

Student Academic Achievement Committee (SAAC) Standardized Report Form

INTRODUCTION

Program /Discipline Title Health Unit Coordinator-Certificate Program
Time Period: Fall 06, Spring 07, Summer 07 The Exit Competencies were measured Sp 07 and the data reported in this report.
Program goals, objectives, and/or mission: Each human being has dignity and worth with physical, emotional, ethnic and social needs. The Health Unit Coordinator education is concerned with the guidance of the students and the development of knowledge, skills, and attitudes necessary to function as a Health Unit Coordinator. Theoretical concepts learned are applied through planned experiences to help meet the educational needs of the student. Individual counseling and supervision is directed toward helping the student reach optimum potentialities. Each individual is encouraged to continue development of knowledge and skills after completion of the program and to identify short term and long term goals.
Exit Competencies: <ol style="list-style-type: none">1. Read, interpret, and correctly transcribe doctors' orders for patients using computer software or a paper system.2. Perform clerical duties related to the patient's chart and HUC procedures for admission, transfer, and discharge of patients.3. Employ effective verbal, nonverbal, and written communication skills.4. Illustrate professional and ethical behaviors, exercising confidentiality in the performance of HUC duties.5. Demonstrate the principle of teamwork in interactions with health care personnel, patients, and families.
Core Competencies: Teamwork Listening from the Communication rubric

RESULTS

Introduction and discussion of assessment efforts:

The Health Unit Coordinator is the professional responsible for managing non-clinical activities of patient care areas in health care facilities. The Health Unit Coordinator must possess the technical knowledge and skills necessary to transcribe physician’s orders accurately for the plan of care for the patients.

Assessment is a critical component to assure that the students have the knowledge and skills needed to correctly transcribe the physician’s orders for the patients.

Assessment Plan (Who, what, when and how assessment took place):

HUC 1010T/L – assessment of Exit competency 1 was accomplished with the Transcription Exercise for Points and the Final Transcription Exam, this a set of doctors orders that the students must transcribe and is graded by the Program Director and Instructional Technician..

HUC 1090 – the Clinical Evaluation Tool assessed all Exit competencies during the clinical experiences and is completed by the HUC Clinical Instructors with input from the Preceptors assigned to the students. The Teamwork and Listening rubric were also completed by the Clinical Instructors with input from the Preceptors, during the clinical experience.

Exit Competency Results:

Assessment of the data demonstrated the Job Corp students needing more instruction on correctly transcribing MD orders (Level 1 and 2); maintaining ethical and legal standards (Level 2); and demonstrating the principle of teamwork, professionalism, conflict resolution, exchange and assimilation of ideas and feedback (Level 2). The SVC class had a (Level 2) on teamwork; exchanger and assimilation of ideas. Level 3 indicates “good to graduate” and level 4 indicates “exemplar performance”.

Core Competency Results:

Teamwork-the Job Corp students had Level 2’s in professionalism, conflict resolution, exchange and assimilation of ideas, and feedback. The SVC class had a level 2 in exchange and assimilation of ideas.

Listening-the Job Corp students demonstrated a Level 2 in content assimilation and responsiveness. Level 3 indicates “good to graduate” and level 4 indicates “exemplar”.

Discussion of changes in support of student learning for PAST year based upon your assessment results:

The assessment results indicate that the learning outcomes for the HUC Program are being met and exceeded. The program will continue to be offered with the current curriculum and learning objectives for the next assessment cycle.

Discussion of proposed changes in support of student learning for COMING year based upon your assessment results:

The assessment results indicate that more instruction is needed on correctly transcribing MD orders, maintaining ethical and legal standards and demonstrating the principle of teamwork. A success strategy will be included in each lesson plan to focus on attention to detail, professionalism, teamwork, conflict resolution, ethics, HIPAA and confidentiality. The results of this will be analyzed in the next assessment cycle.

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Plans for assessment of all Core Competencies

NA

DATA

What tools did you use to measure the Exit Competencies?

