

BOARD POLICY R404, TECHNICAL EDUCATION PROGRAM ALIGNMENT AND INITIATIVE UPDATE

November 21, 2024



UTAH
SYSTEM OF
HIGHER
EDUCATION

STATUTORY REQUIREMENTS & STRATEGIC ALIGNMENT

Alignment with Utah Code 53B-16-105

(5) (a) The board shall:

(i) Identify technical education programs with common names, descriptions, lengths, and objectives; and

(ii) Within technical education programs, common course names, descriptions, length, and objectives allowing for customization of electives to meet regional industry demand.

(b) The commissioner shall appoint committees of faculty members from technical education committees to recommend aligned programs and course that will satisfy graduation requirements.

Supports the 2024-2027 Board Strategic Plan Goal:

“Align programs across institutions.”

OBJECTIVES & BENEFITS OF THE INITIATIVE

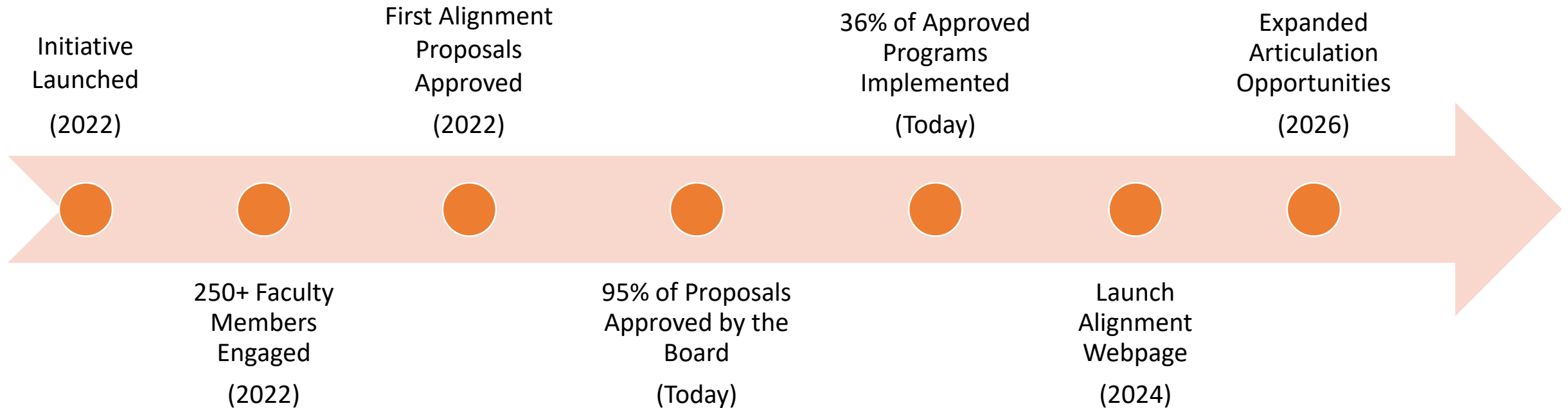
- Ensure employers statewide can consistently depend on graduates' knowledge and skills
- Streamline educational and career choices for students
- Ensure graduates are prepared for career entry and progression
- Expand pathways for educational and career growth
- Foster collaboration to strengthen curriculum to meet industry demands



TECHNICAL EDUCATION LANDSCAPE

- Stable Programming for Stable Occupations
 - Programs evolve gradually, ensuring long-term relevance
 - High alignment due to regulation and certification
 - Graduates are employable statewide
- Flexibility for Regional Needs
 - Electives can be adjusted anytime to address unique regional needs
- Responsiveness through Continuing Occupational Education
 - Supports rapid responses to emerging needs and incubates potential new programs

INITIATIVE PROGRESS



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— Program Name

Description:

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Required hours: 30 Hours

CIP Code: 22) LEGAL PROFESSIONS AND STUDIES.

