

Assessment Guide

Program/Discipline: Health Records Technology Division: Family & Health Careers

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Part I: Determine Expectations (CONTENT to be assessed)

Process	Program or discipline response
List expected learning outcomes	Process, analyze & distribute healthcare information. Evaluate Health Record content for completeness and accuracy.
Identify where expected outcomes are addressed in the curriculum	Course outlines Syllabus On-going testing and assessing.
Determine methods and criteria to assess outcomes	Demonstrations Testing Examination
Describe level of expected performance	Certification standards of accrediting body.
Identify and collect baseline information	Results from previous year of certification exam results.

Part II: Determine Timing, Cohort(s), Assign Responsibility (PEOPLE assignments)

Process	Program or discipline response
Determine whom you will assess	Each student in HRT Program. Employer surveys Graduate srveys
Establish a schedule for assessment (Guideline: assess a maximum of 3 outcomes per year)	Students are assessed in December, March and June on a quarterly basis.
Determine who will interpret results	Faculty meets at least one time per quarter to discuss changes in curriculum, scheduling, and advising.

Part III: Interpreting and Sharing Results to Enhance Institutional Effectiveness (COMMUNICATION)

Process	Program or discipline response
Interpret how results will inform teaching/ learning and decision making	Changes to curriculum, cooperative education program, scheduling, advising, based on assessment results.
Determine how and with whom you will share interpretations	Division chairman, instructors, students, as appropriate, advisory committees.
Decide how your program or discipline will follow-up on implemented changes	Annual Report forms, review basis by the program coordinator.