

Advisory Committee Fall 2020 Minutes

Medical Assisting

11:00am – September 30, 2020 – Virtual via Microsoft Teams

Members present:

Casey Adams, for Heather Green, Clinics of North Texas
Anna Dallas, Clinics of North Texas
Scott Essary, Workforce Solutions
Cynthia Humphrey, Workforce Solutions
Xochitl Pruitt, Region 9
Danae Torres, Workforce Solutions

Vernon College Faculty/Staff:

Adrianna Caballero
Dr. Elizabeth Crandall
Michelle Downes
Shana Drury
Chelsey Henry
Amanda Jasso
Karen McClure

Members not present:

Sukie Desire

Since there was not a spring meeting Shana Drury opened the floor for elections for the chair, vice-chair, and recorder.

Chair: Xochitl Pruitt

Vice-chair: Scott Essary

Recorder: Cynthia Humphrey

Xochitl Pruitt began the meeting with new business since there was no old business to discuss.

New BusinessXochitl Pruitt

❖ Review program outcomes, assessment methods/results, and workplace competency

Xochitl Pruitt asked the committee to review the program outcomes listed below. Xochitl asked the faculty, Adrianna Caballero, to briefly review the program outcomes with the committee.

Program Outcomes

1. Utilization of basic medical terminology regarding the human body in relation to functions and systems as well as medical office environments.
2. Proficiency in medical officer operations and procedures.
3. Demonstrates efficiency in human relation skills; not limited to customer service, teamwork, employee relationships, diverse work environments/relationships, and all other professional relationships regarding the medical environment.
4. Recognizes and practices professional conduct, ethics, and patient confidentiality.
5. Applies theory, concepts and skills during clinical experience following all rules and regulations from
6. Understands and explains the cardio vascular system
7. Completes 10 EKG procedures successfully.

Approve program outcomes

Adrianna Caballero and Shana Drury discussed the deletion of number seven due to the fact that we no longer teach the EKG procedure in the program. Casey Adams shared that some of the

issues that she has seen with new medical assistants is struggling with taking vitals. Adrianna made note of this and will continue to monitor students regarding these outcomes.

Xochitl Pruitt asked the committee for a motion to approve the program outcomes with the removal of number seven.

Cynthia Humphrey made a motion to approve the program outcomes with the removal of number seven.

Anna Dallas seconded the motion.

The motion passed and the committee approved the program outcomes with the deletion of number seven.

Approve assessment methods and results

Xochitl Pruitt asked the faculty member, Adrianna Caballero, to explain in more detail the assessment methods and results. Adrianna reviewed the following information.

In all courses, students are assessed at the end of the chapter(s)/unit with homework, tests, and a comprehensive final at the end of the semester. For a majority of the courses, they are required to participate in lab. Lab is where they can apply what they have learned from the book or the procedures that are being taught. They also have a clinical externship of 112 hours they have to complete during the last semester, including 100 venipuncture and 25 capillary sticks.

Xochitl Pruitt asked the committee for a motion to approve the assessment methods as presented.

Anna Dallas made a motion to approve the assessment methods as presented.

Danae Torres seconded the motion.

The motion passed and the committee approved the assessment methods as presented.

Approval of workplace competency (course or exam)

Xochitl Pruitt asked the faculty member, Adrianna Caballero, to tell the committee more about the competency and how the students have performed on the competency.

Adrianna Caballero discussed that because the program just began in January there are not any results to discuss yet, however, they have testing on October 20th and 21st. Shana Drury mentioned that we could include the results of how those students performed on the test in the spring update letter to the committee.

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Certified Phlebotomy Technician		3 to take the test at the end of Fall I	
2. Certified Clinical Medical Assistant		3 to take the test at the end of Fall I	

Verification of workplace competencies:
National Credentialing Exams Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT)

Xochitl Pruitt asked the committee for a motion to approve the workplace competency as presented.

Scott Essary made a motion to approve the workplace competency as presented.

Anna Dallas seconded the motion.

The motion passed and the committee approved the workplace competency as presented.

Program Specific Accreditation Information and Requirements (if applicable)

Adrianna Caballero shared the following information with the committee. The accreditation approval will take approximately three to four years for data collections and processing. Adrianna mentioned that there would be some future discussions about the Phlebotomy testing.

