

**MODESTO JUNIOR COLLEGE
ALLIED HEALTH AND FAMILY AND CONSUMER SCIENCES
MEDICAL ASSISTING PROGRAM
ADVISORY COMMITTEE MEETING MINUTES
THURSDAY APRIL 30, 2015**

ATTENDEES:

Patrick Bettencourt, Dean
Allied Health and Family and Consumer Sciences Division, MJC

Gio Bote, CMA (AAMA)
Program Graduate, MJC

Shirley Buzbee, CMA (AAMA), M.A.
Medical Assisting Program Director, MJC

Amy Duffy, CMA (AAMA), B.S.
Medical Assisting Instructor, MJC

Linda Foth, Public Member

Janelle Gray, Public Member

Yesenia Morales, CMA (AAMA)
Program Graduate, MJC

Roland C. Nyegaard, MD
Physician

Dorothy Peek, CMA (AAMA)
Program Graduate, MJC

Andrea Powell, RN
Nurse Educator, Sutter Gould Medical Foundation

Anna Rivera, CMA (AAMA)

Pat Weisel, Public Member

ABSENTEES:

Janice Adams, RN
Clinical Manager

Bev Boone, CMA (AAMA)
Medical Assisting Instructor, MJC

Gale Buchanan, Clinic Coordinator
Stanislaus County Health Services

ABSENTEES: continued

Somsay Chanthavongsor
Back Office Supervisor

Dolores Dominguez
Office Manager

Valerie Fisher, RN, MA
Central Region Deputy Sector Navigator, Health Workforce Initiative

Norma Gallardo, Program Specialist
Workforce Training, MJC

Thomas Gray, MD
Physician

Sunshine Guevara, CMA (AAMA)
Program Graduate, MJC

Bryan Holloway, RN
Supervisor

Aneeta Kumar
Office Manager

Melissa Machado
Learning Consultant

Kimara Moore, M.A.
Clinical Trainer

Ruth Nall
ROP Instructor

Kay Redding, CMA (AAMA)
Program Graduate

Charlene Richards
Office Manager for John Warwick, MD

Sylvia Savage
Office Manager

Sonia Smith
Office Manager

Nadine Sudheimer
Clinical Trainer

INTRODUCTIONS

REVIEW AND APPROVAL OF THE 5-8-14 ADVISORY COMMITTEE

Motion to approve minutes as written – Amy Duffy/Janelle Gray.

COMMUNITY/FIELD INPUT SURVEY RESULTS

- **Program Goals and Objectives**

Survey feedback from the Advisory Committee showed that members would like to review Program Goals and Objectives. Shirley provided members with a copy of the Program Goals and Objectives and reviewed them during the meeting.

- **Partnership with Sutter Health**

Shirley reported that our partnership with Sutter Health is very positive and that they recently hired 21 of our program graduates.

- **Presentation at High Schools**

- Andrea Powell shared that she was invited to Ceres High School to speak with students about careers as a medical assistant, licensed vocational nurse, and registered nurse. Approximately 70 students attended, standing room only, and they seemed very interested in the presentation.
- Targeting the Medical Futures Club or students enrolled in the Health Academy at Davis High School will increase student interest.
- Gio Bote suggested having the high school presentations interactive to better hold student interest.

- **ICD 10**

The release of the ICD 10 has been delayed. It is expected to be released in September/October of 2015. All Sutter Health employees have been trained on ICD 10 through HealthStream. Coding classes are offered at Modesto Junior College through Community Education.

- **Advisory Committee Meeting Format**

Shirley asked the Advisory Committee members if they had any suggestions for changing the format of the advisory committee meetings. No suggestions were made.

INFORMATION GATHERED VIA RESOURCE SURVEYS

- **TWO SECTIONS FOR MEDICAL ASSISTING 323**

In order to accommodate student requests for more lab hours, the Medical Assisting Program is offering two sections of Medical Assisting 323 in the fall. This will allow the instructors to work with smaller groups in the lab, giving more time to individual students.

- Dr. Nyegaard suggested working more with students on metric versus non-metric calculations.

INFORMATION GATHERED VIA RESOURCE SURVEYS (continued)

- Many medical offices rely on machines that have not been calibrated properly to record blood pressure. Students need to be skilled in taking blood pressures including accurately assessing the appropriate cuff size to use.
- Andrea Powell suggested having students demonstrate critical thinking skills in taking blood pressures and cuff selection.
- Gio Bote suggested increasing student opportunities to take blood pressures on children.

The Medical Assisting Program now has a pediatric manikin as well as infant and pediatric blood pressure cuffs that students can take home to practice taking infant and pediatric blood pressures. Shirley mentioned that the \$35 materials fee that students pay provides students with their own blood pressure cuff and stethoscope. All students are required to wear a watch with a second hand. When taking a pulse, students are instructed to check the pulse for 30 seconds and then multiply by two.

- At the CTE dinner, employers asked for more emphasis on developing the students' soft skills.

In an effort to improve student affect and patient interaction skills, beginning this fall students will be videotaped in the lab during their patient interactions.

- Dr. Nyegaard suggested that the instructors record a demonstration of each skill being performed properly. After the student has watched their own performance of the skill, the student should be show the videotape of the skill being performed properly.

- **SURVEY MONKEY**

The Medical Assisting Program recently purchased Survey Monkey to facilitate the administration and analysis of program evaluation surveys.

CERTIFICATION EXAM RESULTS

The 2014 MJC Medical Assisting graduates achieved a 90% pass rate.

FEEDBACK ON NEW PRACTICUM HOURS

Students are now in an externship site four days a week, eight hours a day, for two consecutive months. The feedback from externship sites, students and faculty has been very positive.

NEW STANDARDS AND GUIDELINES

The implementation of the new Standards and Guidelines was postponed. The new implementation date is 2017.

ACCREDITATION REPORT

Shirley reported that the citations have been corrected and the follow-up report is due to CAAHEP the end of June. CAAHEP's response is expected December of 2015.

- Dr. Nyegaard requested that Shirley email CAAHEP's response to the follow-up report to the Advisory Committee membership as soon as it is available.

HEALD CLOSURE

In response to the sudden closure of Heald College, Modesto Junior College is hosting an information/welcome event for the Heald students on Friday, May 1, 2015. Since Heald offered a medical assisting program, Shirley will be attending this event and speaking with the medical assisting students from Heald about MJC's Medical Assisting Program.