**HEALTH INFORMATION MANAGEMENT PROGRAM**

**GOALS AND STANDARDS FOR PROGRAM ASSESSMENT**

| **Goal** | **Standard** | **Plan** | **Results** | **Response/ Corrective Action** | **Person Responsible** | **Time Frame** |
| --- | --- | --- | --- | --- | --- | --- |
| Graduates will demonstrate entry-level competencies | The program will have an 85% annual passage rate on RHIT exam | Students will be required to enroll for and pass a comprehensive review course prior to graduation. (HIM2263) | First Graduates May 2013 – not yet eligible to sit for exam | No plan at this time | Program Director | Annually |
|  | Mean scores on each section of the national certification exam will be above the national mean. | Review results of each section of national exam and compare to student results. | No eligible graduates until program is accredited. | Curriculum will be reviewed by CAHIIM prior to accreditation. Adjustments will be made based on feedback. | Director and responsible faculty | Every semester |
|  | 90% of Students will be ratedoverall “above average” by PPE supervisors on the “Supervisor evaluation of Student Performance” form. | Faculty/ instructor responsible for teaching clinicals will maintain close contact with PPE supervisors.Students will be required to obtain permission prior to enrollment in PPE courses. HIM Prereqs. must be completed as well as PPE (background check, immunization, etc) packets prior to enrollment. | Spring 2013 - 1 of 13 students received “average” ratings on PPE supervisors’ evaluations. 92% (12 of 13) received a rating of Above Average/ExcellentSummer 2013 – 100% received “Above Average” rating by PPE Supervisor. | Spring 2013 – 1. Discuss with PPE supervisors areas of weakness.2. Review course objectives to identify possible areas of weakness and revise where necessary.3. Discuss with student and correct actions that might be adverse to clinical outcomes.Summer 2013 – No action needed | Faculty assigned to PPE | Every semester |
|  | Upon employment 90% of students will be rated above average by employers.100% of graduates will receive favorable ratings (above average or better) from employers in all areas on the employer survey. | Annual surveys will be sent out to all employers one year after student graduation.Annual surveys will be sent out to all employers of grads, with the most recent being one year after graduation. | 8 students graduated May 2013. Surveys will be sent May 2014 | No plan of action at this time.No plan at this time. | Program DirectorProgram Director | AnnuallyAnnually |
| Curriculum will meet demands of AAS degree and RHIT credential. | HIM curriculum will be consistent with AHIMA model curriculum. | Review model curriculum. Await suggestions from CAHIIM Survey | None at this time | No plan at this time. | Program Director and FT Faculty | Annually |
| All core HIM courses are relevant and content is specific to entry level professionals. | Core Courses andPPE courses will have objectives that cover entry level competencies. | PPE experience will be evaluated by students and clinical supervisors via surveys. | Spring 2013 - >90 % of surveys were favorable by students and clinical supervisors.Summer 2013 – 100% of surveys were favorable | No plan at this time. | Program Director, PPE Faculty, and PPE Supervisors | Every semester |
|  | Didactic courses will be relevant to entry level competencies. | Didactic courses are evaluated by students via surveys.Didactic courses are referenced to Domains , Subdomains & Knowledge Clusters on syllabi. | >90% of courses graded satisfactory.Didactic courses are relevant to domains subdomains & knowledge clusters. | No plan at this time. | Program Director | Every semester |
| Attract and retain high-quality faculty who are committed to quality instruction and to the growth and development of the HIM program. | The program will have a full complement of qualified productive faculty to teach the majority of core HIM courses. | 1. Review semester load list report2. Review college annual evaluation documents. | 1. Loads are appropriate for faculty2. All faculty rated satisfactory by students. | No plan at this timeNo plan at this time | Program DirectorProgram Director | Every SemesterAnnually |
| Faculty members will be qualified to teach HIM curriculum and will demonstrate current knowledge in areas taught. | 100% of faculty will have relevant experience in teaching field and/or relevant credential. | Faculty resume/teaching/work experience will be evaluated to determine experience and/or credentials.Faculty will attend at least one professional development activity each year. | 100% of faculty were determined to be qualified to teach.All faculty attended at least one professional development activity. | No plan at this time.No plan at this time.. | Program DirectorProgram Director | AnnuallyAnnually |
|  | 100% of faculty will receive a minimum of a “satisfactory” rating from students in all areas of the students teacher evaluation survey. | Students survey of instruction form will be reviewed. | 100% of faculty received a minimum of a “satisfactory” rating on students evaluation of instruction survey. | No plan at this time | Program Director | Every semester |
| Curriculum will meet demands of business and industry for HIM profession. | HIM degree requirements will be consistent with the needs of the community | 1. Conduct graduate follow-up surveys on employers each year.2. Conduct annual advisory board meetings.3. Conduct formalized evaluations via surveys with PPE sites.4. Monitor PPE site supervisors’ evaluations of students performance at PPE sites. | 1. To begin May 2014.2. Advisory Board indicated complete satisfaction with curriculum.1. First surveys to be sent Spring 2014

4. Spring 2013 1 of 13 students were rated “average” or “Below Average”at PPE site.Summer 2013 – 100% of students rated “Above Average” | No plan at this timeNo plan at this timeNo plan at this timestudent was counseled.No Action needed | Program DirectorProgram DirectorProgram DirectorProgram Director & FT Faculty | AnnuallyAnnuallyAnnuallyEvery Semester |
|  | Technology capabilities will adequately support curriculum needs and will meet industry needs and standards. | 1. Informal (Verbal) survey of students. Formal survey in development stage.2. Evaluate hardware and software to determine adequacy.3. Assess expectations of PPE sites and employers via surveys to determine technology needs. | 1. Students indicated that not enough time was devoted to coding encoder and grouper.2. Campus Computer settings restricted V-Lab access.3. Surveys to measure satisfaction with technology in curriculum in the design stage. To be distributed at the end of spring 2014 | 1. New faculty (CCS) assigned to teach coding. Faculty to provide better student exposure to encoder via V-Lab.2. Computer adjustments/upgradecompleted. Program Director to seek additional V-Lab training.3. No plan at this time. | Program DirectorProgram DirectorProgram Director | Every semesterAnnuallyAnnually |
| **Courses will be evaluated individually on a rotating basis to determine effectiveness** |  | Full evaluation/revision of all courses planned - pre/post CAHIIM panal review and site survey. | TBD | None at this time | Program Director | Annually |