

## Medical Assisting Advisory Committee

Fall Quarter 2018-2019

Monday, October 15, 2018, LCC Health & Science Building, Room 244

- I. **CALL TO ORDER:** 6 p.m. – Liz Engel
- II. **ATTENDEES:** The following persons were present

Ginny Albright, LCC Medical Assisting Graduate  
Reinhild Ayoub, Pediatrician, Cowlitz Family Health Center (Castle Rock)  
Nicole Davis, Medical Assisting graduate, Longview Urology  
Elizabeth Engel, MA Program Director, Faculty, Lower Columbia College  
Madison Hamer, Front Office Educator, PHMG  
Michelle Keyser, Clinic Operations Supervisor, PHMG  
Charlotta Laulainen, Medical Assistant, Child and Adolescent Clinic  
Nettie Millus, Coder at PeaceHealth, LCC Business Technology Faculty PHMG/Lower Columbia College  
Alicia Mowery, Student, LCC Medical Assisting 2018-2019  
Angela Orth, Clinic Manager, Child and Adolescent Clinic  
Vicky Soladey, Assistant Director MA Program, Faculty, Medical Assistant LCC/Kirkpatrick Family Care

### III. **AGENDA ITEMS:**

#### a) *Welcome, Roster Review/Updates, Introductions, Membership*

Liz Engel, LCC MA Director, shared information regarding resignation of committee chair Barb Sudar and announced need for nomination of new chair, introduced new members:

Madison Hamer PeaceHealth Medical Assisting Student Coordinator  
Angela Orth clinic manager at Child and Adolescent Clinic

Not in attendance: Richelle Warneke, clinic manager at Cowlitz Family Health Center  
Introduced Lynell Amundson, LCC Workforce Education Manager, who will be serving as program administrator for LCC Advisory Committees.

Advised committee about the need for a community member who has no ties to LCC or works in the medical assisting field.

Round robin introductions by attendees.

#### b) *Elect new chairperson*

Nicole Davis volunteered to serve as chair. Charlotta Laulainen moved to approve Nicole as chair. Angela Orth seconded the motion. Committee approved.

#### c) *Minutes and Agenda*

Nicole asked for agenda review. Approved by committee

Author Lynell Amundson, Workforce Education, October 25<sup>th</sup>, 2018, document checked for accessibility using Microsoft Accessibility Checker.

Nicole led review of April 16, 2018, Spring Meeting Minutes. Charlotta moved to approve minutes as written. Angela seconded motion. Approved by committee.

*d) Workforce Education and Advisory Committee Updates*

Lynell shared information regarding the role of Advisory Committees for professional/technical programs within the community college system; shared a document defining the roles of the chair, members, faculty and program administrator; and shared information regarding the Carl Perkins Federal Funding that sets requirements for conducting advisory committees.

**IV. UPCOMING PROGRAM OR COMMUNITY EVENTS**

- a) Nicole Davis mentioned Columbia Wellness opening a clinic for individuals addicted to drugs; Angela Orth mentioned clinic to assist with support, provide numbers to call for needs, will have beds available, located on the lower floor of the 14<sup>th</sup> Avenue medical building in Longview.
- b) Vicky Soladey provided updates of current cohort of students, program process: 22 students, two are returning, 20 are new; 23 started one decided to take a year off; Goal is to start with 24, cohort starts in the Fall only; Applications accepted all of March and into April if needed, many of new students are “just prepared enough”; would like to get into high schools to get the word out; committee discussed promoting opportunities in high schools.
- c) Liz Engel shared information regarding Preceptorship (practicum) 165 hours, Washington State requires 160 hours for preceptorship: LCC will increase preceptorship hours to 198 in 2019 at recommendation of advisory committee; discussed difficulty of preceptorship placement, expectations by employers seems to be on the increase, e.g. letters of recommendation, job interview, application; often lose people by the time Summer Quarter comes around. LCC is careful to place students appropriately as well as finding preceptor who is mission minded and willing to serve as coach/mentor. Michelle Keyser praised extended preceptorship, students need the additional hours, “just getting to feel like they know what they are doing when the program ends”, additional hours make them more successful.
- d) Liz shared information regarding new procedure for MA to get license with previous criminal convictions; provided handout to committee; DSHS list defines disqualifying crimes; disclosure hasn’t been required until 30 days before preceptorship; new procedure requires disclosure before students are accepted into cohort; Angela works with several schools for preceptorship, is currently narrowing down the number she works with but students with felony will never get licensed.

- e) Upcoming events - Washington State Society of Medical Assistants (WSMA), local chapter of American Association of Medical Assistants (AAMA) meets in May 2019 in Bellingham, WA; national chapter meets in September, Greensboro, NC
- f) Next Meeting scheduled for April 15<sup>th</sup> at 6 p.m.

**V. ADJOURNMENT**

Dr. Ayoub motioned to adjourn the meeting at 7:10 p.m. Michelle seconded; committee approved.