



MEDICAL ASSISTING ADVISORY COMMITTEE MINUTES

April 15, 2024 @ 6:00 p.m. via Zoom

I. **CALL TO ORDER:**

Vicky called the meeting to order at 6:00 pm.

II. **INTRODUCTIONS**

a. **Membership**

i. **Industry:**

Mary Alice McCubbins, Nurse Practitioner, Child and Adolescent Clinic
Dana Clayton, Project Manager, Ferguson Enterprises
Angela Orth, Staff Manager, Child and Adolescent Clinic

ii. **Education:**

Vicky Soladey, Medical Assisting Director, Lower Columbia College
Hanna Burleson, Biomedical Sciences, RA Long High School

iii. **Guests:**

Sara Al Bassam, I-Best Support Faculty, Lower Columbia College
Thomas Effingham, Medical Assisting Student, Lower Columbia College
Nicole Buffham, Staff, Lower Columbia College (recorder)

b. **Review and update Medical Assisting Advisory Committee Roster**

Vicky noted the roster link in the agenda and asked if anyone had changes. None were made.

c. **Any further review of minutes from 10/16/2023**

Approved via google form. [Medical Assisting Advisory Meeting Minutes 10/2023](#).
The committee agreed there was no need to review the fall minutes.

III. **BUSINESS/INDUSTRY/LABOR EMERGING TRENDS**

Dana reported that business is good and Ferguson is back to the new normal.

Mary Alice stated that the Child and Adolescent Clinic is still busy addressing pediatric behavioral health challenges since COVID. Medication shortages have changed the way patients access healthcare. Medical Assistants aren't always impacted by that, but are impacted by the flow of care. They are mostly back to a normal flow. Behavioral health, medication shortages, and insurance backups are the new challenges.

Angela added that things have smoothed out since COVID but they are seeing an uptick in mental health, eating disorders, and behavioral health issues. As far as staff, there have been no problems hiring.

IV. TOPICS FOR REVIEW AND INPUT (LCC AND K12 BRING INFORMATION ON RELATED AREAS FOR COMMITTEE DISCUSSION)

a. Curriculum (recommended Fall)

i. Review program and course content

There were no courses to review.

ii. Review K12 programs

1. How well do the pathways align with higher education and employment?

There was no discussion on pathways and employment.

2. What opportunities are there for dual credit?

Vicky reported that a CTE Counselor Conference was held at LCC on March 8, 2024. There were representatives from Longview, Kelso, and some Vancouver school districts present. They discussed dual credit CTE courses. There was focus on creating awareness about how many credits can be applied toward the Medical Assisting program by the time students graduate high school. Vicky was inspired by the fact that students have the potential to have 15 to 20 credits by the time they arrive at LCC. 15 of those credits already apply toward the Medical Assisting degree pathway. Vicky emphasized the importance of the recruiting aspect. If students are interested in healthcare but aren't sure if they're ready to go into nursing, they could use Medical Assisting as a stepping stone to build confidence, growth, and experience. They would then have the background to help make the transition to nursing.

Vicky gave Bill Ofstun the syllabus for MEDA 120. He can use that and the wording for Medical Assisting accreditation to ensure CTE courses meet the requirements for MEDA 120. There has been work on an articulation agreement.

Additionally, they're working on Medical Terminology I and II articulated classes that students can take in healthcare occupations. They're also looking at Computer Science classes and Introduction to Microsoft Word as other options for dual credit.

b. Facilities, Equipment, Technology and Training (recommended Fall)

This topic was not discussed.

c. Instructional Quality and Delivery (recommended Spring)

This topic was not discussed.

d. Student Success/Performance (recommended Spring)

Prompts/areas for discussion

- i. **Review data: student performance (LCC's Curr & Program Review)**
Vicky presented student data from the MAERB 2023 Annual Report in her LCC General Updates (see below).
- ii. **Are there recommendations/ strategies to increase student enrollment in special populations where gaps exist?**
Not discussed.
- iii. **Share data on placement rates (LCC Factbook)**
Not discussed.
- iv. **What opportunities are there for student cooperative education/internships?**
There were no updates.

e. K12 General updates

Hanna reported that she was unable to attend the CTE Counselor Conference. They are working on a smooth transition for students between RA Long and LCC to receive CTE dual credit. She also mentioned that Bill Ofstun has applied to OSPI for a home care aide framework. This would be targeted toward seniors and would give students a 180 hours certification at age 18, if approved. They would like to start offering the class during the school year after next.

Hanna mentioned that she will bring students to LCC for a tour of the nursing program soon and would like to coordinate bringing her students to tour the medical assisting program during that time as well. She and Vicky will be in contact in an effort to make that happen.

