PHLEBOTOMY ADVISORY COMMITTEE
MINUTES
Wednesday, February 18, 2014
5:00-7:00 PM
CCW Room 124

Members Present: Lisa Gonzalez, Committee Chair, Providence Medical Center Milwaukee; Nichy Lee, Vice Chair, Legacy Salmon Creek; Alicia Quigley, Adventist Medical Center; Svetlana Senchuk, Providence Medical Center Milwaukee; Lisa Parkman, The Vancouver Clinic; Heather Harris, Legacy Salmon Creek; David Potwin, The Vancouver Clinic

Members Absent: Eva Kettenring, Adventist Medical Center; Robin Conomos, PeaceHealth SW Medical Center

Clark College: Debra Ortiz, Director, Allied Health; Stephanie Robinson, Lead Phlebotomy Instructor; Blake Bowers, Dean, Business & Health Sciences; Dedra Daehn, Director, Academic Services; Shelley Ostermiller, Advising Divisional Mgr.; Lori Anderson, Providence Medical Center; Andreana DiGiorgio, Secretary Sr., Advisory Committees

Committee Chair, Lisa Gonzalez, called the meeting to order at 5:04 pm and introductions were made.

Approval of the Minutes of the Previous Meeting
After the committee reviewed the minutes from the August 21, 2013 meeting, a motion was made to approve the minutes as written. The motion was seconded and unanimously approved.

Office of Instruction Update
Director of Academic Services, Dedra Daehn began by reminding the committee that she sent out a link to the online member training and wanted to know if anyone had any questions about the training module. There were no questions.

Next, Dedra explained that she recently received word from the State of Washington that adjunct faculty can serve on advisory committees but are not allowed to vote due to a potential conflict of the WA State Ethics law. The state indicated that there could potentially be a conflict of interest and/or create an unethical situation. She explained that the adjunct faculty are important members of the committees and can still be active participants but will be unable to vote and will be classified as “ex officio members.” Dedra told the members that nearly all the colleges across the state do not let the adjunct faculty members vote. She suggested that the committee look at the roster to see if this will affect quorum and that they may want to review the bylaws and make changes to the quorum requirement. She expressed that the committee can change the bylaws however they see fit regarding quorum. However, the state recommends 51% of the voting members constitute quorum. She added that students are not able to vote either, but can participate.

Director Report
Director of Allied Health, Debbie Ortiz, reported that the first cohort started in fall 2014. She said there are 24 students in the cohort and they have room for 30. She said it works nicely to have 10 students per instructor in the labs. She said they will be looking at the student to instructor ratio
throughout this cohort, and said it’s too soon to evaluate yet, but they may need three labs with eight students to one instructor as opposed to 12 to 1 with two labs.

Next, Debbie told the committee that she’d like to add “Pathways” to the work plan. She said that down the road she’d like to see a clinical lab assistant pathway. She added that the Phlebotomy program needs a pathway just as the Pharmacy Tech program has for the benefit of students to receive financial aid to pay for the certs and degree. Shelley Ostermiller, the Advising Divisional Manager, explained the financial aid requirements. She told the committee that financial aid has a requirement that certificates cannot be funded as standalone unless they build into a degree. So, if all of the classes for a certificate also have a degree pathway, then it would make the certificate financial aid eligible. Debbie added that the Pharmacy Tech program also has an AAT leadership degree and wanted to know what the committee thought of this kind of degree for the Phlebotomy program. Prior to the discussion about pathways, Lisa asked for a motion to look at a pathway to the Phlebotomy program and add it to the work plan. The motion was seconded and unanimously carried.

**Work Plan**

Debbie asked the committee if they thought an AAT Leadership degree it would be a good option for students to become a supervisor. Lori Anderson said that usually in industry, upper management requires an AA and/or a BA plus experience. Nichy Lee said that at Legacy Salmon Creek it’s not currently part of the job requirements. Lisa said that Providence has been looking to create a job ladder. She added that having a degree is not necessarily a “shoe in,” but some of the larger organizations might like to have potential AAT applicants. Blake told the committee that the Pharmacy Tech AAT degree flows right into the baccalaureate management degree. Debbie passed around an example of what leadership/management classes the Pharmacy Tech offers in their leadership degree. A discussion took place with the members offering many pathway ideas. Blake offered some pathway ideas and put on the board the following: Leadership, MLT, Medical Office Specialist, Medical Assistant, Community/Public Health, and Independent Contractors. Debbie said this can be an ongoing discussion for now and Lori requested that Debbie send out Med Office Specialist and Medical Assistant degree information. This timeline will be spring 2015.

