

**Advisory Committee Fall 2018 Annual Meeting  
Medical Assisting**

Vernon College –Thursday October 11, 2018, Century City Conference Room 5:30 PM

Alex Horvath – Chair  
Crystal Ojeda – Vice Chair  
Andy Ketchersid – Recorder

**Members Present:**

Andy Ketchersid – Rose Clinic  
Alex Horvath – Dr. Horvath  
Reisa Johnston – Vernon College  
Crystal Ojeda – Workforce Solutions  
Xochitl Pruitt - Region 9  
Jina Fairchild – Site Manager, Community  
Health Care Center  
Hope Ayala - Student

**Facility and Staff Present:**

Christina Feldman  
Justin Sanders  
Chelsey Henry  
Mollie Williams  
Shana Drury  
Elizabeth Crandall

**Members Absent:**

Sukie Desire – Dr. Desire  
Anna Dallas – United Regional  
Jordan Reed – United Regional  
Corrina Burros – Vernon College

Crystal Ojeda discussed new business:

**Program Outcomes:**

*Discussion and review took place among committee members regarding the program outcomes listed below.*

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 office operations and procedures.
3. Demonstrates efficiency in human relation skills; not limited to customer service, team work, 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 Vernon College, the clinical site and state regulations.
6. Understands and explains the cardiovascular system.
7. Completes 10 EKG procedures successfully.

*After discussion, Crystal Ojeda asked for a motion to approve program outcomes.*

*Alex Horvath made motion to approve program outcomes as presented.*

*Xochitl Pruitt seconded the motion.*

*The motion to approve program outcomes passed.*

**Assessment Methods:**

*Crystal Ojeda asked that assessment methods and results be discussed and asked Christina Feldman to elaborate.*

1. Completion of all courses (C/NC)
2. Attendance
3. For A&P – Exams and quizzes are given on content, as well as pre and post chapter quizzes.
4. Basic, Advanced Medical Assisting, and EKG – chapter quizzes, pop quizzes and chapter tests utilized as well as homework and projects. A comprehensive final is given.
5. Medical Terminology – Unit exams, homework, and a final exam administered.
6. Phlebotomy – chapter exams and homework utilized as well as a comprehensive final exam. Lab is a huge portion of this course and grading for participation in lab is vital.

*Crystal Ojeda asked for a motion to approve assessment methods and results.*

*Xochitl Pruitt made motion to approve assessment methods and results as presented.*

*Jina Fairchild seconded the motion.*

*The motion to approve assessment methods and results passed.*

**Workplace Competency:**

*Workplace competencies were discussed in detail as the table reflects below.*

*After discussion, Crystal Ojeda asked for a motion to approve workplace competency.*

National Healthcareer Association testing exams:

- a. CPT – Certified Phlebotomy Technician
- b. CCMA – Certified Clinical Medical Assisting
- c. CET – Certified Electrocardiography Technician

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Certified Phlebotomy Technician	5	5 students @ 100%	State reporting
2. Certified Clinical Medical Assisting	5	5 students @ 100%	State reporting
3. Certified Electrocardiography Technician	5	5 students @ 100%	State reporting

*Alex Horvath made motion to approve workplace competency as presented.  
Reisa Johnston second the motion.*

*The motion to approve workplace competency as presented passed.*

**Review Program Curriculum:**

*Crystal Ojeda went on to discuss the current program curriculum/courses/degree plans with committee members.*

# Medical Assisting Program, Certificate of Achievement

## Continuing Education

CIP 51.0801

Instructional Location - Century City Center

Probable Completion Time – 10 months

## Requirements

<b>MDCA 1009</b>	Anatomy and Physiology	98 Class Hours
<b>MDCA 1000</b>	Basic Medical Assistant Technology	30 Class Hours
<b>MDCA 2031</b>	Advanced Medical Assistant	64 Class Hours
<b>HITT 1005</b>	Medical Terminology I	48 Class Hours
<b>HPRS 2000</b>	Pharmacology for Health Professions	54 Class Hours
<b>ECRD 1011</b>	Electrocardiography	36 Class Hours
<b>PLAB 1023</b>	Phlebotomy	48 Class Hours
<b>MDCA 1064</b>	Practicum or Field Experience-Medical/Clinical Assistant	112 Class Hours
	<b>Total Credit Hours:</b>	<b>490</b>

## Verification of Capital Workplace Competencies:

National Credentialing Exams (CCMA, CET, CPT)

MDCA 1009 Anatomy and Physiology - Identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and differentiate all body systems, their organs, and relevant pathophysiology.

MDCA 1000 Basic Medical Assistant Technology - Describe HIPAA regulations, ethical behavior, and professionalism; and demonstrate administrative skills in an ambulatory facility.