Transcription exercise for points, transcription final, clinical evaluation tool, listening component from the communication core competency and teamwork core competency

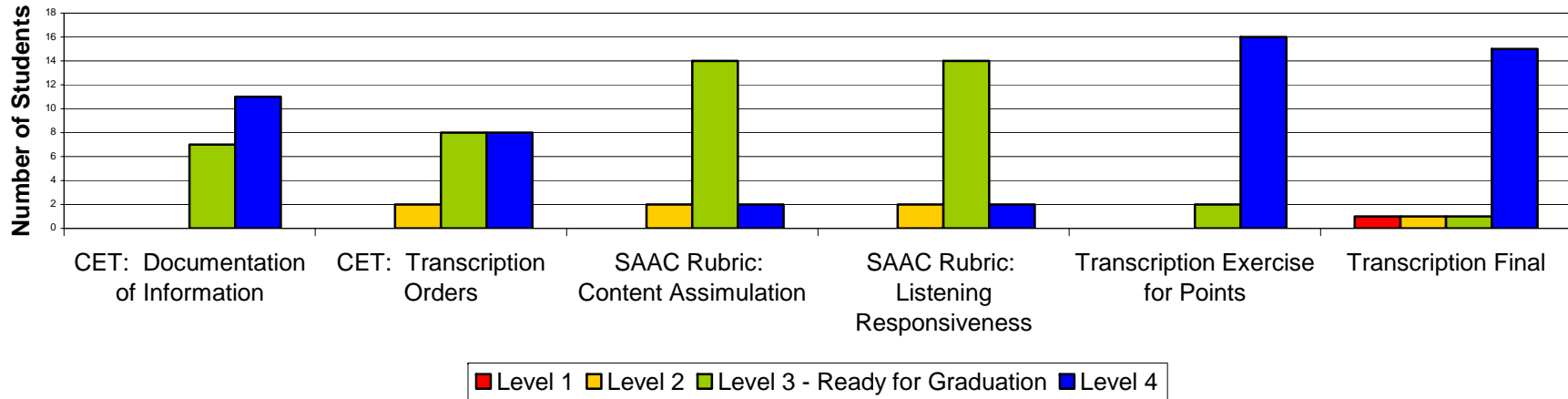
Please attach Core Competency Rubrics if modified.

Additional assessment results:

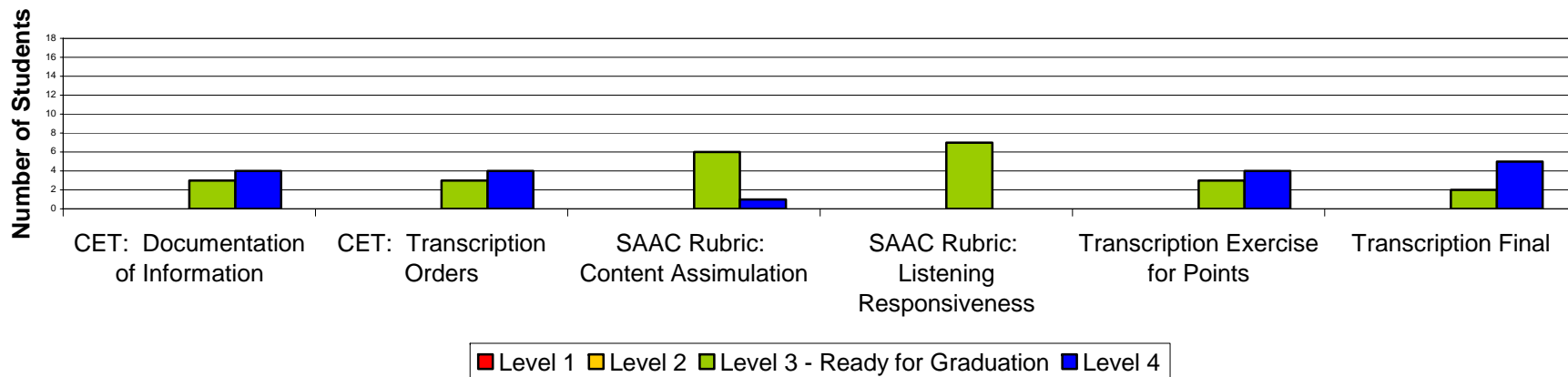
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Histograms of Exit Competency Results:

JOB CORPS: Read, Interpret and correctly transcribe doctor's orders for patients using computer software or a paper system.

