VENTURA COLLEGE

Minutes of the Medical Assisting Advisory Committee

Date: 05-06-16

MCW-312

Present: Dr. Kim Hoffmans, Susan Renteria, Isabel Ortega, Cindy Garner, Irene Ornelas, Kathy Smith, Dr. Kristen Nugent, Dr. Tom Dunlop, Kathy Dunlop, Susan Moffatt, Roxanne Grodin, Shana Collins, Lucy Baron-Donnelly, Nicole Falco, Patricia Duffy, and Debbie Newcomb.

Recorder: Lucy Baron-Donnelly

Minutes:

Agenda Item	Summary of Discussion	Comments
1. Call to order	The meeting was called to order at 12:05 PM.	
2. Public Comments	None	
3. Introductions	The purpose of CTE Advisory Committees was presented. They are required to meet twice per year, however, we meet once in person each spring and once via email each fall. The council attempts to identify trends and meet the needs of employers. D. Newcomb also announced that we are still in search of Medical Terminology Instructor for a day class in the fall. Members were asked to notify her if they or someone they know might be interested in teaching part-time for the department. Debbie Newcomb introduced the VP of Academic Affairs, Dr. Kim Hoffmans. Then MA Department faculty members were introduced. Each committee member was then asked to introduce themselves and state their needs and trends in their office.	

	Council members' opinions on the growing needs in the Medical Office concerning Medical Assistants was as follows: Ortega- EHR learning curve can delay patient care Renteria- EHR #1 need; employee flexibility Garner- Small practice docs being absorbed into larger practices; new docs looking to work for established practices. Smith- knowledge of work flow from front to back office; knowledge of EHR Dr. Dunlop- MA as the first impression; interpersonal skills Dr. Nugent- pt interview skills; Hx, CC, meds, and terminology Nugent- Critical thinking skills Groban- knowledge of work flow, pt Hx, meaningful use Ornales- work flow and time management Collins- EHR, knowledge of preventative care Duffy- education of community for 21st century jobs; anticipating the changing needs of community	
4. Announcements/ Information Items a. Employability Training	Employability and soft skills are needed so a new program was developed to combine technology with employability. These new "ATE" courses are free and designed to allow students to move at their own pace. Courses offered as C/NC, with more than 50% offered on-line. Students will come on campus to go through authentic assessments to document their skill attainment. Students only pay the required health fee and must go through the admissions process. Workplace and Business Essentials will be offered Summer 2016; others may be offered in the fall. Courses can be viewed on the VC website. A handout listing all of the ATE courses with their descriptions was passed out with the agenda. Council excited about possibility of offering courses to already hired employees as well as making it a requirement for future employees. The Business Department is hoping to access digital badges for these courses to document skills of those who complete the courses.	
b. Internships	Business office sites have been located and filled, but we are still in need of Medical Office sites to take VC Interns. We will be re-launching the internship in Fall 2016; 1 unit course lasting 5 weeks at 12 hours/week. Student will be covered under district's insurance. Students must pass a background check and meet JACHO requirements. A list of all requirements that students must meet to participate in the internship was included with the agenda. Grossman Imaging accepted the first intern but more sites are needed. Cindy Garner to reach out to CMH HR for approval. Irene Ornales to reach out to Clinicas.	Need to reach out to community for M.A. Inter sites

5. Discussion items a. Certification review course for MAs		
b. Changes in medical office procedures/skills	Members reviewed the skills assessment checklists for front and back office in BUS V97. The handout was passed out with the agenda. The courses emphasizes more hands-on activities and less lecture. EHR courses was designed to allow students to recognize what information EHR systems require. Students should be able to transition easily from Spring Charts and Medisoft to whatever format offices use. Current systems in use per council members: Allscripts, Cerner, NextGen, Epic, and Pyramed.	Reach out to EHR program companies for any free formats that can be used for student instruction.
c. Suggestions for program changes	Members were asked to notify D. Newcomb if there are any suggestions for changes in the program content.	
d. Guest speaker suggestions/mock interviews	Members were asked to notify D. Newcomb if they are willing to participate in mock interviews for the MA or ATE courses.	
e. Healthcare coordinator courses	There is a need for case management care coordinators and aftercare planning. Currently nurses, physical therapists, social workers, etc., fill these roles. Possibility of creating a course to teach M.A.s the skills required for these healthcare coordinating jobs as an entry level position. Looking to create a team approach along multiple disciples to fill this need. Shana Collins- 80% of Social Workers day spent filling out forms for patients/clients. This task could easily be taken on by MAs to allow S.W. more time coordinating patient care.	The Workforce Development Board will continue considering the community needs for a H.C. coordinator course and identify curriculum to support it.
6. Other	Members were offered a tour of the medical assisting main classroom.	
7. Adjournment	Members were thanked for their time and input. The meeting was adjourned at 1:30 PM.	