I am looking into getting the Medical Assistant Program accredited through Commission on Accreditation of Allied Health Education Programs (CAAHEP). Since the program just started in Jan. 2020 there is not enough data to start the accreditation process. The program will need to be up and running for at least a year. It is a lengthy process to be awarded CAAHEP accreditation.

The reason for the accreditation approval is so the program can switch from National Healthcareers Association (NHA) certification testing to the American Association of Medical Assistants (AAMA) certification testing. The AAMA offers more to the students.

Anna Dallas and Casey Adams agreed that this was a really good move for the program going forward.

❖ Review program curriculum/courses/degree plans

Xochitl Pruitt asked the faculty member, Adrianna Caballero, to discuss the program's curriculum and degree plans for 2021-2022

Adrianna Caballero discussed the following information with the new addition of the LEAD course. Shana Drury discussed the LEAD 1100 class in more detail. The addition has been made after a comprehensive local needs assessment was performed. This course will provide the students with a proficiency in work ethics certificate after testing at the end of the course. This will show they have gained these skills. The instructors for the course will be certified this spring. To keep the same 28 hour level with the addition of the 1 hour LEAD 1100 the MDCA 1317 was moved to a 3 credit hour course, however this will not affect the contact hours for the students.

Medical Assisting, Level 1 Certificate

CIP 51.0801

Instructional Location – Vernon Campus and Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 Weeks)

Major Requirements (28 SH)

Fall I Block

MDCA 1205	Medical Law And Ethics	2
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1313	Medical Terminology	3

Fall II Block

MDCA 1302	Human Disease/Pathophysiology	3
MDCA 1321	Administrative Procedures	3
LEAD 1100	Workforce Development with Critical Thinking	1

Spring I Block

MDCA 1348	Pharmacology and Administration of Medications	3
PLAB 1323	Phlebotomy	3

Spring II Block

MDCA 1254	Medical Assisting Credentialing Exam	2
MDCA 1260	Clinic-Medical/Clinical Assistant	2
MDCA 1317	Procedures in a Clinical Setting	3
	Total Credit Hours:	28

Course descriptions and learning outcomes were provided in a separate document.

❖ Approve program revisions (if applicable)

Xochitl Pruitt asked the committee for a motion to approve the program revisions as presented.

Danae Torres made a motion to approve the program revisions as presented.

Anna Dallas seconded the motion.

The motion passed and the committee approved the program revisions as presented.

❖ **Approve 2020-2021 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices**

Xochitl Pruitt asked the faculty member to discuss the matrices with the committee.

Shana Drury reviewed the information in the matrices below.

SCANS Matrix: The SCANS (Secretary’s Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Medical Assisting									Credential: Certificate of Completion
Award: Medical Assisting									
Cip: 51.0801									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X		X	X	X	X		MDCA 1205	Medical Law and Ethics
X	X			X		X		MDCA 1309	Anatomy and Physiology for Medical Assistants
X	X		X	X		X	X	MDCA 1313	Medical Terminology
X	X			X		X		MDCA 1302	Human Disease/Pathophysiology
X	X	X	X	X	X	X	X	MDCA 1321	Administrative Procedures
X	X	X		X	X	X		MDCA 1348	Pharmacology and Administration of Medications
X	X		X	X	X	X		PLAB 1323	Phlebotomy
X	X	X		X				MDCA 1254	Medical Assisting Credentialing Exam
			X	X	X	X		MDCA 1260	Clinic – Medical/ Clinical Assistant
X	X	X	X	X	X	X	X	MDCA 1417	Procedures in a Clinical Setting
								8. BASIC USE OF COMPUTERS	
								7. WORKPLACE COMPETENCIES	
								6. PERSONAL QUALITIES	
								5. THINKING SKILLS	
								4. SPEAKING AND LISTENING	
								3. ARITHMETIC OR MATHEMATICS	
								2. WRITING	
								1. READING	

