

**Program Name:** Medical Assistant  
**Program Number:** 31-509-1  
**Required DML:** Internship

**Student Name:**  
**MPTC Six-Digit Student ID #:**  
**Semester of Program Acceptance:**

**\*Choose only 1 or 2 artifacts per Learner Outcome to include in Assessment Portfolio.**

**Directions:** Your completed Assessment Portfolio is a requirement for graduation. Use this Worksheet as you gather artifacts for the required Direct Measures of Learning (DML) in your program. Use columns A and B to enter dates or titles of work that show evidence of your skills and abilities. In column C; use the following key to document the type(s) of evidence you will use to demonstrate growth and/or progress: 1 = Artifact from other coursework, 2 = Integrated in reflection, 3 = Draft or first effort at required DML, 4 = Other (specify). **Note:** These criteria will be used to verify your portfolio at the time of graduation.

	<b>A</b>	<b>B</b>	<b>C</b>
<b>SUGGESTED ARTIFACT*</b>	<b>Artifact Linked to Outcome</b>	<b>Reflection Statement</b>	<b>Evidence of Growth/Progress</b>
<b>EXIT LEARNING OUTCOMES</b>			
<b>Program Learner Outcomes</b>			
Assist with medication administration. <i>509-169 Clinical Procedures II</i>	Nutrition Education Assignment		
Assist in patient education. <i>509-166 Clinical Procedures I</i>	Administration of Eye Drops and Ointment Checklist		
Assist with patient history and physical examinations. <i>509-166 Clinical Procedures I</i>	Medical History Interview		
Assist with procedures, treatments and minor office surgery. <i>509-169 Clinical Procedures II</i>	Physical Exam Checklist		
Collect laboratory specimens. <i>509-169 Lab Procedures II</i>	Blood Collection Photo		
Perform bookkeeping procedures			
Perform diagnostic tests. <i>509-165 Lab Procedures I</i>	Urine Chemical Dipstick Assignment		
Perform medical office operational functions <i>106-154 Medical Office Procedures</i>			
Perform special accounting entries			
Process insurance claims <i>106-159 Commercial Medical Insurance</i>			
<b>General Education Learner Outcomes</b>			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-196 Oral / Interpersonal Communication</i>			
Apply psychological principles to personal and professional relationships. <i>809-199 Psychology of Human Relations</i>			
Determine the impact psychological and social factors have in shaping human behavior. <i>809-199 Psychology of Human Relations</i>			
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral / Interpersonal Communication</i>			

	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
<b>Elective OR Other Courses (course number and title)</b>				
<b>Core Abilities Indicate _____ Inventory and/or _____ Integrated</b>				
<b>Work Cooperatively</b>				
<i>Complete assigned tasks for team/group work.</i>				
<i>Use collaborative strategies to complete tasks.</i>				
<i>Exchange information, ideas, and opinions in a team/group setting.</i>				
<i>Show evidence of respect for diversity.</i>				
<b>Act Responsibly</b>				
<i>Complete assigned tasks according to prescribed deadlines.</i>				
<i>Complete assigned tasks according to prescribed criteria.</i>				
<i>Adhere to established attendance criteria.</i>				
<b>Value Self Positively</b>				
<i>Adapt hygiene and appearance to requirements of work and educational environment.</i>				
<i>Identify personal strengths and areas for improvement.</i>				
<i>Exchange information, ideas, and opinions in a team/group setting.</i>				
<i>Show evidence of respect for diversity.</i>				
<b>Think Critically and Creatively</b>				
<i>Distinguish between fact and opinion.</i>				
<i>Synthesize information from a variety of sources.</i>				
<i>Use problem-solving and decision-making strategies.</i>				
<i>Apply global perspective to decisions and actions.</i>				
<b>Communicate Clearly</b>				
<i>Use bias-free language.</i>				
<i>Use language that is free of obscenities.</i>				
<i>Apply listening skills.</i>				
<i>Apply standard rules of language structure including grammar, spelling, and punctuation.</i>				
<b>Work Productively</b>				
<i>Complete assigned tasks according to established conditions.</i>				
<i>Evaluate work using established criteria.</i>				
<b>Learn Effectively</b>				
<i>Use resources to meet learning needs.</i>				
<i>Organize information.</i>				
<i>Produce evidence of learning.</i>				