MDCA 2031 Advanced Medical Assistant - Demonstrate concepts related to professional conduct, ethical behavior, and patient confidentiality; distinguish when patient questions and requests should be referred to office manager, nurse, or doctor; demonstrate filing and updating records; maintain clinical and examination areas.

HITT 1005 Medical Terminology I - Identify, pronounce, and spell medical terms; use terms in context; utilize prefixes, suffixes, root words, and plurals to construct medical terms; analyze medical terms; translate abbreviations; and interpret symbols.

HPRS 2000 Pharmacology for Health Professions - Categorize the classification of drugs; calculate drug dosages; and identify the therapeutic use, routes of administration, indications, contraindications, and adverse effects.

ECRD 1011 Electrocardiography - Describe the anatomy and physiology of the cardiovascular system; perform basic electrocardiography procedures; and interpret basic dysrhythmias.

PLAB 1023 Phlebotomy - Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

**Review of Matrices:**

*Crystal Ojeda led the discussion on Review Secretary’s Commission on Achieving Necessary Skills (SCANS), General Education, Program Outcomes Matrices, and Institutional Outcomes Matrices and asks the faculty to expand on them.*

*Christina Feldman explains the matrices below.*

<b>Program: Medical Assisting</b>		<b>Credential: Certificate of Achievement</b>
Award: Medical Assisting		
Cip: 51.0801		
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES</b>		
<b>SCANS COMPETENCIES</b>		<b>Course Title</b>
<b>Course Number</b>		
<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	

x	x	x	x	x		x		MDCA 1009	Anatomy and Physiology
x	x	x	x	x	x	x		MDCA 1000	Basic Medical Assisting
x	x	x	x	x	x	x		MDCA 2031	Advancement Medical Assistant
x	x		x	x	x	x		HITT 1005	Medical Terminology I
x	x	x	x	x	x	x		HPRS 2000	Pharmacology For Health Professionals
x	x		x	x	x	x		ECRD 1011	Electrocardiography
x	x	x	x	x	x	x		PLAB 1023	Phlebotomy
x	x	x	x	x	x	x		MDCA 1061	Practicum-Medical/Clinical Assistant
								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	

<b>Program: Medical Assisting</b>	<b>Credential: Certificate of Achievement</b>
Award: Medical Assisting Certificate of Completion	
Cip: 15.0801	

**LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES**

GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
X	X	X		X	X	MDCA 1009	Anatomy and Physiology
X	X	X	X	X	X	MDCA 1000	Basic Medical Assisting
X	X	X	X	X	X	MDCA 2031	Advanced Medical Assistant
X	X			X	X	HITT 1005	Medical Terminology I
X	X	X		X	X	HPRS 2000	Pharmacology For Health Professionals
X	X	X	X	X	X	ECRD 1011	Electrocardiography
X	X	X	X	X	X	PLAB 1023	Phlebotomy
X	X	X	X	X	X	MDCA 1061	Practicum-Medical/Clinical Assistant
						6. Personal Responsibility	
						5. Social Responsibility	
						4. Teamwork	

	3. Empirical and Quantitative Skills
	2. Communication Skills
	1. Critical Thinking Skills

<b>Program: Medical Assisting</b>							<b>Credential: Certificate of Achievement</b>	
Award: Medical Assisting Certificate of Completion								
Cip: 15.0801								
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>								
OUTCOMES							Course Number	Course Title
1	2	3	4	5	6	7		
x		x		x	x		MDCA 1009	Anatomy and Physiology
x	x	x	x	x	x		MDCA 1000	Basic Medical Assisting
x	x	x	x	x	x		MDCA 2031	Advancement Medical Assistant
x	x	x	x	x			HITT 1005	Medical Terminology I
x	x	x	x	x			HPRS 2000	Pharmacology For Health Professionals
x	x	x	x	x	x		ECRD 1011	Electrocardiography
x	x	x	x	x		x	PLAB 1023	Phlebotomy
x	x	x	x	x	x	x	MDCA 1061	Practicum-Medical/Clinical Assistant
							7. Efficiency in Phlebotomy skills with successful completion of 100 venipuncture sticks and 25 capillary sticks.	
							6. Working knowledge of the cardiovascular system and successful completion of 10 EKG procedures.	
							5. Application of theory, concepts and skills during clinical experience following all rules and regulations from Vernon College, the clinical site and state regulations.	
							4. Recognition of professional conduct, ethics, and patient confidentiality.	
							3. Demonstrate 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.	
							2. Proficiency in medical office operations and procedures.	
							1. Knowledge of basic Medical terminology regarding the human body in relation to functions and systems as well as medical office environments.	

