

## I. MEDICAL ASSISTING PROGRAM DESCRIPTION

### A. PROGRAM PHILOSOPHY

#### Philosophy of Instruction

We believe:

- Each person has innate worth and is worthy of efforts to help him/her adapt to maintain equilibrium in his/her sociocultural environment.
- Each individual has rights worthy of respect and has responsibilities to self and to society.
- Education is a life-long process by which humans acquire knowledge, values, attitudes, and skills through instruction, study, observation, and/or experience.
- Students should be selected without regard to economic status, age, sex, race, color, religion or creed.
- The educational institution must: a. provide a learning environment that respects individuals and their rights, b. have a responsibility to assist each individual in developing toward their maximum potential.
- Entering students should have a capacity for learning that enables them to successfully complete the desired level in the program.
- Education should be based on sound vocational/technical principles and can and should be an interesting and rewarding experience.
- That each curriculum should be reviewed and/or revised to keep with the changing needs of the occupation, profession, and society.
- That curriculum should be competency-based and provide as much "hands-on" experience as possible.
- Teaching problem-solving and skills necessary for continued growth in the vocational/technical area is important.
- Curriculum should be designed to accommodate the learning styles, learning needs and career goals of students.
- Instructors should have a background in both education and experience and be a role model and a facilitator of learning.
- Instructors should participate in interaction in which both the instructor and student are learners.

### B. PROGRAM GOALS AND OBJECTIVES

#### Goals

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To maintain a Medical Assisting program consistent with the guidelines of the Commission for Accreditation of Allied Health Education Programs (CAAHEP), with Ohio statues and regulations for the college.
3. To maintain a Medical Assisting program that is up-to-date with the changing health care field.
4. To work with students, college, and community to provide a program that meets the needs of health care and the communities of interest.

## **Objectives**

1. Review literature, publications, and attend seminars that are health-related to maintain awareness of changes in the health care field and instructional/educational changes.
2. Review and revise the Medical Assisting curriculum on a regular yearly basis.
3. Review and revise the Medical Assisting program course syllabi on a regular yearly basis.
4. Maintain the scheduled meetings of the Medical Assisting Advisory Committee to gain information on local health care in order to incorporate this into the curriculum.
5. Survey practicum sites to gain input into the strengths and/or weaknesses of the Medical Assisting program and incorporate this information into the Advisory Committee and into curriculum review.
6. Maintain an active professional development program to keep staff abreast in current health care and in education/instruction.
7. Encourage participation in the Medical Assisting Student Organization (MASO) and in community projects that are health related. The student organization is governed by its membership with the approval of actions by the Faculty Advisor.