

**SLO ARCHIVE**

Student Learning Outcomes for HTEC 96E

Business Office Clerk Externship

Team Members:

Team Leader:

Pat Hassel (8789) in HTEC

Other members:

1. Cassie Hanna (x) NURS
2. Pat Hassel (x8789) HTEC

Additional team members/notes about team:

Mary Lavin, Roberta Powers, Juanita Russell, Kathryn Atwood, Cathy Brown.

Additional Notes:

Outcomes:

Outcome 1 Phase I: Statement

Demonstrate proper Business Office Clerk techniques in the clinical environment.

Outcome 1 Phase II: Assessment Strategy Used:

Assessment Quarter: Winter 2011

Assessors:

Assessment Tools: • Supervisor's evaluations

Sections being assessed: 55F

Outcome 1 Phase III: Reflect & Enhance

Number of people involved in Phase III: 7

Changes:

Methods:

Supervisor's evaluations.

Findings and Conclusions:

All externs should achieve at least 80% on these evaluations. They did meet this expectation.

Enhancement (Planned Actions)**Part I:**

Due to supervisor request more proficiency checks will be added in preparation for externship.

Part II:

No additional resources are required to maintain this level of achievement.

Outcome 2 Phase I: Statement

Illustrate medicolegal principles and codes of ethics that must be considered in the daily operation of the clinical facilities.

Outcome 2 Phase II: Assessment Strategy Used:

Assessment Quarter: Winter 2011

Assessors:

Assessment Tools: • Supervisor's evaluations

Sections being assessed: 55F

Outcome 2 Phase III: Reflect & Enhance

Number of people involved in Phase III: 7

Changes:

Methods:

Supervisor's evaluations.

Findings and Conclusions:

All externs should achieve at least 80% on these evaluations. They did meet this expectation.

Enhancement (Planned Actions)**Part I:**

Due to supervisor request more proficiency checks will be added in preparation for externship.

Part II:

No additional resources are required to maintain this level of achievement.

SLO Created: 11/30/2010 Last Modified: 05/19/2011