Which institutions offer the program:

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Resources:

- [Lorem ipsum dolor \(PDF\)](#)
- [Sit amet, consectetur \(PDF\)](#)

+ Program Name

+ Program Name



Utah System of Higher Education
Medical Assistant
 FY2025 / 19 Credits (630 Clock-Hours)

Medical Assistant				
Institutions: Bridgerland, Davis, Dixie, Mountainland, Ogden-Weber, Salt Lake, Snow, Southwest, Tooele, Uintah Basin, USU-Eastern				
<i>Technical Certificate (Catalog Year: 2025, 19 Credits/630 Clock-Hours Required, CIP: 51.0801)</i>				
Foundational Courses (19 Credits/630 Clock-Hours)			Credits	Clock-Hours
TEMA 1010	Introduction to Medical Assisting		2	60
TEMA 1020	Medical Office I		2	60
TEMA 1030	Medical Office II		2	60
TEMA 1040	Anatomy and Physiology		4	120
TEMA 1050	Pharmacology		3	90
TEMA 1060	Clinical Procedures		2	60
TEMA 1900	Medical Assistant Externship I		2	90
TEMA 1910	Medical Assistant Externship II		2	90
Supplemental Courses				
<i>Bridgerland (9 Credits/270 Clock-Hours)</i>				
TEMA 1090	Emergency Preparedness		1	30
TEMA 1110	Laboratory Procedures		3	90
TEMA 1510	Specialty Exams and Procedures		3	90
TEMA 1400	Workplace Readiness		1	30
TEMA 1070	Medical Terminology		1	30
<i>Davis (9 Credits/270 Clock-Hours)</i>				
TEMA 1080	Medical Terminology		2	60
TEMA 1310	Specialty Procedures		3	90
TEMA 1120	Laboratory Procedures and Emergencies		4	120



Utah System of Higher Education
Medical Assistant
FY2025 / 19 Credits (630 Clock-Hours)

PROGRAM DESCRIPTION

Medical assistants are multi-skilled, allied health care professionals responsible for various clinical and/or administrative duties and are an essential part of a healthcare team. This program is designed to prepare students for entry-level positions that will allow them to learn and move into higher-level job opportunities by working with physicians and providers in office settings. Students in this program learn cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains by focusing on administrative and back office clinical skills. Upon successful completion of all required courses, students participate in an externship in a medical office. Graduates of the program are eligible to take a national certification exam.

Objectives:

- Demonstrate competent patient care of a medical assistant in ambulatory healthcare facilities.
- Exhibit basic skills of a medical assistant including obtaining vital signs, phlebotomy, pharmacology, EKG, and assisting providers with specialty examinations.
- Perform accurate medical documentation, patient education instruction, communication, and apply critical thinking skills in both simulated and clinical settings.
- Describe the areas of general, clinical, and administrative medical assisting.
- Demonstrate competencies and skills in preparation for taking a medical assistant national certification examination.



Utah System of Higher Education
Medical Assistant
FY2025 / 19 Credits (630 Clock-Hours)

FOUNDATIONAL COURSE DESCRIPTIONS

TEMA 1010 Introduction to Medical Assisting

2 Credits/60 Clock-Hours

The Introduction to Medical Assisting course provides an overview of healthcare professions and their roles in the healthcare environment. Students will be guided through legal concepts and ethical issues in the healthcare setting which will compare and contrast moral issues, professional, and personal ethics. The foundational principles of professional and effective interpersonal communication techniques will be discussed.

Objectives:

- Describe allied health professionals, their various scopes of practice, and their roles as a member in the healthcare industry.
- Apply legal and ethical standards in healthcare.
- Demonstrate workplace professionalism and communication.

TEMA 1020 Medical Office I

2 Credits/60 Clock-Hours

The Medical Office I course introduces administrative and general duties in a medical office. These duties include appointment scheduling, records management, electronic health records use and management, written communications, health insurance, office equipment and management, as well as telephone procedures. This course will provide hands-on practice of administrative skills and competency-based examinations.

