

**MEDICAL ASSISTANT ADVISORY BOARD MEETING
THURS. APRIL 30, 2009 – 3:00PM
MINNESOTA WEST – LUVERNE EDUCATIONAL CENTER
ROOM 124**

MINUTES

Members Present: Gail Ness, CMA – Graduate, Murray County Clinic; Jennifer Luettel, CMA – Graduate, Carol Lang, D.O. – Medical Advisor, Murray County Clinic; Cindy Wolf, Site Coordinator – Arnold Memorial Clinic; Joyce Jacobs, Public Member – Worthington Area American Red Cross; Sandra Schumann, RN – Pipestone Medical Clinic/Avera; Lisa Smith – Program Director/Instructor; Rita Miller – Lab Instructor; Jeff Ernst – Luverne Center Manager; Julie Purlee, – Admin. Instructor; Meghan Cronberg - Current Student

Members Unable To Attend: Tiffany Scott, CMA – Graduate; Dawn Anderson, CMA – Graduate, Rock/Nobles Public Health; Kim Murphy-Spreiter, CMA – Sanford Health Center for Learning & Innovation; Gail Ragan, Medical Coder

TOUR

Members were given a tour of the Luverne Educational Center for Health Careers, the new location for the Medical Assistant Program as of Fall 2008.

WELCOME/INTRODUCTIONS

Lisa Smith, Program Director, welcomed the group and introduced new members who were present for the first time: Sandra Schumann from Pipestone Medical Clinic, Jeff Ernst, Luverne Center Manager, and Julie Purlee, Medical Office Instructor. Other members introduced themselves.

ADMINISTRATIVE UPDATE/PROGRAM RELOCATION

Jeff Ernst gave an update of the status of the Luverne Center, citing positive enrollment in all programs.

LEGISLATIVE UPDATE

Lisa informed the group that the Higher Education Funding Bill of 2007, which sets credit limits for associate and baccalaureate degree programs in MN, is moving forward. This does not affect the MA Diploma, but would mean that the MA AAS Degree at Minnesota West would need to be decreased from 64 credits to 60 credits. Lisa referred

members to the MA Student Handbook, AAS degree requirements, on page 12. She asked them to look at the general education requirements and consider if there are 4 credits they feel could be eliminated in that group of classes. Discussion would occur later in the meeting when curriculum was addressed.

CURRENT HEALTH CARE ISSUES/MA CAREER ISSUES

Statistics from the MN Department of Employment & Economic Development were shared, referencing the MA Student Handbook - page 2. In 2008, the average wage for MA's in Minnesota was \$15.66/hr., and nationwide it was \$14.16/hr. The average wage for MA's in Southwest Minnesota was \$11.99/hr.

Projections are that there will be a 44% increase in the need for MA's in Southwest Minnesota from 2006-2016.

Dr. Lang discussed the transition to and challenges of Electronic Medical Records, which are required by 2010. A focus on this in curriculum continues to be important.

MARKETING

Marketing efforts currently being used were shared with the group by Jeff. Several suggestions from last year's advisory board meeting have been implemented. Past graduates are being utilized to share their Minnesota West and career experiences. Jeff is in the process of making an Allied Health DVD that includes graduate testimonials. This will be available to send to prospective students. Another focus has been to increase our visibility on the web. Lisa has a faculty website that includes career & program information, a past graduate's story, pictures of students performing skills, and links to the AAMA website. An Allied Health Website that features all allied health programs is also being worked on. Ads have been placed in the Sioux Falls high school newspapers, and Jeff is planning to continue to target the Sioux Falls market. Television ads for the college in general, and area radio and newspaper ads specifically for the MA program also continue to be utilized. Members were encouraged to submit ideas for the website and other marketing efforts at any time.

Dr. Lang stressed the importance of efforts to educate employers about the MA career and the skills that they are capable of. She shared that MA's are not utilized as much in this area as in the state she used to practice in, and that some of the reason is lack of career awareness. Jennifer Luettel added that CMA's are often confused with CNA's, so efforts need to be made to clarify that to employers and prospective students.

Lisa Smith reported that enrollment in the program for 2008/2009 was 12 students with 10 of those retained, making retention 83% thus far. Seven of those students are on track to graduate in Aug. 2008, with 3 planning to return to finish next year. Applicant numbers for 2008/2009 are currently much higher than seen in several years! There are

14 applicants for Fall 2009, and several have already registered for classes. Recruitment of new students continues, and it is common to get some program applications over the summer.

PROGRAM CHANGES

Lisa reported that the curriculum changes approved by the board last year were implemented Fall 2008 as planned.

Those changes were:

- 1) Removed ADSM1130 – Medical Transcription (2 credits) from the curriculum. This is no longer a required competency for MA programs.
- 2) Retired the course MDLT2140 – Diagnostic Testing (2 credits), and added the new course MDLT2145 – Electrocardiogram (1 credit). MDLT2140 included both ECG and X-Ray Operator’s training; MDLT2145 is just ECG. As of January 2008, new regulations were established for X-Ray Operator’s Licensure in Minnesota. The new regulations increase the required content of the class, and made it prohibitive to offer the exam at the college upon course completion. Lisa reported that Ridgewater’s MA Program Director had shared that the exam was very difficult to pass, so this change appears to have been in the best interest of our program/students.
- 3) To replace the 3 credits eliminated (as described above), ENGL1101 – Composition I has been added. One of the AAMA required content areas is “fundamental writing skills”. Students in the AAS program have always taken Comp. I as a requirement, but now the Diploma students take it, too. This more consistently meets the content area, and hopefully improves our graduates’ ability to write and document accurately.
- 4) Because ENGL1101 – Comp. I has moved from a required general to a required program course for the AAS students, the 3-credit general that replaced Comp. I is SOC1101 – Intro to Sociology.
- 5) The Medical Secretary Program has increased ADSM1120 – Med. Office Procedures I and ADSM1125 – Med. Office Procedures II from 2 credits each to 3 credits each. This increase has incorporated the insurance & coding content needed by the MA’s, so they no longer take ADSM1105 – Insurance & Coding.

