

## Outcome Assessment Plan and Results for degrees or certificates

### AAS or Certificate: **Medical Assisting Certificate 2023-24**

1. Outcome	2. Criteria or Target	3. Measurement Tool (course and assignment)	4. When/how and by who analysis of assessment will be accomplished	5. Program Assessment
<i>Students who complete this certificate of completion should be able to:</i>				
<p>1. Communicate effectively with persons through the use of verbal and non-verbal skills, written abilities, active listening, and information technologies within ambulatory care settings.</p>	<ul style="list-style-type: none"> <li>● 70% of students will achieve an average of 4.0-5.0 on the clinical evaluation sheet</li> <li>● 70% of students will achieve an average of 4.0-5.0 on the administrative evaluation of Student Tool</li> </ul> <p>Externship:</p> <ul style="list-style-type: none"> <li>● 100% of students will achieve an average of <math>\geq 3.0</math> on their extern ratings</li> </ul>	<p>MA270 Administrative Evaluation of Student Tool</p> <p>MA270 Clinical Evaluation of Student Tool</p>	<p>Administrative Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Clinical Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Externship: In addition to the above, during regularly scheduled meetings with the student during externship, the Program Coordinator will evaluate the students</p>	

<p>2. Integrate the principles of mathematics and scientific knowledge with administrative and clinical medical assisting practice</p>	<ul style="list-style-type: none"> <li>70% of students will achieve an average of 4.0-5.0 on the clinical evaluation sheet</li> <li>70% of students will achieve an average of 4.0-5.0 on the administrative evaluation of Student Tool</li> </ul> <p>Externship:</p> <ul style="list-style-type: none"> <li>100% of students will achieve an average of <math>\geq 3.0</math> on their extern ratings</li> </ul>	<p>MA270 Administrative Evaluation of Student Tool</p> <p>MA270 Clinical Evaluation of Student Tool</p>	<p>Administrative Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Clinical Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Externship: In addition to the above, during regularly scheduled meetings with the student during externship, the Program Coordinator will evaluate the students</p>	
<p>3. Demonstrate the ability to meet patients' needs as a mature, adaptable person and member of the medical assisting profession.</p>	<ul style="list-style-type: none"> <li>70% of students will achieve an average of 4.0-5.0 on the clinical evaluation sheet</li> <li>70% of students will achieve an average of 4.0-5.0 on the administrative evaluation of Student Tool</li> </ul> <p>Externship:</p> <ul style="list-style-type: none"> <li>100% of students will achieve an average of <math>\geq 3.0</math> on their extern ratings</li> </ul>	<p>MA270 Administrative Evaluation of Student Tool</p> <p>MA270 Clinical Evaluation of Student Tool</p>	<p>Administrative Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Clinical Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Externship: In addition to the above, during regularly scheduled meetings with the student during externship, the Program Coordinator will evaluate the students</p>	

<p>4. Think creatively and critically in the identification, analysis, and resolution of problems, issues, truth claims, and ethical issues.</p>	<ul style="list-style-type: none"> <li>70% of students will achieve an average of 4.0-5.0 on the clinical evaluation sheet</li> <li>70% of students will achieve an average of 4.0-5.0 on the administrative evaluation of Student Tool</li> </ul> <p>Externship:</p> <ul style="list-style-type: none"> <li>100% of students will achieve an average of <math>\geq 3.0</math> on their extern ratings</li> </ul>	<p>MA270 Administrative Evaluation of Student Tool</p> <p>MA270 Clinical Evaluation of Student Tool</p>	<p>Administrative Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Clinical Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Externship: In addition to the above, during regularly scheduled meetings with the student during externship, the Program Coordinator will evaluate the students</p>	
<p>5. Practice medical assisting within the standards and guidelines of medical assisting program accreditation and medical assistant certification standards.</p>	<ul style="list-style-type: none"> <li>70% of students will achieve an average of 4.0-5.0 on the clinical evaluation sheet</li> <li>70% of students will achieve an average of 4.0-5.0 on the administrative evaluation of Student Tool</li> </ul> <p>Externship:</p> <ul style="list-style-type: none"> <li>100% of students will achieve an average of <math>\geq 3.0</math> on their extern ratings</li> </ul>	<p>MA270 Administrative Evaluation of Student Tool</p> <p>MA270 Clinical Evaluation of Student Tool</p>	<p>Administrative Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Clinical Evaluation of Student Tool to be assessed by facility preceptor</p> <p>Externship: In addition to the above, during regularly scheduled meetings with the student during externship, the Program Coordinator will evaluate the students</p>	

Submitted by: Mimi Pentz

Date: 11/20/2023

Plans to be submitted to Title III Academic Assessment Coordinator ( kbooth@cgcc.edu ) by Nov 15 of academic year being assessed

Results to be submitted to Academic Assessment Coordinator (kbooth@cgcc.edu ) by June 30<sup>th</sup> the following academic year being assessed