General Education Matrix: The General Education Matrix is state mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Medical Assisting							Credential: Certificate of Completion
Award: Medical Assisting							
Cip: 51.0801							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
SCANS COMPETENCIES						Course Number	Course Title
1	2	3	4	5	6		
X	X	X		X	X	MDCA 1205	Medical Law and Ethics
X	X	X			X	MDCA 1309	Anatomy and Physiology for Medical Assistants
X	X	X			X	MDCA 1313	Medical Terminology
X	X	X			X	MDCA 1302	Human Disease/Pathophysiology
X	X	X	X	X	X	MDCA 1321	Administrative Procedures
X	X	X	X	X	X	MDCA 1348	Pharmacology and Administration of Medications
X	X	X	X	X	X	PLAB 1323	Phlebotomy
X	X		X	X	X	MDCA 1254	Medical Assisting Credentialing Exam
X	X	X	X	X	X	MDCA 1260	Clinic – Medical/ Clinical Assistant
X	X	X	X	X	X	MDCA 1417	Procedures in a Clinical Setting
						6. PERSONAL RESPONSIBILITY	
						5. SOCIAL RESPONSIBILITY	
						4. TEAM WORK	
						3. EMPIRICAL AND QUANTITATIVE SKILLS	
						2. COMMUNICATION SKILLS	
						1. CRITICAL THINKING	

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Medical Assisting							Credential: Certificate of Completion	
Award: Medical Assisting Certificate of Completion								
Cip: 51.0801								
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES								
Outcomes							Course Number	Course Title
1	2	3	4	5	6	7		
X		X	X				MDCA 1205 Medical Law and Ethics	
X			X		X		MDCA 1309 Anatomy and Physiology for Medical Assistants	
X			X		X		MDCA 1313 Medical Terminology	
X			X		X		MDCA 1302 Human Disease/Pathophysiology	
X	X	X	X	X			MDCA 1321 Administrative Procedures	
X	X	X	X	X	X		MDCA 1348 Pharmacology and Administration of Medications	
X	X	X	X	X	X		PLAB 1323 Phlebotomy	
X					X		MDCA 1254 Medical Assisting Credentialing Exam	
X	X	X	X	X	X		MDCA 1260 Clinic – Medical/ Clinical Assistant	
X	X	X	X	X	X		MDCA 1417 Procedures in a Clinical Setting	
							7. Completes 10 EKG procedures successfully	
							6. Understands and explains the cardiovascular system.	
							5. Applies theory, concepts and skills during clinical experiences following all rules and regulations from Vernon College, the clinical site, and state regulations	
							4. Recognizes and practices professional conduct, ethics, and patient confidentiality.	
							3. Demonstrates efficiency in human relation skills; not limited to customer services, teamwork, employee relationships, diverse work environments/ relationships, and all other professional relationships regarding the medical environment.	
							2. Proficiency in medical office operations and procedures.	
							1. Utilization of basic medical terminology regarding the human body in relation to functions and systems as well as medical office environments.	

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Medical Assisting							Credential: Certificate of Completion
Award: Medical Assisting Certificate of Completion							
Cip: 51.0801							
LIST OF ALL COURSES REQUIRED AND OUTCOMES							
Outcomes							General Education Outcomes
1	2	3	4	5	6	7	
X	X			X	X		1. CRITICAL THINKING
X	X	X	X	X	X		2. COMMUNICATION SKILLS
	X			X	X		3. EMPIRICAL AND QUANTITATIVE SKILLS
X	X	X		X			4. TEAM WORK
X	X	X	X	X			5. SOCIAL RESPONSIBILITY
X	X	X	X	X			6. PERSONAL RESPONSIBILITY
							7. Completes 10 EKG procedures successfully
							6. Understands and explains the cardiovascular system.
							5. Applies theory, concepts and skills during clinical experiences following all rules and regulations from Vernon College, the clinical site, and state regulations
							4. Recognizes and practices professional conduct, ethics, and patient confidentiality.
							3. Demonstrates efficiency in human relation skills; not limited to customer services, teamwork, employee relationships, diverse work environments/ relationships, and all other professional relationships regarding the medical environment.
							2. Proficiency in medical office operations and procedures.
							1. Utilization of basic medical terminology regarding the human body in relation to functions and systems as well as medical office environments.

Shana Drury asked the committee to take note of the program outcome number seven and that we are currently not teaching anything related to that outcome.

Xochitl opened the floor to the committee for discussion and recommendations. Seeing none Xochitl asked for a motion to approve the matrices as presented.

Cynthia Humphrey made a motion to approve the matrices as presented.

Scott Essary seconded the motion.

The motion passed and the committee approved the matrices as presented.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

- Program Statistics:
 - Graduates 2019-2020: 0
 - Enrollment Summer 2020: 6
 - Majors Fall 2020-2021: 14
 - Enrollment Fall 2020: 14

❖ **Local Demand**

Xochitl Pruitt asked the committee to briefly discuss current job openings or openings in the near future.

