PET FORM
Planning and Evaluation Tracking
(2011-2012 Assessment Period)

Division of: **Health Sciences**

Person Responsible for this Division: **Bill Crawford**

Department of: **Medical Data Specialist**

Person Responsible for this Form: **Judy Massie**

Purpose Statement (With Last Updated Date): The Amarillo College Medical Data Specialist Program provides a curriculum and practicum that will graduate an educated, entry-level, multi-skilled individual who can be employed in a professional medical facility performing administrative and coding duties for the Amarillo and surrounding community medical professionals, therefore, enhancing the life of the graduate (Last Reviewed: Fall 2011).

Health Science Division Mission Statement: In keeping with the mission of Amarillo College, the Health Sciences Division mission is "to provide a comprehensive educational environment that will prepare the graduate to effectively engage in the daily challenges and responsibilities required of a competent entry-level Health Science Professional."

Division Philosophy states "Health Science education at Amarillo College adheres to the philosophy that a health science career is chosen and prepared for with a dedication of the student to the dignity and mental and physical well-being of the patient."

Goal Statement #1: **To provide students with the knowledge necessary for completion of a comprehensive exit examination of the Medical Data Specialist Program (AC Strategic Plan through 2015: Strategy 1.4).**

Strategic Plan 1.4 Align AC learning outcomes with THEBC outcomes which emphasize 21st century skills.

Outcome/Objective Statement
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):
After completion of MDCA 1264 or HITT 1266 Practicum courses, the students will demonstrate expertise by 70%, the knowledge necessary to pass the capstone exit examination during the summer semester (AC Strategic Plan through 2015: Task 1.4.1).

- Results (Provide Numbers and Percentages for Quantitative Data)
    - **2009-2010 Data:** Numbers = __4__ out of _4_ and Percentage =s _100%
    - **2010-2011 Data:** Numbers = __8 out of __9 and Percentage =s __89%
- Analysis
    - Provide Previous Data/Result Analysis
      (Include if benchmark was met and how results relate to outcome statement):
      Students(2009-2010) were successful and results were satisfactory.
- Improvements
    - List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
      With 100% passing the capstone in 2009-2010 no new improvements were made, however, students were provided with a review to prepare for the capstone examination and this review will be continued.

- o Evaluate Why Improvements Were Successful/Were Not Successful:
  students were successful in 2009-2010 and 8 out of 9 were also successful.
- o Provide the Budget Information Needed to Make Past Improvements (Cost/Details): N/A
- Recommendations/Actions for **2011-2012**
  - o Person Responsible (Who will complete the action?): Program Director and Student
  - o Action Plan: Continue to have a review for the students. One review will be an online review so the Program Director can see the student's weaknesses and another review will be face to face.
  - o Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    Summer 2012
  - o Budget Information Needed for Future Action (Cost/Details): N/A

Goal Statement #2: To guide the students toward the skills necessary for performing specific administrative and coding duties in various medical settings.

Outcome/Objective Statement
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):
After completion of specific Medical Data Specialist courses and evaluation from the practicum supervisor at the end of the program, the students will demonstrate proficiency by 80% in the performance of basic entry-level skills necessary for a Medical Data Specialist graduate.

- Results (Provide Numbers and Percentages for Quantitative Data)
  - o **2009-2010 Data:** Numbers = ___4___ out of __4__ and Percentage =s __100_%
  - o **2010-2011 Data:** Numbers = __9__ out of _9_ and Percentage =s __100_%
- Analysis
  - o Provide Previous Data/Result Analysis
    (Include if benchmark was met and how results relate to outcome statement):
    Students were successful and the results were satisfactory
- Improvements
  - o List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
    None at this time.
  - o Evaluate Why Improvements Were Successful/Were Not Successful:
    I believe that the students are successful because of the reinforcement and emphasis that the faculty places on these skills.
  - o Provide the Budget Information Needed to Make Past Improvements (Cost/Details): N/A
- Recommendations/Actions for **2011-2012**
  - o Person Responsible (Who will complete the action?): Program Director and Student
  - o Action Plan: Continue to mentor and guide students during the fall and spring semesters before the students enroll in the summer practicum course.
  - o Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    Summer 2012
  - o Budget Information Needed for Future Action (Cost/Details): N/A

Goal Statement #3: Students will be guided to demonstrate overall professionalism while performing all duties required of the Medical Data Specialist Graduate.

Outcome/Objective Statement
(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):
After completion of specific Medical Data Specialist courses and evaluation by the practicum supervisor at the end of the program, the students will demonstrate proficiency at a 75% level in the performance of basic entry-level professional skills necessary for a Medical Data Specialist graduate.

- Results (Provide Numbers and Percentages for Quantitative Data)
    - **2009-2010 Data:** Numbers = __4__ out of ____4__ and Percentage =s __100%__
    - **2010-2011 Data:** Numbers = __9__ out of __9__ and Percentage =s __100%__
- Analysis
    - Provide Previous Data/Result Analysis
      (Include if benchmark was met and how results relate to outcome statement):
      Student performance was found to be satisfactory by the practicum supervisors and program director.
- Improvements
    - List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
      None at this time
    - Evaluate Why Improvements Were Successful/Were Not Successful:
      Once again the students are successful because of the reinforcement and emphasis that the faculty places on these skills.
    - Provide the Budget Information Needed to Make Past Improvements (Cost/Details): N/A
- Recommendations/Actions for **2011-2012**
    - Person Responsible (Who will complete the action?): Program Director and Student.
    - Action Plan:
    - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    - Budget Information Needed for Future Action (Cost/Details):