

Example IELCE/IET Single Set of Learning Objectives for Medical Assistants

IELCE Plan: The single set of learning objectives should identify specific content from the IELCE/IET components (i.e. Adult Literacy (ESL), Workforce Preparation, and Workforce Training) that is organized to function cooperatively. List representative objectives that demonstrate the scope of the English language support for the specific workforce training course.

Below is an example of a single set of learning objectives for Medical Assistants which demonstrates the training content/language support by relating to various aspects of training which prepare students to be successful e.g. Safety, Emergencies, Obtain Patient History and Vital Signs and Customer Care. To save space, if needed, the unit titles, below do not need to be included in the IELCE Plan.

The IELCE plan space for Single Set of Learning objectives allows for 2000 characters. The Single Set of learning objectives below is 826 characters (with spaces). If titles and spaces were removed it would be 733 characters (with spaces)

Safety

1. Identify and interpret various safety related signs commonly found in a medical setting.
2. Read and interpret safety instructions for medical assistants.

Emergencies

1. Identify medical emergencies and describe orally or in writing the appropriate steps to take in a medical emergency
2. Use appropriate language to communicate with medical and emergency services staff about medical emergencies

Obtain Patient History and Vital Signs

1. Ask questions of a patient to get their medical history
2. Demonstrate how to take the vital signs of a patient while using customer care skills to give clear explanations and appropriate instructions.

Customer Care

1. Identify, describe and utilize soft skills appropriate to a medical office
2. Identify and describe appropriate and inappropriate work behavior in a medical setting.