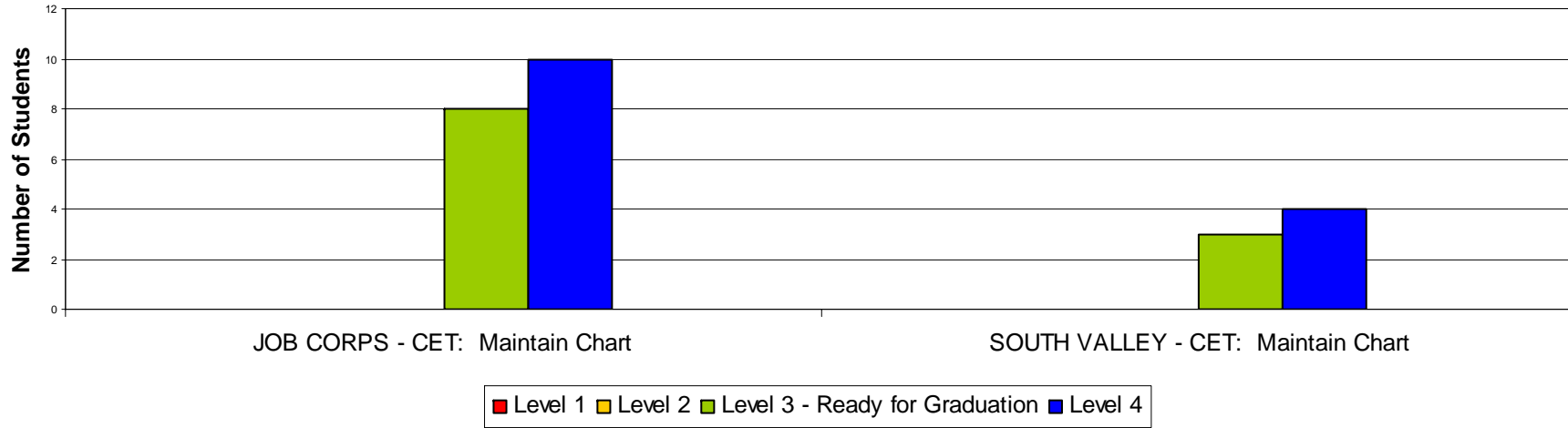


SOUTH VALLEY: Read, Interpret and correctly transcribe doctor's orders for patients using computer software or a paper system.



