**VENTURA COLLEGE**

**Medical Assisting Advisory Committee Meeting Minutes**

**Wright Event Center**

**Friday, May 1, 2015**

**12 noon- 1:30 pm**

**Present:** Debbie Newcomb, Kathy Dunlop, Caroline Greeby, Dave Keebler, John Cordova, Nancy Kennedy, Susan Moffatt NP, Kristen Nugent MD, Lynn Rockney MD, Thomas Dunlop MD, Roxanne Grodin

| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| --- | --- | --- | --- | --- |
| I. Welcome | Call to order at 12:15 pm |  |  | Newcomb |
| 2.Public comments | None |  |  |  |
| 3. Introductions.  | Ventura College Faculty: David Keebler, VP, D. Newcomb, Business Dept. Chair, K Dunlop & C. Greeby Adjunct Professors, Susan Moffatt, NP (Dr. Robert Moffatt’s office); Kristen Nugent, MD (VC and OC Student Health Center, VCMC Homeless Clinic); Lynn Rockney, MD (Magnolia Clinic); Tom Dunlop, MD (VCMC Oncology Clinic, Modoc Hospital Emergency Dept.); Roxanne Grodin, MA (Dr. Robert Moffatt ‘s office); Nancy Kennedy, Administrator (General Surgery Medical Group of Ventura County); John Cordova, Deputy Sector Navigator (DSN) Health South Central Regional Director (Health Workforce Initiative, College of the Canyons)  | Several MA’s were not able to make this meeting.Consider inviting more MA’s to join next year from a variety of employers/specialties. |  | All faculty |
| 4.Announcements/Informational items: a. Applied Science Center | A preview of the new Applied Science Center (ASC) was presented by D. Newcomb. This center will provide training for a number of career pathways and will include a truly unique opportunity for training in the employability skills (soft skills) that have been requested by all of our advisory councils. A detailed PowerPoint slide presentation handout was distributed and reviewed. Curriculum for two courses – Employability and Business Essentials was shared with members.Employers were invited to get involved in assessments, especially mock interviews.Dr. Nugent inquired about the possibility of businesses providing laptop computers for needy students that may checked out from the Applied Science Center. J. Cordova suggested that DSNs might be able to help on site at the ASC. He also suggested that perhaps authentic assessments could be regionalized (ex: Interviews could be held at local colleges for students not in the VC area). |  |  |  |
|  b. Employability | The addition of the Applied Science Center resources will help our students acquire and demonstrate a level of competency with their “soft skills”. | Publicize employability curriculum through the Applied Science Center to VC Students and incumbent employees in industry. |  | NewcombDunlop |
|  c. Internship update | Hoping for a Spring 2016 startup. Students will need to complete BUS V97 or BUS V28A and at least two courses in the discipline. They will also need to be enrolled in 6 units, including the internship. Other requirements include background and drug checks, immunization verification, etc.  | Details still need to be worked out. |  | Newcomb &VC Innovates Team |
| 5. Discussion Items: |
|  a. “Hard Skills” needed | Top Hard Skills needed:1. Safe Medication Administration ( i.e. drug dosage calculations, live practice, know when to question MD’s, administration of injections & oral meds)
2. Vital Signs: knowledge of purpose of each vital sign, normal values, and when to alert MD’s
3. More HIPAA training with regard to new technology
4. HIE (Health Information Exchange) and the effect on confidentiality rules/HIPAA
5. Accuracy of medical-legal documentation in medical records, especially when retaking vital signs, etc.
6. Customer Service
 | Have students take a basic math test prior to enrollment to verify knowledge/competence. Encourage injection practice on live people (classmates and/or through the VC Health center). Ask Mary Jones about possible rotation for injections.Utilize the Applied Science Center  |  | Dunlop Newcomb |
|  b. Certification of MAs | CMS has mandated that all MA’s must be certified by 2016 in order for employers to be reimbursed for skills performed by MA’s.Cordova explained that he has a Certification Prep Course that might be able to be offered as a pilot project at VC. | Inform students of the new changes.Encourage students to take certification exams.Follow-up on prep course |  | All MA facultyNewcomb – follow-up on prep course |
|  c. Impact of upcoming ICD changes | All physicians and staff must be trained to use ICD-10 by October 1, 2015.  | Start teaching ICD-10 to Fall 2015 classes |  | Newcomb |
|  d. Suggestions to ensure continued program quality and employer satisfaction | Cordova suggested that he can provide training as needed for specific competencies by providing workshops for employers/employees. He can even do training at employer sites.Committee members commented that VC students have a good reputation compared to the other Medical Assisting programs in our community.Committee members were glad to hear that the internship will return. It is seen as important to enhance skills learned in the class and improve the graduates’ marketability to clinics and medical offices.The Applied Science Center will offer non-credit, free classes open to anyone that will fill many gaps in our current and future workforce’s employability skills.  |  |  |  |
| 6. Adjournment | Next year’s annual meeting planned for February, 2016.Guests were thanked for their participation and valuable input for the continued success of our programs.Adjourned at 1:40 PM. |  |  |  |