

**MEDICAL ASSISTING ADVISORY COMMITTEE -MINUTES**

**Tuesday, June 4th, 2019**

**5:30-7:30p.m. \* GHL 213 (Gaiser Hall – Ellis F. Dunn Community Room)**

**Members Present**: Norman Berg (Committee Chair), The Vancouver Clinic; April Gapsch, PeaceHealth; Ray Maly, Community Member; Pepper Miller, Clark Student; Sean Moore, WorkSource

**Members Absent**: Morgan Berg, Lifeline Connections; Laurie Helms, Nurse Practitioner; Lacie Thompson (Vice Chair), PeaceHealth; Stefanie Tolliver, The Vancouver Clinic;

**Clark College**: Instructors for BMED, Olga Lyubar; Jennifer Obbard, Associate Dean – Health Occupations; Dr. Brenda Walstead, Dean of BHS; Sarah Kuzera, Director of Medical Assisting; SueAnn McWatters, Program Specialist – Advisory Committees

Committee Chair Norman Berg called the meeting to order at 5:39pm and introductions were made.

**MINUTES OF PREVIOUS MEETING**

*The minutes of March 12, 2019 were presented: Norman Berg made a motion to approve. This was seconded by Ray Maly and passed unanimously.*

**DATE OF NEXT MEETING**

The committee selected their next meeting date: **Tuesday, October 8th, 2019 at 5:30pm.**

**OFFICE OF INSTRUCTION ANNOUNCEMENTS**

SueAnn McWatters made the following announcements:

She provided a brief update about what is happening on campus with Pathways work, the publication of the insert in February, the upcoming transition from our legacy computer system to the People Soft system that will be used statewide and pending budget decisions. Committees are asked to curtail scheduling meetings during the last two weeks of October to allow for this switch.

Due to low enrollment the campus will see a significant budget reduction in 2019-20, with programs being eliminated. This will incur additional faculty and staff cuts. Cathy’s position is one that will be eliminated, ending June 30, 2019, so she will no longer be with Clark College.

**SHARING NEWS AND KNOWLEDGE**

Sarah Kuzera spoke on submitting a mandated progress report based on the program’s last site/survey visit to the MAERB. They just received a letter stating that they are no longer any citations and they will not need to anything further until 2024. It is very uncommon for programs to go uncited. The program will still need to submit annual reports moving forward, but it is great news for the program.

The MAERB review is very extensive and requires a lot of information. Sarah has to provide all information from the old program as well as the new program. She has to indicate all the cognitive and psychomotor competencies on when they will be taught and how they will be taught. She also has to crosswalk all of this into the courses. On top of that, she has to indicate each syllabi to each course. All of this has to be sent to MAERB and approved to hopefully start by 2020.

Sean Moore asked if this process if used by all colleges in the state. Jennifer Obbard clarified that if they are accredited, then these are the steps taken.

MAERB only accredits medical assistants and do not grandfather other students; they are very selective. The school takes on the fees of all of MAERB’s visits, forms, etc. It is very expensive.

Pepper Miller explained that as she is currently going through the competencies. The workbook is a lot of work.

Brenda gave kudos to Sarah as she has really elevated the program. The students are all working together and working hard.

*2019 Cohort*

The program allows 30 in the cohort; there are currently 29. There are potentially 80 that are in the pipeline.

Medical Assistant is different from other allied health as they have to actually interview to get placed. Some of the employers and sites will actually come to the college for interviews. And some students go out to the sites. 28 of the 29 students are placed in their practicums starting in summer. They start July 8th and have 8 weeks to finish 160 hours. This involved a lot of work including mock interviews, resumes, lots of practice, etc. Sarah is fine with them doing more hours but it is not required.

Placements include:

* Vancouver Clinic
* PeaceHealth
* Providence
* Legacy
* Kaiser Permanente
* New Heights
* Southwest Dermatology (2 students currently in interviews)
  + Normally do not hire often, so this is a great opportunity for a permanent position.
  + The organization tested the students and will next do a two hour shadowing session and will meet the owners.

