

UNIVERSITY OF ALASKA FAIRBANKS
UAF Community and Technical College

Student Learning Outcomes Assessment Plan

Medical Assistant, Occupational Endorsement
Date: 10/2/2023

Expanded Statement of Institutional Purpose	Intended Objectives/Outcomes	Assessment Criteria and Procedures	Implementation (what, when, who)
MISSION STATEMENT: UAF CTC mission is “Alaska’s quality choice for workforce development, academic preparation, lifelong learning and building community.” ALLIED HEALTH DEPARTMENT MISSION: To provide academic, clinical, administrative, and professional skills that will prepare graduates for employment in entry-level positions in the healthcare fields. This will afford the student the opportunity to obtain the credentials to advance in their field. PROGRAM GOAL STATEMENT: To provide academic, clinical, administrative and professional skills that will prepare students for employment in entry-level positions in the physician offices and ambulatory healthcare settings. This program will afford the students the opportunity to master the job skills necessary to advance in the medical field. Industry partners who fires UAF CTC graduates are satisfied with the graduates’ skills and knowledge after graduating from the UAF CTC Medial Assisting occupational Endorsement.	Knowledge and Mastery of Skills required to work in Medical office. Students will learn the skills required in the following: MA F144 Administrative Procedures MA F142 and F244 Clinical Procedures I & II Students will pass 100% of the required skills with an 85% or above 100% of the skills will be taught, assessed and evaluated by the instructors. Students will pass 100% of the skills with an 85% or above,	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 for each student.	Instructors observe and records assessment on a competency specific checklist for each skill for every student in the three courses. Instructors overserve demonstration of skills, record on checklist, review results and implement changes as needed. If any student receives less than 85% on and skill, the student can practice and retest. If score remains less than 85% MA Program Director will be notified with possible recommendation to withdraw student.
	Students will possess the skills and knowledge to gain employment in a health 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)	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 need to the Medical Assisting program Director.

Submitted by: Zena Kirkland and Cathy Winfree
