### Expanded Statement of Institutional Purpose

#### MISSION STATEMENT:

UAF CTC mission is: "Alaska’s quality choice for workforce development, academic preparation, lifelong learning and building community”.

The Allied Health Mission is: “To provide academic, clinical, administrative, and professional skills that will prepare graduates for employment in entry level positions in the healthcare field. This will afford the student the opportunity to obtain the credentials to advance in their field.”

#### GOAL STATEMENT:

To provide the student with the cognitive (knowledge) psychomotor (skills) and affective (behavior) job skills required for entry level employment as a medical assistant in a physician’s office or ambulatory care center.

### Intended Objectives/Outcomes

- **Knowledge and Mastery of Competencies**
  - HTLH F 132 and F234
  - Administrative Procedures I & II
  - HTLH F142 and F244: Clinical Procedures I & II
  - Students will pass 100% of the skills (competencies) with an 80% or above
    - 100% of the skills (competencies) will be taught, assessed and passed by the students with an 80% or above received as required by the Medical Assisting Education Review Board.

- **Students who complete a Medical Assisting Certificate will possess the skills and knowledge to gain employment in a healthcare provider’s office or ambulatory care center.**

### Assessment Criteria and Procedures

- **Skills are identified on course schedule; skills are demonstrated, practiced and assessed by the instructor.**
- **Final test of skills by instructor includes evaluation and documentation on checklist, in each of the following subject areas: written and oral communication, and demonstration of each step in all competencies (skills).**
- **Students who complete a Medical Assisting Certificate will possess the skills and knowledge to gain employment in a healthcare provider’s office or ambulatory care center.**
- **Graduate survey completed with the following areas addressed:**
  - **Cognitive skills**
  - **Psychomotor skills**
  - **Affective skills**
    - Rated on a scale of 1 to 5 (High)

### Implementation (what, when, who)

- Instructors observe and record assessment on a competency specific checklist for each competency for every student in the four courses.
- Instructors observe demonstration of competencies, record on checklist, review results, and implement changes as needed. If any student receives less than 80% on competency, student can practice and re-test. If remains less than 80%, MA Program Director will be notified with possible recommendation to withdraw student.
- Graduate and Employer surveys conducted in August and March by the Allied Health Administrative Assistant. The survey will evaluate for any areas of weakness (less than a 3). Faculty will analyze the results of the survey and recommend appropriate curriculum changes as needed to the Medical Assisting Program Director.
- Program Evaluation:
  - Graduates will sit for and pass the National Certification Examination for Medical Assistants.
  - 80% of students taking the National Certification Examination for Medical Assistants pass the examination.
- Pass rates will be updated annually by the Allied Health Administrative Assistant and analyzed by the Medical Assisting Program Director.
Industry Partners who hire UAF CTC graduates are satisfied with the skills and knowledge the graduate possess after graduating from the UAF CTC Medical Assisting program.

Provide an environment conducive to learning not only the didactic knowledge but also the psychomotor skills necessary to sit for and pass the National Medical Assisting examination and find employment in the healthcare field.

| Industry Partners who hire UAF CTC graduates are satisfied with the skills and knowledge the graduate possess after graduating from the UAF CTC Medical Assisting program. | 50% of Students will apply for and sit for the National Certification Examination | less than the 80 %, a review of the curriculum will be completed with MA faculty and changes identified and implemented. Certification Examination will be discussed and application information available to all students. |
| Identify a clear pathway for students to complete Medical Assisting Certificate in a timely manner. | 80% of students in Fall 2015 cohort will complete by Summer 2016 and apply for graduation. | All cohort students will be advised of remaining classes and educated on how to access Degree Works. MA Program Director will verify degree awarded in August 2016 and compute % of those awarded from the Fall 2015 cohort. Analyze data and implement changes. |

12/4/15