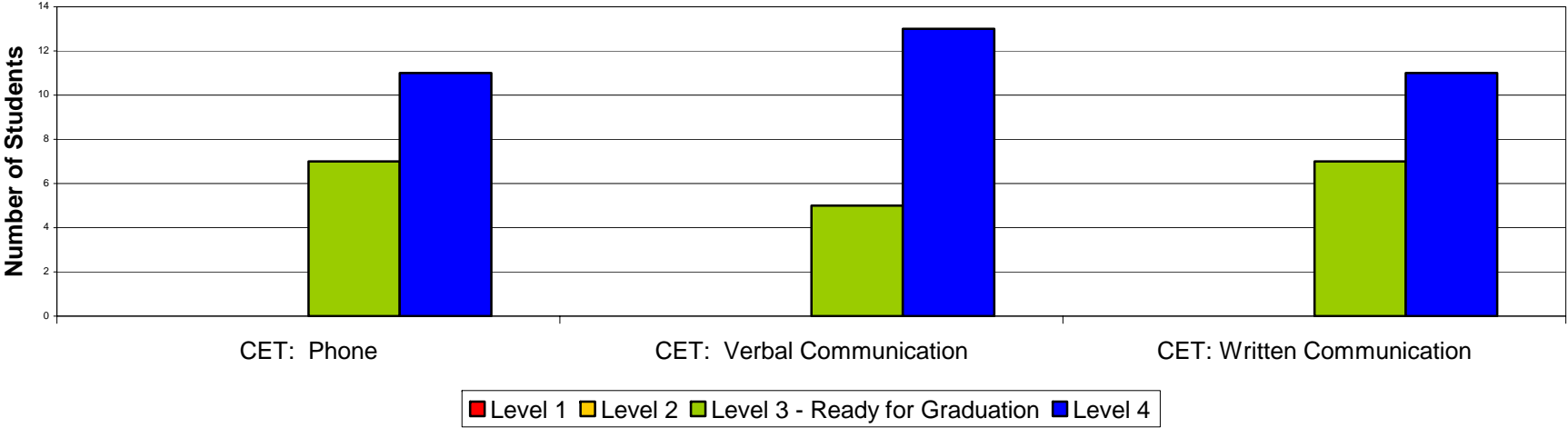
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Perform clerical duties to the patient's chart and HUC procedures for admission, transfer and discharge of patients

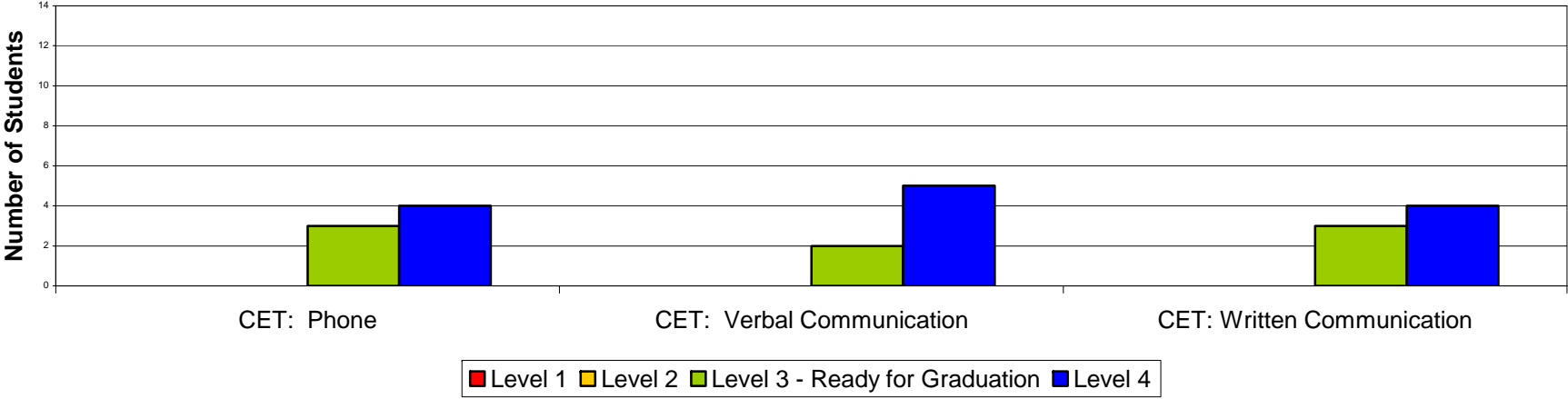


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JOB CORPS: Employ effective verbal, nonverbal and witten communication skills