Casey Adams announced that there was a need for medical assistants at the Clinics of North Texas, in Family Practice and Pediatrics.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology**

Adrianna Caballero discussed the new equipment listed below.

New adult phlebotomy arms (3) and new infant arm. All have replaceable skin and tubing.

New phlebotomy chairs (4).

New Dynamap (nurse on a stick)

I am also looking into educational/teaching models that will be specific to the Medical Assistant Program.

Xochitl Pruitt asked the committee if there was any discussion or recommendations for new equipment. Danae Torres asked if we were teaching multiple ways to take blood pressures and vitals. Adrianna mentioned that they were using the Dynamap as well as how to manually take blood pressure. Adrianna also stated that they are doing as much practice with manually taking blood pressure with social distancing procedures and they are also able to practice these at clinical. Adrianna did mention that they were covering use of and the care of the Dynamap machines.

❖ **External learning experiences, employment, and placement opportunities**

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenry@vernoncollege.edu, to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Judy Ditmore, jditmore@vernoncollege.edu.”

Shana Drury explained that the information below will be coming in a few years since the program is a new credit program. The Coordinating Board gives a program three years before they start data collections. Shana did mention that we will send out information on the fall cohort in the spring update letter as far as their employment is concerned.

Placement Rate of Program Completers by Reporting Year [1]												
Program	2015-2016			2016-2017			2017-2018			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
51080100-Medical/Clinical Assistant	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

❖ **Professional development of faculty and recommendations**

Xochitl Pruitt asked the committee to review the professional development opportunities the faculty has taken advantage of.

- 11/07: Student Drug & Alcohol Abuse Training
- 11/15: “10 Essential Questions About Inquiry-based Learning!”
- 11/16: Vernon College Day of Service Series: Maplewood Median Clean-up Day.
- 11/18: Pandemic Flu Training
- 11/20: Vernon College Department Spotlight--Featuring Career Services with Chelsey Henry (Century City Campus)
- 11/25: SAFE COLLEGES TRAINING: Online. December 2019
- Week 1 Suggested Session: “Workplace Injury Prevention”
- December Spotlight: SPCH 1315 with Donnie Kirk, Speech Instructor, Department of Communication
- 12/06: Faculty Roundtable Series: The New Canvas Gradebook

Xochitl Pruitt asked if there was any discussion or recommendation for the professional development for the staff and there was none.

❖ **Promotion and publicity (recruiting) about the program to the community and to business and industry**

Xochitl Pruitt asked the committee to review the information below.

Shana Drury mentioned that Amanda Jasso was working to present a virtual preview day. Shana also stated that a link to the program video will be sent to the committee with a copy of the minutes after today’s meeting. Normally in the fall we would invite 300-400 students to the Vernon Campus but we cannot at this time. Amanda did mention she was able to go to a few high schools and do presentations for all Vernon College Programs.

- Program video
- Facebook ads
- KFDX morning show – Justin Sanders shared information about the program

Xochitl Pruitt asked if there was any further discussion or recommendations, and there was none.

❖ **Serving students from special populations:**

Xochitl Pruitt asked the committee to please note the federal definition of special populations below.

1. Special populations new definitions:
 - a. Individuals with disabilities;
 - b. Individuals from economically disadvantaged families, including low-income youth and adults;
 - c. Individuals preparing for non-traditional fields; Female 14 : Male 0
 - d. Single parents, including single pregnant women;
 - e. Out-of-workforce individuals;
 - f. English learners;
 - g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - h. Youth who are in, or have aged out of, the foster care system; and
 - i. Youth with a parent who—
 - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. is on active duty (as such term is defined in section 101(d)(1) of such title).

Vernon College is an open enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, equipment costs.

Peer to Peer mentoring, tutoring (online and in person), resume building, student success series, and counseling are just a few of the other options/services available to students.

Xochitl Pruitt asked if there was any further discussion.

Shana Drury took this time to thank the members of the committee for attending and participating via Microsoft Teams.

Xochitl Pruitt adjourned the meeting at 11:49am.

Recorder Signature <i>Cynthia Humphrey</i>	Date 10/13/2020	Next Meeting: Fall 2021
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