



Please read then fill out the application to be considered as a clinical site.

Please note:

- Practice managers play a big role in the success of the student by managing, coaching and mentoring students since there is not an onsite Collin College Program Manager.
- Students are directed to stay contact with the central point of contact and the Program Manager for any issues.
- Practice Managers can call me with any questions, concerns or feedback.

Clinical site criteria:

- Clinic agrees the goal of externship is student education first and filling a job second.
- Clinical site must provide exposure to 1/2 of the "Essential Job Functions" listed on the CMA Skills Competency Checklist: <http://www.collin.edu/ce/information/CMA%20-%20Skills%20Competencies.pdf>
- Must have a central point of contact for Collin College students and Health Sciences Program Manager.
- Must provide a mentor(s) "joined at the hip" for the student to shadow / consult with throughout the externship.
- Must provide student documented training for skills they are asked to do outside of their scope of practice.
- Clinic is in good standing with the Texas State Medical Board and a registered entity with the state of Texas.

Next steps:

- Applications are reviewed bi-monthly. Application is not affiliation.
- If accepted as a clinical site, a clinical site agreement is required by the college.

Student requirements to be signed off by the clinical site:

- **Skills competency checklist** (clinical positions only. None for administrative positions)
 - Clinical student provides self-assessment to clinical site during interview. This gives you an idea of areas to concentrate on.
 - A final assessment from you with same skills competency checklist is required to show areas of improvement.
 - We ask students to seek opportunities to get "checked off" on their skills competencies during their stay with you.
 - Checkmarks can be received for observing; discussing or performing ½ of the outlined "essential job functions"
- **Weekly time sheet**
 - Verify accuracy of recorded hours via your signature.

While we work towards the goal of you finding a great employee, the first priority in this partnership is providing a clinical experience that supports learning in an environment that will help them hone their skills. We do not solicit paid externships.

Respectfully,

Lynn Wilson, Program Manager
lhunterwilson@collin.edu
F: 972-985-3782

Collin County Community College District - Court Yard Center
Health Sciences Continuing Education

Practice Manager Initials: _____(printed) Date: _____



Clinical Site Data Sheet

Extern students desired:

- Billing
- CMA
- Coding
- EKG

- Phlebotomy Technician
- Health Unit Coordinator
- Pharmacy Technician
- Medical Front Office

- Patient Care Technician
- RN Refresher
- Veterinary Assistant

Clinical Site Information

Primary Physician(s) of site: _____

Site Name: _____

County the site is located in: _____ Specialty: _____

Physical Address: _____

City: _____, TX Zip: _____

Site Main #: _____ Fax #: _____

Web address: _____

Site Contact Information

Primary Student Contact: _____ Title: _____

E-mail: _____ Phone#: _____

2nd Contact Name: _____ Title: _____

E-mail: _____ Phone#: _____

3rd Contact Name: _____ Title: _____

E-mail: _____ Phone#: _____

Hours / Days of Operation:

M – TU – W – TH – F _____ to _____ Sa _____ to _____

Office use only

Contract Date	Notes

Practice Manager Initials: _____ (printed) Date: _____



CLINICAL SITE QUESTIONS

1. What is the dress code for a student interview?

2. Does your practice have the capacity to place two students in different roles at one time (ie: Medical Secretary AND CMA)? If yes, what two roles?

3. Does your practice have the capacity to place multiple students in the SAME role? If yes, what role?

4. Are you seeking someone to fill a job right now?

5. Please list the ESSENTIAL job functions you have for the requested student extern(s)?

6. Please list the SPECIALITY job functions you have for the requested student extern(s)?

Practice Manager Initials: _____ (printed)

Date: _____



STUDENT ASSIGNMENT

Students are only eligible for externship assignment once they have completed the following:

1. All required hours of classroom training and externship prerequisites.
2. Background check
3. Drug screen
4. Enrollment into Externship with purchase of liability insurance

When students are assigned to you:

1. The student receives an e-mail with a date / time / location of externship interview and is directed to send a resume to the clinical site contact.
2. The clinical site contact is included on the email.
3. Working directly with the student, dates and times of interview can be adjusted once the student sends their resume and makes contact with you.
4. Notify me of any changes you and the student make via email.
5. Notify me once you have the interview and are prepared to either extend the externship position or decline the student for placement.
6. If you decline a student for placement, written feedback is requested so that I can coach them to improve.

Continuing Education Health Sciences resources available to clinical sites:

- CEHS home page: http://www.collin.edu/ce/courses_ahealth.html
- CEHS call for clinical sites: http://www.collin.edu/ce/courses/clinical_sites.html
- CEHS How to host a student for externship - Orientation: http://www.collin.edu/ce/courses/Info/Clinical_Site_Orientation_Agenda.pdf

Statement of understanding

I have read and understand all of the policies and procedures as outlined in this document.

I am aware a clinical site representative’s signature must be on the weekly time sheet required by Collin College.

_____ For sites hosting CLINICAL STUDENTS: I understand a final evaluation using the skills competency checklist (clinical students) is required to be filled out by the supervisor and turned into Collin College upon student completion of required hours.

_____ I am aware my clinical site could be visited by the Collin College Program Manager for a quality assurance review if students complain of substandard practices.