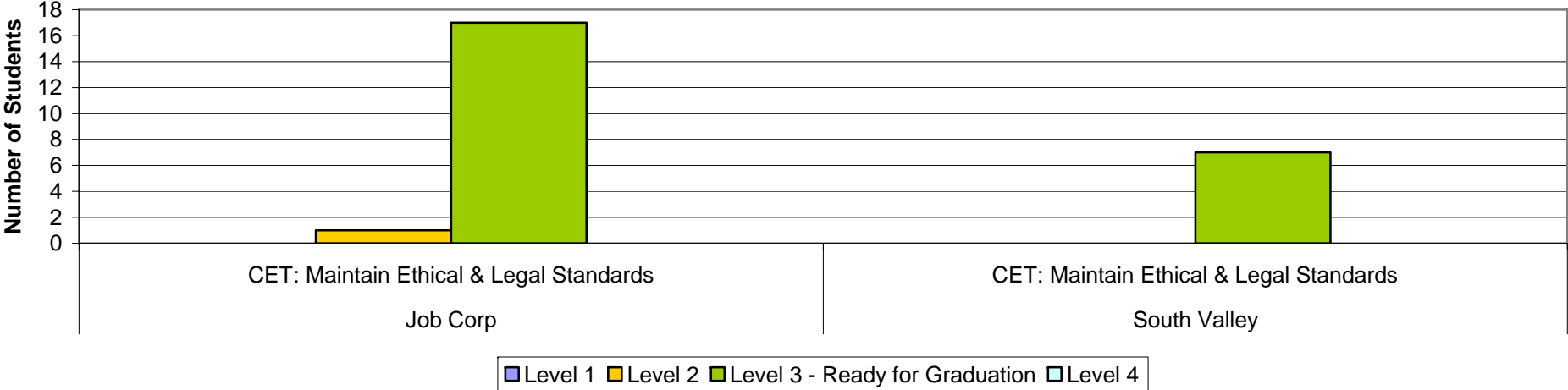


SOUTH VALLEY: Employ effective verbal, nonverbal and witten communication skills



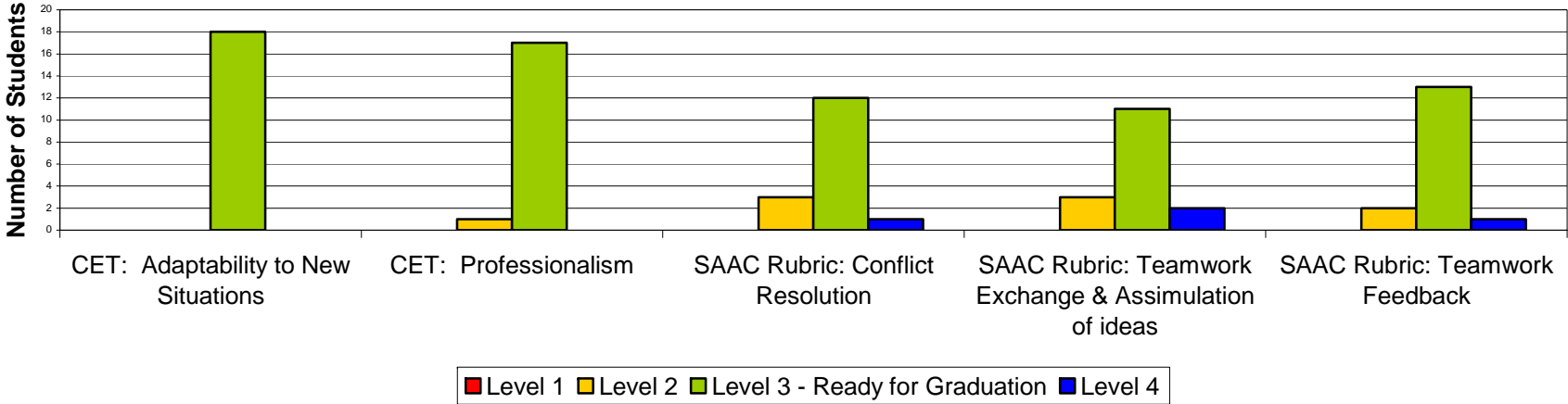
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Maintain Ethical and Legal Standards



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JOB CORPUS: Demonstrate the principal of teamwork in interactions with health care personnel, patients and families



SOUTH VALLEY: Demonstrate the principal of teamwork in interactions with health care personnel, patients and families

