

**MEDICAL ASSISTANT ADVISORY BOARD MEETING
TUES. OCTOBER 27, 2009 – 2:30 PM
MINNESOTA WEST – LUVERNE EDUCATIONAL CENTER
ROOM 124**

MINUTES

Members Present: Carol Lang, D.O. – Medical Advisor, Murray County Clinic; Cindy Wolf, Site Coordinator – Arnold Memorial Clinic; Dawn Anderson, CMA – Graduate, Rock/Nobles Public Health; Lisa Smith – Program Director/Instructor; Rita Miller – Lab Instructor; Jeff Ernst – Luverne Center Manager; Julie Purlee, – Admin. Instructor; Jackie Otkin – Dean of Allied Health Education Programs; Danna Heck and Sandra Gunnink - Current Students

Members Unable To Attend: Sandra Schumann, RN – Pipestone Medical Clinic/Avera; Joyce Jacobs, Public Member – Worthington Area American Red Cross; Gail Ness, CMA – Graduate, Murray County Clinic; Jennifer Luettel, CMA – Graduate Tiffany Scott, CMA – Graduate; Kim Murphy-Spreiter, CMA – Sanford Health Center for Learning & Innovation; Gail Ragan, Medical Coder

WELCOME/INTRODUCTIONS

All of the allied health programs located at the Luverne Center met as a large group before breaking into the individual program groups. Jackie Otkin, Dean of Allied Health Education Programs and Jeff Ernst, Center Manager welcomed the group and introduced faculty for each program. Jeff gave an update on enrollment (numbers continue to be positive) and marketing activities at the Center.

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 2009, the median wage for MA's in Minnesota was \$15.41/hr., and nationwide it was \$13.90/hr. The average wage for MA's in Southwest Minnesota was \$12.21/hr.

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

MARKETING & NATIONAL MEDICAL ASSISTANT RECOGNITION WEEK

Lisa discussed some of the activities the college did during MA Recognition Week, which was Oct. 19-23. One of the current students in the program, Sandy Gunnink, was featured in an article in the Luverne paper that week. Students hung signs to promote the

week at the Center, and a pizza lunch was provided for them. The AAMA article for Recognition Week, "Letter of Gratitude" was shared with the group. Discussion was held about sending a promotional mailing to area clinics regarding MA Week. The focus would be to increase awareness of the profession and encourage recognition of employees who are MA's. Lisa will plan to work on this for next year.

Another idea offered by Cindy Wolf that may help to increase employer awareness was to have someone from the college attend staff meetings at area clinics to speak about the MA career and MN West's program.

ENROLLMENT

Lisa Smith reported that enrollment in the program for 2008/2009 concluded with 9 students - 5 graduating in Aug., and 4 returning to complete the program this year. Three students were lost to attrition, making 2008/2009 retention 75%. This meets the AAMA threshold of 70% retention, a threshold that has been difficult to attain some years. The AAMA will look at average retention over 5 years before a program will be disciplined for not meeting the threshold.

2009/2010 Fall enrollment in the program is 18 students, 4 returning and 14 new. These numbers are much higher than seen in several years! There are currently 2 new applicants planning to start in Jan. 2010.

PROGRAM CHANGES

Lisa reported that the following curriculum changes approved by the board last April were approved by the collegewide curriculum committee last week, and will go into effect immediately:

- 1) MEDA2140 – Medical Assistant Externship will now be MEDA2140 – Medical Assistant Practicum. This name change was mandated by CAAHEP, our accrediting agency. There were no other changes to the course.
- 2) BIOL1100 – Survey of Biology was deleted as an option for the MA AAS biology requirement. This course is no longer offered at Minnesota West.

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

An additional change that did not require approval of the collegewide curriculum committee was that Lisa added the skill of urethral catheterization (emphasis on quick-cath) to the list of skills that will be taught in MEDA2110 – Clinical Procedures II.

Status of Proposed Changes:

1. At the April 2009 meeting, 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. Removing the 4 credit PSYC1100 – Intro To Psychology was approved by the board. Lisa explained that the process for making these changes is continuing, but that AAS degree program changes will not be required until 2012. Once directed by MnSCU, Lisa will move forward with this change.
2. Also at the April 2009 meeting, the board had recommended MA AAS students be required to take BIOL1115 – Human Biology rather than having the option of taking this course OR BIOL1110 – Principles of Biology. Lisa explained that one concern that has come up with this is students who come with BIOL1110 already completed (from MN West or another college). Would they then need to take BIOL1115? Also, BIOL1115 – Human Biology is still not available to Luverne students. Jackie Otkin will be meeting with MN West’s Biology Dept. soon to discuss this and other matters. We will continue to advise students to take Human Biology when possible, leaving Principles of Biology as an acceptable option.

On the subject of curriculum, Dawn Anderson questioned the possibility of having students take a course in Spanish. The group agreed that this would be an asset when seeking employment. Currently, students are encouraged to take courses such as “Spanish for Healthcare Professionals”, but this is not mandatory. Lisa will explore possibilities.

ACCREDITATION REQUIREMENTS

Lisa reminded the group that the AAMA Curriculum Review Board’s changes to the Core Curriculum for Medical Assistants was implemented Jan. 1, 2009. 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. Lisa and Julie are working to find resources that ensure students get hands-on experience with the office skills. Lisa explained that, due to EMR, it is becoming more challenging for students to get hands-on experience during their practicums as they aren’t always allowed passwords and access to the computerized system. Ideas offered by the group included working with sites to allow students access to the clinics’ training programs. Cindy Wolf gave the example of Sanford’s “Train & Play”. The question was also raised about the possibility of the college purchasing an EMR package with technology funds. Lisa will check into this.

Member Joyce Jacobs of the American Red Cross was able to guest-speak to Lisa’s class this Fall on Emergency Preparedness, helping to meet that requirement.

EXTERNSHIP SITES

Externship sites used last summer were: 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. One student, who was unable to complete her externship this summer is in the process of completing her externship with Pipestone Medical Clinic/Avera this Fall.

ASSESSMENT

CMA Exam Results: CMA exam participation rate – 5/5 (100%) of the Aug. 2009 grads have taken, and 5/5 (100%) have passed. With the exam now being computerized, participation rate has improved. Five-year pass rate is 95.6%.

Graduate Satisfaction: Surveys will be sent to 2009 grads in Feb.

Employer Satisfaction: Surveys will be sent to employers of 2009 grads in Feb.

Retention: 2009/2010 – 75%

Job Placement: So far, 3 of Aug. 2009 grads are employed in health care, and 1 has returned to school for nursing. One continues to seek employment. Placement: 4/5 (80%).

SUPPLY/EQUIPMENT NEEDS

The group was reminded that expired supplies and/or unused equipment may be useful to the program. Dawn Anderson was thanked for the donation of an infant scale, and Dr. Lang for a box of lab supplies.

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 Fall of 2010.