

## Student Learning Outcomes for HTEC 96B

*Medical Secretarial 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 Medical Secretary 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