**Student handbook.** Stephanie reported that the student handbook was sent out last fall. She said it’s much simpler and less objective. She said she received good feedback on the evaluations and told the committee there are some minor things that need to be tweaked. She said that the students said the pace of class was very intense and told the committee this is true, as the class goes through two textbooks in 10 weeks. Stephanie spoke about the student journal and said it includes goals related to their clinical. She said that these goals are set by the facility, a clinical preceptor, or someone they’re working with and added that students need to journal daily.

**Equipment update.** Vocera charting software. Debbie said got a quote and it was very expensive. Stephanie said there are no educational versions available from Vocera. She said that Epic is still not sharing their software. Debbie asked if EMR Star could be tailored for lab use. Debbie said that Rachele Bakic may have information on this. After some discussion about EMR software and what industry wants students to know, Alicia said learning to use a basic EMR software is enough as every employer is different.

**Vision Statement.** Lisa wrote the vision statement on the whiteboard and asked the committee to read it and give feedback, if any. The vision statement is as follows: “*(The) Clark College Phlebotomy Program is dedicated to provide a career pathway in an ever changing industry, with a solid foundation from an extraordinary education for those who desire an advanced clinical experience to prepare for today’s workforce.*” A motion was made to accept this vision
statement and to send it to the Communications & Marketing Department for polishing. The committee voted for final approval. The motion was seconded and unanimously carried.

**Student Selection Process.** Debbie asked the committee if more communication course options are appropriate in meeting their needs in a student/applicant/employee. She said that students currently have only one choice of Communication course the Interpersonal Communication course (person to person communication) and do we want to include Small Group Communication?.

Debbie told the committee that a Patient Care Communication class is being developed and will include diversity, i.e. gender, age, race, but for now, the question is whether to keep the communication requirement as it is with one communication class. It was recommended that the committee will vote on communication as pathway discussions move forward.

**Establish Healthcare Team Scenarios.** Stephanie said she would like to take students to the nursing facility to do some team scenarios. Stephanie will report back on this.

**Vision 2020.** Blake encouraged the members to take a look at the advisory committee website to see what the faculty and staff are working on regarding Vision 2020. Blake announced that there has been forward progress that Clark College will build a facility in the north county and the building will have a health science focus. Blake said the programs that will be moving are all the programs that are in the current building at WSU-V; Nursing, Phlebotomy, and Pharmacy Tech will move to that facility. He said the decision to build in the north county was made because the population is exploding in the Battle Ground/Ridgefield area and a large hospital facility is coming to that area soon.

**Program Review with Clinical Preceptors.** Alicia said she is resigning her position at Adventist, but the program review can be done at Clark. She said she would ask the person who takes over her position to be involved in this. This item will be deferred to fall 2014.

**Old Business**

**State Requirement.** Stephanie said it is a huge issue. She reported that currently, if a credential is verified, it can be transferred, but Washington State will not recognize it. Stephanie said she is recommending to her students to obtain credentials in Washington, even if they are not going to work in Washington. She said it’s very complicated right now but she will call and try to get clarification on this.

**Marketing Strategy & Video.** Stephanie said the video for the website is not complete yet because there were no students to film and she wants to wait until the construction of the lab is complete. She said the videotape will be created in spring when the video can include students in action.

**New Business**

**Purpose Statement.** Debbie said that the mission statement now needs to be called “purpose statement” so that it will not be confused with the Clark College Mission Statement. She asked the committee if they want to keep the same statement and brought the statement up on the board. It is as follows: “The Clark College Phlebotomy Program is committed to providing students with a comprehensive professional and practical application of phlebotomy and its relevance to patient care through quality teaching and varied clinical settings.” The consensus was to keep the current mission/purpose statement. A motion was made to keep the current purpose statement. The motion was seconded and approved unanimously.

Debbie added one more new business item and that is Continuity of Operations Plan (Coop). She asked that in the case of an issue with infrastructure, such as earthquake or other devastating event, could they use members’ facility to continue with the program in the case of an issue like this. Legacy Salmon Creek said they will commit. The other members said they will ask their facilities.
Lisa Gonzalez summarized the meeting reviewed the action items:

- Give thought to a pathways program. Debbie will send the committee the Medical Office Specialist and Medical Assistant degree class requirements.
- Lisa and Lori will check with their facilities about the COOP plan.
- Recruit new members. Debbie would like someone from Kaiser and Lisa will talk with PeaceHealth. A new vice chair will need to be voted in at the next meeting as Nichy Lee has resigned from the committee.

Next Meeting Date:
Tuesday, April 17, 2014 at CCW.

The meeting was adjourned at 7:05 p.m.