

Garnet Career Center
Ensure Objectives Are Current & Course Work is Qualitative and
Quantitatively Relevant
Medical Assisting Program
Process

Goals & Objectives

Garnet Career Center strives to implement a systematic process to document that the objectives and content of programs are current, as well as qualitatively and quantitatively relevant. The objectives and content of the program are established by the West Virginia Department of Education. The level of skills and/or proficiency required for completion, methods of program evaluation, and appropriate delivery formats for the subject matter are closely monitored by the department chair, faculty, and principal.

Overview:

1. Twice a year the Medical Assisting Program's advisory committee meets to review that the objectives and content of the program remain current with the area's industry. During these occupational advisory committee meetings, the industry members also review the coursework to evaluate that the program remains relevant with both quality and quantity.
2. At least twice a year, three bona fide potential employers review each program and recommend admission requirements, program content standards, length of program, course objectives, competency tests, learning activities, instructional materials and equipment, methods of evaluation and levels of proficiency required for completion, and also review the appropriateness of the delivery mode. Employee verification forms have been completed.
3. The occupational advisory committee members visit the program at least twice a year and have been instrumental in developing program changes, obtaining equipment, and securing donations from industry. They also review program textbooks, equipment, methods of instruction, content standards, length of program, course objectives, competency tests, resource materials, methods of evaluation, and skill levels required for completion. The committees provide feedback and make suggestions which are incorporated, as appropriate. The instructors have obtained required industry teaching and licensure certifications, and staff development ensuring they stay current with industry standards.

Personnel Responsible of Overseeing the Process

The Medical Assisting chair is responsible to oversee the qualitatively and quantitatively relevancy of the course content in the Medical Assisting program. The principal also monitors the program's content for relevancy.

Evaluation

The principal, Medical Assisting chair, and the occupational advisory committee review the systematic process to keep the objectives and content of programs current, as well as qualitatively and quantitatively relevant at intervals throughout the academic year.