Sean spoke on the externships and the timeline for when job offers start to occur. Sarah stated that we are dealing with the Department of Health (MAs have to be certified). A first time applicant has to be sent via paper. Students can re-enroll online, but the first time has to be submitted via paper. The state will not grant them an interim license until they have received the student’s final transcripts. Employers want to be able to look on the state site and see that they are in the process of getting their certification. This can be sent in at any time, however applicants might have to do a finger print. Things cannot be processed faster as they need to have the student’s transcripts for them to give the interim ID/license. The program cannot send the AAMA application until 30 days before they complete. We cannot send it earlier, because if a student takes the exam and passes, this will invalidate their score. Students can work on the interim for up to a year. Sarah does push the students to take their exam as soon as possible.

Because of the change in curriculum, the program is looking at a possible 2nd cohort next year. They would start in January, and go on externship in July. Another would start in the spring and then go on externship in the fall.

OHSU and Providence are both looking for MAs and the need is definitely there. Pepper Miller is going to PeaceHealth for her externship.

**INTERVIEW PROCESS FOR EXTERNS**

With the number of MAs and the process of having to interview, Sarah would really like the sites come together or have a more streamlined process. There were situations where students were set up to interview for more than one site and then they were placed at TWO locations. 24 students interviewed at PeaceHealth and of the 24, 16 got placed. So there were a few overlaps. It is going to be up to the students to make a decision now. Hopefully this can be set up differently, but this might mean starting the process sooner as well as asking if the students are ready to be placed.

Norman Berg stated that TVC had a call out to the departments to let them know that preceptors needed to help and engage students. He suggested to keep working with Suzanne? (the coordinator) at TVC to figure out the timeline. As far as the MA advancement within the clinic, going to the MA2, taking the preceptor class is highly encouraged. They are trying to get more of the clinic to be trainers and take on more students. TVC currently has 27 MA openings so there is a pretty high chance these can turn into permanent positions.

Sarah has encouraged the students to write letters thanking the sites for their time and the interview.

Pepper Miller explained that she doesn’t just treat the externship interview as an “externship” interview, but as a real life interview.

Sarah stated that on August 28th, they will have the first medical assistant pinning ceremony. The students will participate in graduation in the next couple weeks but they don’t actually finish their program until the end of august. It is a wonderful highlight to accomplishing this goal. Family and friends are invite, they’ll be a speaker, and it’s just a nice time to acknowledge their achievement. Someone important to the student will do the actual pinning. Once the brochure is complete, we will send it out to the committee.

Of the 29 medical students, WorkSource has been working with 10 of them to make sure that all of them do get placed. They are working with them for scholarships ($1,200) and connecting them with other recruiters.

**INDUSTRY UPDATES**

Ray spoke on being on the foundation board at PeaceHealth and how they wanted to give back to the medical care givers and staff. He was very surprised to see their reactions were so positive. Saying thank you meant a lot.

Sean stated that WorkSource had 261 people show up for an event. Most of those that showed were already in their careers looking for opportunities. Moving forward, all of the employers want to do it again and potentially doing it for more specific industry. OHSU, PeaceHealth, and Providence recruiters were very excited to see those who came. Really partnering with the schools is so beneficial to these students and also these organizations.

Norman Berg stated that there is quite a need for MAs a TVC and doesn’t see that changing any time soon. They are opening the Ridgefield clinic in July that will be a primary care site. Sometime in the future, they will start building a camas location that will also be another primary care site. Salmon creek is also going to be building an “orthopedic center of excellence” that will only be for the muscular, skeletal, and urgent care and surgery. The hope is that this opens next year in 2020.

The committee spoke on the differences between the certificate and the degree. There is a clear difference between the two. It depends on the organization on what they will take. Most place either take the degree or experience.

April stated that because she had her degree and the pilot program helped her get her new position. It was very helpful to have both.

The meeting was adjourned at 7:17pm.

Prepared by SueAnn McWatters