

# Guidelines to effective externships

<p><b><u>General requirements for externship sites</u></b>  <i>V.B.4.b. A program has clinical experiences to meet its goals and objectives.</i></p>	<p>Clinical experiences are available for all enrolled students as they progress to that portion of the program. Students do not wait for sites and back-up sites are available to ensure that the educational process is continuous. If any clinical experience may occur beyond a customary and usual commuting distance to the location where the student receives the remainder of the program instruction, students are informed and agree in writing to the arrangement prior to enrollment.</p> <p><u>A monitoring plan exists to ensure that:</u></p> <ul style="list-style-type: none"> <li>i. Students are oriented to the facility and the daily routine of the facility.</li> <li>ii. Students initially observe activities and procedures and then begin to perform tasks and procedures.</li> <li>iii. A clinical externship includes assisting staff members with daily tasks, while under the supervision of staff.</li> <li>iv. As their externship experience progresses, students move into an array of different tasks and procedures. Student case logs or check lists are maintained to ensure a variety of tasks performed.</li> <li>v. Students do not replace or substitute for existing staff while participating in clinical externships.</li> <li>vi. There is a system in place by which completed externship hours are monitored by the student, on-site supervisor, and externship coordinator to ensure that all requirements are met.</li> </ul>
<p><b><u>Supervision and evaluation of externship experiences</u></b>  <i>V.B.4.c. Supervision and evaluation of student performance is provided during the clinical experiences.</i></p>	<p>An individual employed by the institution who meets the minimum qualifications of program faculty member is responsible for ensuring and documenting oversight and evaluation of students while on clinical experiences and is in regular contact with sites.</p>
<p><b><u>Externship agreements</u></b>  <i>V.B.4.a. External clinical experiences are available to serve the diverse needs of a program(s). (for applicable programs)</i></p>	<p>Prior to initial assignment of students to an a clinical experience site, a documented evaluation by an individual with background in the discipline is made to ensure that a viable environment exists for an effective learning experience and provides an opportunity for students to demonstrate required competencies.</p> <p>A program administrator maintains current, signed clinical affiliation agreements for all active clinical experiences.</p>

<p><b><u>Documentation/evaluation of externship activities</u></b>  <i>V.J.2. A program maintains records of externship and clinical site evaluation of student performance during externships and external clinical experiences.</i></p>	<p>Supporting documentation is easily accessible and readily available.          Externship site evaluations include a critique of students' knowledge and skills upon completion of their in-school training and reflect how well the students are trained to perform their required tasks. They include an assessment of the strengths and weaknesses, and proposed changes, in the instructional activities for currently enrolled students. The sites also evaluate the responsiveness and support provided by the designated school representative, who visited the site and remained in contact with the site throughout the duration of the students' externship.</p>
<p><b><u>Medical Assistant Program Requirements</u></b></p>	<p>Clinical externships include placement at a facility that performs various types of activities that will expose the student to the necessary skills required of the profession and includes a minimum of 160 clock hours.</p>
<p><b><u>Medical Laboratory Technology Program Requirements</u></b></p>	<p>At least 800 hours in combined clinical and laboratory experience, including a minimum of 400 hours in an externship environment.</p>
<p><b><u>Surgical Technology Program Requirements</u></b></p>	<p>The program complies with the Core Curriculum and meets stated program objectives and competencies. While the desire for degreed surgical technologists has become more widespread, normally, a minimum of 1,100 clock hours, including a 500 clock-hour externship, is required for program completion.</p>
<p><b><u>Dental Assistant Program Requirements</u></b></p>	<p><b><u>DAI:</u></b>          Externship sites include placement at a facility that performs various types of activities that will expose the student to the necessary skills required of the profession. Minimally the externship includes 160 clock hours. In all cases, the externship site used is properly approved and regulated.  <b><u>DAII:</u></b>          DAII programs are required to offer a minimum of 300 clock hours for externships.</p>