<b>Program: Medical Assisting</b>		<b>Credential: Certificate of Achievement</b>
Award: Medical Assisting Certificate of Completion		

Cip: 15.0801							<b>LIST OF ALL COURSES REQUIRED AND</b>						
<b>OUTCOMES</b>							<b>General Education Outcomes</b>						
<b>OUTCOMES</b>													
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>							
							1. Critical Thinking Skills						
							2. Communication Skills						
							3. Empirical and Quantitative Skills						
							4. Teamwork						
							5. Social Responsibility						
							6. Personal Responsibility						
							7. Efficiency in Phlebotomy skills with successful completion of 100 venipuncture sticks and 25 capillary sticks.						
							6. Working knowledge of the cardiovascular system and successful completion of 10 EKG procedures.						
							5. Application of theory, concepts and skills during clinical experience following all rules and regulations from Vernon College, the clinical site and state regulations.						
							4. Recognition of professional conduct, ethics, and patient confidentiality.						
							3. Demonstrate 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.						
							2. Proficiency in medical office operations and procedures.						
							1. Knowledge of basic Medical terminology regarding the human body in relation to functions and systems as well as medical office environments.						

*Crystal Ojeda asked for a motion to approve matrices.  
Xochitl Pruit made motion to approve matrices as presented.  
Alex Horvath seconded the motion.*

*The motion to approve matrices as presented passed.*

**Program Statistics:**

*Crystal Ojeda proceeded into discussing Program statistics*

- Program Statistics:
  - Graduates 2017-2018: 5
  - Enrollment Summer 2018: None
  - Majors Fall 2018-2019: 14
  - Enrollment Fall 2018: 10 in Century City and 4 in Vernon.

**Local Demand:**

*The Chair, Crystal Ojeda, opened the floor to talk about the Local Demand for the program.*

*Discussion from committee members proceeded with what the demand is in their company for graduates in the program. Jina states there are about 18 positions open for medical assisting. The community healthcare center is growing and adding more providers that need medical assisting.*

**Evaluation of facilities/equipment:**

*Crystal opened up discussion on evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology.*

- Injection Arm Skin and Vein Upgrade Kit
- Life Form Adult Venipuncture and Injection training arm.
- Prestan Adult Manikin 4 pack with CPR monitor.
- Prestan Infant Manikin with CPR monitor.

*Xochitl recommended Child arm Skin and Vein kit.*

**External Learning Experiences:**

*Crystal moved discussion to external learning experiences, employment, and placement opportunities*

- **Review of current clinical sites 2018-2019:**
  1. Century City Center
  2. Clinics of North Texas
  3. Community Healthcare Center
  4. Dr. Deasis
  5. Dr. Audie Lim
  6. Dr. Moshtaghi
  7. Dr. Pavari
  8. Dr. (Mr. and Mrs.) Sudarshan
  9. Dr. Thota
  10. United Reference Lab
  11. United Regional Physician’s Group
  12. The Heart Clinic, Dr. Desire
  13. Vernon Clinic
  14. Nocona Medical
  15. Dr. Ganeshram

Placement Rate of Program Completers by Reporting Year [1]			
Program	2016-2018 3-Year Average		
	Plc	Cmp	%
51080100-Medical/Clinical Assistant	0	25/24	96%



To clarify numbers, Medical Assisting has had 25 students enrolled from FY 15 – FY 17. We have a completion rate of 96%. We are currently working on placement numbers and will report in the spring more accurate % of placement for the last three years.

**Professional Development of Faculty:**

*The Chair moves to professional development of faculty and recommendations:*

Justin Sanders attended the NN2 conference in Orlando, FL from October 3-5, 2018.

**Promotion of Program:**

*Crystal proceeds to promotion and publicity (recruiting) about the program to the community and to business and industry.*

2017-2018 we were able to promote Medical Assisting as listed:

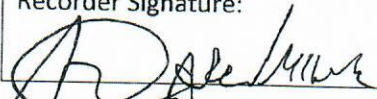
- Commercial
- Facebook – detailed ads
- Literature, brochures, fliers
- KFDX morning show
- Region IX senior send off
- Region IX GED classes
- Career Expo – Workforce
- Sophomore Round Up
- Early College Start Coordinator Melissa Moore mentions in high school visits
- Rachel White mentions during recruitment events
- Calle de Ocho
- Preview Day
- Spring Fest at Vernon College
- Summer CCC Community Event

**Serving Students from Special Populations:**

*Crystal moved discussion to serving students from special populations.*

1. individuals with disabilities;
2. individuals from economically disadvantaged families, including foster children;
3. individuals preparing for non-traditional fields;  
5 female students 17-18
4. single parents, including single pregnant women;
5. displaced homemakers; and
6. individuals with limited English proficiency

Adjourned at 6:17pm

Recorder Signature: 	Date: 10-11-2018	Next Meeting: Fall 2019
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