinical evaluation to pass and receive credit for clinical. Point Deductions will occur for each infraction that includes the following, but is not limited to the following defined points or infractions. Repeat infractions will receive increasing point deductions for each incident. *All students will be required to demonstrate continued competency of ALL clinical skills. Although your procedure grade average maybe 75 or better, if you fail ANY procedure after three attempts you will receive a failing grade for the course and be dismissed from the program. This is in compliance with the CAAHEP Standards which reads in the following statement and may be found on the CAAHEP website:

"In addition, medical assisting students must obtain a passing score on all psychomotor and affective domain objectives (competency procedures) in the course. CAAHEP accreditation requires 100% of all medical assisting graduates pass 100% of all competencies (procedures)."

-5 points

- ☐ Late arrival to clinical site (max 40 minutes)
- ☐ Uniform code violation
- ☐ Documentation error or omission
- ☐ Inappropriate pre-clinical preparation
- ☐ Failure to turn in evaluation, time sheets and written work when due
- ☐ Unacceptable ratings and comments by preceptors
- ☐ Early departure from clinical area
- ☐ Inappropriate patient care
- ☐ Other

5-10 points

- ☐ Late arrival to clinical site (greater than 40 minutes)
- ☐ Leaving clinical without permission of instructor/preceptor
- ☐ Failure to communicate with the interdisciplinary team
- ☐ Medication error (no patient harm...med error did not leave nurses station)

- ☐ Performed learned invasive skills without permission/supervision of instructor /preceptor
- ☐ Failure to safely and proficiently perform a skill at the expected level.
- ☐ Breach of confidentiality in written work (first time)
- ☐ Administered medication prior to passing semester math exam
- ☐ Unprofessional communication with patient, staff, peers, others.
- ☐ Other

10-15 points

- ☐ Absence without notification
- ☐ Failure to provide care
- ☐ Breach of confidentiality in written work (second time)
- ☐ Other

15-20 points

- ☐ Medication error (patient actually received medication)
- ☐ Breach of confidentiality in written work (third time)
- ☐ Other

20-25 points

- ☐ Performing procedures not yet learned in classroom or lab setting without permission/supervision of instructor
- ☐ Dishonesty or unprofessional conduct with instructor, staff, preceptors, patient
- ☐ Breach of patient or institutional confidentiality outside of written work
- ☐ Other

IMMEDIATE DISMISSAL

- ☐ Malicious act
- ☐ Criminal act
- ☐ Profession negligence resulting in patient harm
- ☐ Impairment while in clinical setting
- ☐ Unethical behavior
- ☐ Accepting gratuity
- ☐ Other

Tests/Exams:

Students are evaluated on a weekly basis by the clinical professional with review by the practicum coordinator . The evaluation tool is supplied by the MARB and provided to the student in their clinical handbook. Texts/Exams may be administered at the clinic site at the discretion of the Practicum Coordinator.

Assignments:

12 Contact hours per week are required. Clinical times may vary depending on the clinical site. Students are given a schedule and flexibility in scheduling will be necessary to meet the course objectives.

Other Course Requirements:

Supplies: Stethoscope, bandage scissors, penlight, pocket calculator.

Student Responsibilities/Expectations:

Outlined in the MDCA 2460 Clinical Handbook

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (Ferpa):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

Student Clinical Time Sheet: Students will be expected to sign in and out of clinical sites. Failure to do so will be counted as a missed clinical day.

Forgery will not be tolerated. If a student is found forging time sheets a failing grade will be assigned; leading to dismissal from the Medical Assistant Program.

Students will not receive compensation for externships or be used as a paid employee of the clinic site while performing practicums.