



ABC Adult School

External Work-Based Instructional Plan for Medical Assistant Program 2026 - 2027

MISSION STATEMENT:

The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

VISION STATEMENT:

Students will develop confidence and self-reliance as they aspire to reach their full potential in life-long learning. We will cultivate our students' desire for learning, and encourage them to try new and exciting challenges by giving them a solid foundation to build on.

INTRODUCTION

The ABC Adult School External Work-Based Instruction Plan for the Medical Assistant program outlines the structure and objectives of the program's external work-based component. The plan gives students practical, hands-on experience in a real-world medical setting while ensuring strict adherence to medical standards, complementing their classroom and laboratory learning.

1. PROGRAM OBJECTIVES:

By the end of the externship, students will be able to:

- Apply theoretical knowledge in a practical medical assistant clinical environment
- Develop professional attitudes necessary for medical practice, ie, EHR systems, HIPAA compliance
- Gain experience in various Doctors' office settings (e.g., clinics, private doctors' offices, and hospital outpatient clinics)
- Enhance communication skills with patients, healthcare professionals, and work colleagues
 - Understand and comply with the medical assistant's scope of practice, laws, regulations, and ethics
- Utilize and be competent in all medical skills within your scope of practice

2. DURATION AND STRUCTURE

The externship lasts 160 hours.

- Weekly schedule: 40 hours per week for 4 weeks, part-time if applicable, for 20 hours per week or more
- Rotation through different medical settings within the Doctors' offices, medical clinics, urgent care, or Hospital outpatient clinics.

3. LEARNING OUTCOMES:

By the end of the external work-based experience, students should be able to:

- Accurately fill prescriptions with the doctor's approval
- Maintain patient records and manage inventory
- Calculate and draw up medications
- Assist in the administration of injections and immunizations
- Perform venipuncture (phlebotomy)
- Demonstrate proficiency in medical software and technology
- Communicate effectively with patients and healthcare professionals
- Apply medical law and ethics in your daily practice

4. INSTRUCTIONAL METHODS

- Supervised hands-on practice
- Observation and shadowing of the preceptor medical assistant assigned to them
- Case studies and problem-solving exercises
- Regular feedback and performance evaluations
- Personal Reflective journaling

5. ASSESSMENT METHODS

- Weekly performance evaluations by site supervisors
- Competency checklists for specific skills
- Student self-assessments
- Portfolio of completed tasks and projects
- Obtaining Certification from NHA

6. SITE REQUIREMENTS

- Licensed and accredited medical practices
- Qualified preceptors (licensed physicians or experienced medical assistants)
- Adequate space and resources for student learning
- Commitment to providing a variety of learning experiences
- Provide networking experiences
- Assist in developing students' soft and professional skill sets

7. STUDENT RESPONSIBILITIES

- Adhere to site policies and procedures and/ or code of conduct
- Maintain patient confidentiality
- Complete all assigned tasks and projects

- Participate in all learning activities
- Seek feedback and continuously improve performance
- Maintain a professional appearance and attitude

8. PROGRAM COORDINATOR RESPONSIBILITIES

- Establish and maintain relationships with practice sites
- Ensure compliance with accreditation standards
- Monitor student progress and address any issues
- Facilitate communication between the program and practice sites
- Conduct site visits and evaluations.

Related Instruction

- Weekly visit with the instructor.
- Turn in weekly hours.
- Instructor makes site visits.
- Student examinations are conducted with the extern.

9. CONCLUSION

The ABC Adult School work-based instructional plan provides a comprehensive framework for medical assistant clinical students to gain practical experience and develop essential skills. By integrating classroom knowledge with real-world practice, students will be well-prepared for successful careers in the medical field. They will be equipped to pursue further education, such as LVN or RN, with confidence in their abilities.

ANNUAL REVIEW/REVISION

Date	Administrator; Confirming Plan Review/Revision
8/7/2025	<i>Jeff Heilig</i>
8/13/2026	<i>Jeff Heilig</i>