Objectives:

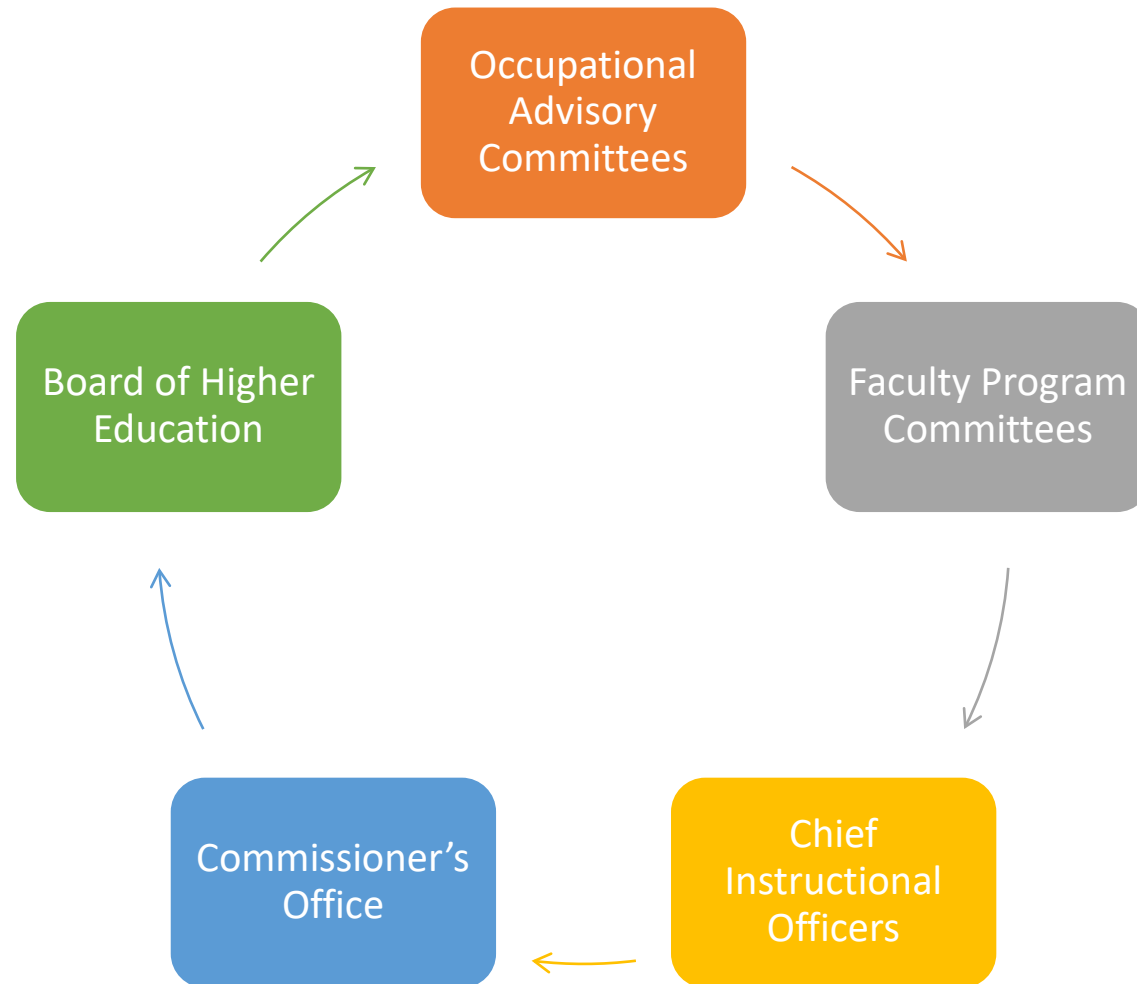
- Demonstrate professionalism and responsibilities of the medical assistant through written, verbal, and electronic communication.
- Describe the administrative functions of a medical office.
- Demonstrate correct documentation in a medical record.
- Define types of information contained in a patient's medical record.

TEMA 1030 Medical Office II

2 Credits/60 Clock-Hours

The Medical Office II course introduces students to the management of all aspects of medical office finances. Instruction includes diagnostic and procedural coding for insurance billing. Students will track claims reimbursement process patient statements and review fee collection processes.

COLLABORATIVE PROCESS



POLICY R404 OVERVIEW

- Defines the board implementation of statutory requirements
- Establishes expectations for Faculty Program Alignment Committees
- Sets standards for developing and implementing aligned programs
- Details procedures for proposal review and approval
- Reinforces current systems without changing direction
- Defines annual reporting requirements

QUESTIONS & DISCUSSION

MOTION

“I move to approve Policy R404, Technical Education Program Alignment, as presented.”