

Advisory Committee Fall 2015 Annual Meeting Minutes
 Certified Nurse Aide/Medical Assistant
 Vernon College- Century City Campus

CHAIRPERSON: Ruth Bridges		
MEETING DATE: 11/10/15	MEETING TIME: 12:00 PM	MEETING PLACE: CCC
RECORDER: Alex Horvath		

MEMBERS PRESENT: MEMBER'S ABSENT: OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Kim Killian, RN United Regional Physicians Group	Lesly Rives, Administrative Assistant for Got Health	Candace Hughes, Adjunct Instructor Anatomy & Physiology
Alex Horvath, Office Manager for Eva Horvath MD	Kelley Boren, RN Executive Director IntegraCare Hospice	Shana Drury, Associate Dean of Instructional Services
Ruth Bridges, Administrator Promise Skilled Nursing Facility	Angie Haney, Medical Assistant for Dr. Deasis	Christina Feldman, Director of Continuing Education
Ron Nelson, LVN Wichita County Health Dept.	Della Porter, Director of Nurses Vernon Nursing and Rehab	Melissa Moore, Early College Start Coordinator
	Mary Bowman, CPR Instructor	Kasey Humphries, RN CE Coordinator Allied Health
		Reisa Johnston, LVN Adjunct Instructor Allied Health
		DeeDee Geisinger, LSW IntergraCare Hospice Representing Kelly Sells, RN IntegraCare Hospice
		Donna Egoavil, Instructional Services Administrative Assistant
		Brianna Duwe, LVN IntegraCare Hospice Representing Kelly Sells, RN IntegraCare Hospice

MINUTES

Key Discussion Points	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Christina welcomed the committee members and guests. Each introduced themselves.	Christina Feldman
Purpose of Advisory Committee	Shana Drury explained the purpose and benefits of advisory committees.	Shana Drury
Election of Chair and Recorder	Alex Horvath made a motion for Ruth Bridges to Chair and Reisa Johnston seconded. Ruth Bridges	Christina Feldman

	voted in as Chair. Ruth Bridges motioned to elect Alex Horvath as recorder for Certified Nurse Aide/Medical Assistant recorder. Candace Hughes seconded.	
Approval of Minutes from the Last Meeting	None	Ruth Bridges
Old Business:	None	Ruth Bridges
Continuing Business:	Kim Killian is going to see who does the acquisition of supplies/property at URHCS for possible donations for medical assisting lab. Ruth Bridges is going to contact Bowie Hospital about possible purchase/donation of equipment. Re-assess Accuplacer scores for Medical Assisting. Follow up on THECB approval requirements.	Ruth Bridges
New Business:	Program goals and outcomes reviewed/discussed. The need for pharmacology and medical terminology discussed. Addition of math/writing portion of the Accuplacer discussed.	Ruth Bridges
Review program outcomes, assessment methods, and results	Review of goals and objectives from 2014. Ron recommended adding wording to Medical Assisting Program Outcomes to reflect basic knowledge of diversity. 1. Knowledge 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. Demonstrate 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. Recognition of professional conduct, ethics, and patient confidentiality.	Ruth Bridges

	<p>5. Application of theory, concepts and skills during clinical experience following all rules and regulations from Vernon College, the clinical site and state regulations.</p> <p>6. Working knowledge of the cardiovascular system and successful completion of 10 EKG procedures.</p> <p>7. Efficiency in Phlebotomy skills with successful completion of 100 venipuncture sticks and 25 capillary sticks.</p> <p>Motion was made by Ron Nelson and seconded by Ruth Bridges to accept these program and outcomes for the 2016-2017 year for Medical Assisting. Motion passes.</p> <p>CNA program goals and outcomes are stated below: Upon successful completion of this course the student will be able to:</p> <ul style="list-style-type: none"> • Provide basic care to residents of long-term care facilities • Communicate and interact effectively with residents and their families while being sensitive to the psychosocial need of the residents • Assist the resident in attaining and maintaining maximum functional independence • Support and promote the rights of residents • Demonstrate skill in observing and reporting • Function effectively as a member of the Health Care Team 	
--	---	--

	Ron Nelson motioned to accept these program goals and outcomes for 2016-2017 year as written and Ruth Bridges seconded. Motion passes.	
Review program curriculum/courses/degree plans	CNA Program: Brianna recommended more education on Hospice. Medical Assisting Program: Alex noted that students were not familiar with medications. Members discussed the need for students to complete reading/writing/math portion of the Accuplacer.	Ruth Bridges
Approve program revisions (if applicable)	Ron motioned to add pharmacology and medical terminology to the program. Ruth seconded the motion. All members present voted unanimously to add pharmacology and medical terminology to the program. Currently the program requires students to take the reading portion of the Accuplacer. Reisa motioned to add the math and writing portion. Ruth seconded the motion and the members present voted unanimously to add the math/writing portion of the Accuplacer to the program requirements.	Members present
Review verification course/exam of workplace competencies	Medical Assisting will have 3 national certifications upon successful completion of the program and appropriate testing. CNA students continue to test upon completion of the course.	Ruth Bridges
Program statistics: Graduates, majors, enrollment	Medical Assisting currently has 8 students and the overall level of the class seems to be better than the first. We look to retain all 8 students. CNA currently has 9 area high schools with a Health Careers Program. Testing information on 5 of the 9 High Schools showed 126 students completed the course. 53 students tested and 45 passed. Passing rate is 84%. An adult CNA class starts every month except for September.	Ruth Bridges

Evaluation of facilities, equipment, and technology	CNA lab is in good shape. The Medical Assisting lab needs some attention. The committee is looking for donations for the Medical Assisting lab. The Community Healthcare Center has been added to our clinical sites for Medical Assisting and Promise Skilled Nursing Facility will be a clinical site for our CNA students starting in January 2016.	Members Present
Recommendations of selection and acquisition of new equipment and technology	Kim Killian will be looking into a contact person from United Regional Healthcare for donations/purchase of used equipment. Ruth Bridges will be looking into a contact person from Bowie Memorial Hospital for the donation/purchase of used equipment. Allan Patterson has expressed interest in helping to purchase exam beds for the Medical Assisting lab.	Members Present
External Learning experiences, employment and placement opportunities	All medical assistants from the previous class are currently employed. CNA students continue clinical rotations at Texoma Christian Care Center and will start clinical rotations at Promise skilled nursing in January. United Regional, Clinics of North Texas and Advanced Nursing and Rehab have all shown interest in students who have or will complete the programs.	Nina Feldman/Kasey Humphries
Professional development of faculty and recommendations (if applicable)	Season Seminar was cancelled this year. Instructors will be responsible for completing their CEU's. Many online options are available.	Kasey Humphries/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	The Medical Assisting/CNA program will continue to market and promote through Facebook, website, local fairs, and other community events. A flier is in development and should be ready by January. We will continue to recruit at Vernon College sophomore round up in November and GenTX in May.	Nina Feldman
Adjourn	Ruth Bridges motioned to adjourn, Brianna Duwe seconded the	Ruth Bridges/Members Present

	motion. The meeting was adjourned.	
--	------------------------------------	--

RECORDER SIGNATURE: Alex Horvath	DATE: 11/19/2015	NEXT MEETING:
--	-------------------------	----------------------