

# Medical Assisting Externship



Bangor, ME  
1010 Stillwater Ave.  
Bangor, ME 04401

*Building futures one student at a time.*

## General Educational Objectives of the Externship Program

NTI's Clinical Externships strive to help develop in students the art of clinical practice by teaching skills and values, and by engaging students fully with the intellectual, pragmatic, ethical, and personal issues that arise in the practice of medicine. The Externship experience can help students accomplish these goals in at least the following ways:

### **Learning about personal professional development**

The externship experience tends to build student confidence, increase clarity of career goals, and add to the understanding of strengths and weaknesses as medical professionals.

### **Improving specific skills**

Externship placements can help students develop skills such as analysis, organization, professionalism and communication.

### **Increasing insight into the legal system**

Externship students often gain a more integrated and critical understanding of a medical practice. This result is aided by thoughtful critical observation of on site supervisors, and other personnel performing their jobs, and by discussing these observations with supervisors.

### **Developing a sense of professional responsibility:**

Direct responsibility for clinical work, and guidance by the on-site supervisor, provide powerful lessons in professional responsibility.

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- *What you achieve or fail to achieve in your time is directly related to what you do or fail to do.*
  - *Winners meet life's challenges head on, knowing there are no guarantees, and give it all they've got.*
  - *If you aren't willing to work for your goals, don't expect others to.*

## **Guidelines for a Successful Externship Experience**

- **ALWAYS** be on time. Call as far in advance as possible if you are going to be late.
- **NEVER** ask to leave early.
- If you are unsure about a task or procedure that you are asked to perform, don't be afraid to ask your supervisor for clarification before you attempt to perform it on your own.
- Never ask questions in front of the patient – speak to your supervisor beforehand or ask to speak with them away from the patient.
- It is better to ask questions than to make mistakes.
- Your supervisor and other staff members know that you are in an entry-level role and expect you to ask questions.
- Be cooperative and pitch in.
- Stay busy! There are always jobs to be done and you're going to get out of this experience what you put into it.
- Never address the doctor/supervisor/staff by their first name.
- Always call the office if you can't be there when they expect you and explain why. Also be sure to let someone at NTI know.

***Remember that your externship supervisor will be a VERY important person when it comes to seeking employment as they will be providing you with a crucial reference. It is also possible that the externship site may have a job opening during your externship in the near future and will consider you a candidate depending on your success in the externship experience.***



## Externship Progress Report

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

Location: \_\_\_\_\_

1. List the procedures you observed during the week:
  
  
  
  
  
  
  
  
  
  
2. List the procedures/tasks you performed during the week:
  
  
  
  
  
  
  
  
  
  
3. Describe any procedures/tasks you didn't feel you had the proper training to perform:
  
  
  
  
  
  
  
  
  
  
4. Describe the benefit of your externship experience:

Number of hours at site: \_\_\_\_\_ Date completed: \_\_\_\_\_ Total hours: \_\_\_\_\_



## Externship Time Sheet

### Week 1

<i>Date</i>	<b>Day</b>	<b>Time In</b>	<b>Time Out</b>	<b>Total</b>	<b>Minus (lunch, breaks, etc.)</b>	<b>Total Worked</b>	<b>Cumulative Hours</b>
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	<b>WEEK TOTAL</b>						

### Week 2

<b>Date</b>	<b>Day</b>	<b>Time In</b>	<b>Time Out</b>	<b>Total</b>	<b>Minus (lunch, breaks, etc.)</b>	<b>Total Worked</b>	<b>Cumulative Hours</b>
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	<b>WEEK TOTAL</b>						



## Externship Time Sheet

### Week 3

Date	Day	Time In	Time Out	Total	Minus (lunch, breaks, etc.)	Total Worked	Cumulative Hours
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	<b>WEEK TOTAL</b>						

### Week 4

Date	Day	Time In	Time Out	Total	Minus (lunch, breaks, etc.)	Total Worked	Cumulative Hours
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	<b>WEEK TOTAL</b>						