See pages 11 & 12 of the revised MA Student Information Handbook for the current curriculum.

Proposed Changes:

1. The AAMA, in their new Standards and Guidelines, has changed the name of the MA externship to “MA Practicum”. Board approval was given to make this change to Minnesota West’s MA Externship. It will be proposed that the name of MEDA2140 – Medical Assistant Externship, be changed to MEDA2140 – Medical Assistant Practicum.
2. The board discussed how to reduce the MA AAS degree from 64 to 60 credits to meet the requirements of the Higher Education Funding Bill of 2007, providing it continues to go forward. Dr. Lang made a motion to drop the 4 credit PSYC1101 – Intro to Psychology, and Gail Ness seconded the motion. Discussion centered around how applicable this course is to the students’ career. All agreed that PSYC1150 – Developmental Psych, is more applicable to allied health care careers. The nursing program currently requires Developmental Psych, but not Intro to Psych. The motion was approved, and will be implemented when/if the reduction in credits is required to move forward.
3. Joyce Jacobs made a motion to require BIOL1115 - Human Biology instead of BIOL1110 – Principles of Biology if it can be made available to the Luverne students, and Dr. Lang seconded the motion. Discussion was that Human Biology is much more applicable to the MA career. The motion was approved. Lisa will advocate for the availability of BIOL1115.
4. Minnesota West currently teaches the basic concepts of urethral catheterization to the MA students. This is not a content requirement by the AAMA, but the college has chosen to do so. However, the students do not practice and test out on the skill of inserting a catheter at this time. Dr. Lang requested that we consider this, as quick-caths are commonly done in the clinic setting. Past graduates added that this would be a useful competency, and the board agreed. Lisa will add the catheterization skill and test-out to MEDA2110 – Clinical Procedures II and to the competency checklist for externship.

ACCREDITATION REQUIREMENTS

Lisa informed the group that the AAMA Curriculum Review Board’s changes to the Core Curriculum for Medical Assistants was implemented Jan. 1, 2009. The draft was reviewed at last year’s meeting, and did not change. Areas of greatest change include the emphasis on EMR and the addition of Emergency Preparedness as a required content area.

Julie Purlee, Medical Office instructor continues to include EMR content in the medical office classes, and students get hands-on experience with this during their externships.

Lisa reported that graduating students are receiving some of their Emergency Preparedness training this Spring by attending Red Cross Volunteer trainings. This was facilitated by Joyce Jacobs. Joyce also reported that she is now certified to teach classes in Emergency Preparedness, and will be available next year to come to the classroom as part of her position with the Red Cross. In addition, students are meeting this content area by completing assignments using the CDC website and taking an exam over what they learned.

EXTERNSHIP SITES

Externship sites being used this summer are as follows: Sanford Clinic - Worthington, Sanford Occupational Med/Walk-In Clinic – Sioux Falls, Sanford Orthopedic & Sports Medicine Clinic – Sioux Falls, Sanford Clinic – Luverne, Sanford Acute Care – Sioux Falls, Mayo Health Systems - Owatonna Clinic, Mayo Health Systems - Fairmont Medical Center, Mankato Clinic, and United Hospital District Clinics – Blue Earth & Wells. Because Sanford Acute Care on Kiwanis is closing for the summer, that student may need another site (if unable to go to a different Sanford Acute Care in Sioux Falls). Sandra Schumann – Pipestone Clinic and Dr. Lang – Murray County Clinic, offered that they have some extended hours.

ASSESSMENT

The Annual Assessment Review for **August 2007 – July 2008** was handed out to members. This includes Minnesota West's outcomes, an analysis, and an action plan for all of the assessment data the AAMA requires reporting on each year. Outcomes were:

CMA Exam Results: CMA exam participation rate – 67%; pass rate – 100%

Graduate Satisfaction: 100%

Employer Satisfaction: 100%

Retention: 69.3% by academic year, and 100% by 2007 cohort (required by AAMA to report)

Job Placement: 100%

August 2008 – July 2009 Annual Assessment Review is In Process:

CMA Exam participation for the August 2008 graduates has been 60% thus far, with 2 out of 3 passing.

Graduate and employer surveys were sent in March. Graduate survey participation thus far – 60%; satisfaction – 100%. Employer survey participation – 100%; satisfaction – 100%.

Job placement of the August 2008 graduates: 4 working as MA's or in related field and 1 not working as an MA per choice (was offered a job as an MA and declined).

SUPPLY/EQUIPMENT NEEDS

The group was reminded that expired supplies and/or unused equipment may be useful to the program. Cindy Wolf was thanked for her donation of coding books.

OTHER

Committee members were thanked for their participation and encouraged to provide input and feedback throughout the year. The meeting was adjourned with the next meeting planned for the Spring of 2010.