Mary Alice reported that she's on the Kelso CTE Advisory Board and noted that Kelso may be interested in touring as well.

f. LCC General updates

- i. **Campus and program updates**

Vicky shared that LCC's new president, Dr. Matt Seimears, started in January and has hit the ground running. He has been busy with meetings and trying to get our new vocational building going. Vicky plans to invite the president to one of our future advisory meetings.

Vicky reported that she was awarded tenure on March 20, 2024. Her tenure will begin fall quarter.

The [Medical Assisting Program Webpage](#) has been redesigned and streamlined. Vicky stated that it is more user friendly and redundancy has been eliminated.

Vicky shared the 2023 [Annual Report](#) for MAERB, which added the data for 2022 and was submitted in February 2024. It showed that there was a little dip in the exam passage rate, however, retention has increased. Employer surveys continue to be 100% participation and satisfaction. Vicky thanked Angela and Mary Alice because the Child and Adolescent Clinic's

participation with the surveys is important. She appreciates their efforts. Vicky also pointed out that the number of graduates is still very small. She explained that she reports the numbers by admission year and by graduation year because it can show students stopping and returning to the program. She expects the numbers to be similar next year and will share the information at the next spring meeting.

ii. Current cohort for 2023-2024

Vicky reported that the current 2023-2024 cohort started with 7 students last fall and is down to 5 students currently. This is the smallest group Vicky has experienced in her time with LCC. She explained that programs across campus have had the same struggle. The biggest factors for losing students are grades, life events, and student workload while also working and supporting families. Students struggle to keep up with the coursework. Faculty and staff, including Vicky, reach out to students and refer them to support services on campus, such as counselors, food pantry, and financial resources.

iii. Fall Cohort 2024-2025

The fall 2024 cohort is looking promising. Vicky reported that the application process opened in February and will close on April 30, 2024. She currently has 14 applicants and they are strong candidates. Once the application cycle closes, Vicky will state on the web page that seats are still available and students should contact her. She hopes to see additional students apply at that point. The number of current applicants has almost doubled from last year.

iv. Accreditation update

Vicky provided the [LCC Accreditation Update](#) letter from the Medical Assisting Education Review Board (MAERB) stating that all citations have been removed and Continuing Accreditation has been maintained. The next review will be in 2029.

v. Any Recommendations for students, faculty, or program

There were no recommendations.

V. OLD BUSINESS:

Vicky offered to have Hanna's students tour the Medical Assisting program. She would like to arrange a time when LCC students are in the classroom so that they might hold a show and tell clinic. She offered up the idea of someone having their blood pressure taken, using the EKG simulator, perhaps perform some laboratory techniques. Ideally, they could walk through a day in the life of an MA.

Additionally, Vicky reported that LCC is working on developing a healthcare exploration fair. The hope is it would be like an open house that would include nursing, medical assisting, certified nursing assistant, and possibly other health and wellness programs. They would like this to occur in November, but with so many moving parts, a date has not yet been set.

VI. NEW BUSINESS:

a. MAERB Survey - For Discussion

The Medical Assisting Education Review Board (MAERB) has expanded their resources assessment survey requirements. Vicky explained that previously, students were required to complete a student survey and she was required to complete her resource assessment survey. Now, she will be required to add a faculty resource survey and an advisory committee survey. All surveys will be completed once a year and data will be submitted as part of LCC's annual report to MAERB. Per MAERB, "[Advisory Committee Resource Survey](#): This survey should be filled out by all members of your Advisory Committee at least once per year. It gives them the chance to give you feedback on the quality and quantity of your program's resources."

The committee reviewed the [Advisory Committee Resource Survey](#) and Vicky stated that she would like to send it out to the committee as a Google Form. The committee indicated no preference on the timing of the survey. Vicky shared that she and the students complete their surveys late each August and she is considering sending the advisory committee survey at that time as well. She will likely send it before the fall advisory committee meeting. She also shared that the objective of the surveys is to focus on quality improvement, as well as appropriateness and effectiveness of program resources.

b. Invasive Procedures Discussion

Vicky requested committee feedback on the [MEDA Invasive Procedure Consent](#) form. She explained that LCC medical assisting students have always participated in invasive procedures in the classroom. Students perform skills on one another. This gives students the opportunity to improve their skills and confidence, as well as provides a greater appreciation for the patient experience. Students are provided the participation consent form, which states the invasive procedures and body fluids with which they will work. The form is included in their handbook and is required for any participating student during spring quarter when the procedures take place. She noted that currently, the nursing students simulate all of their skills and do not perform procedures on patients until they are at the clinical agency. In the past, they allowed students to volunteer for peer sticks, such as IV sticks. They were allowed to insert the IV catheter, get a flash of blood, then remove it. When the nursing program reviewed these procedures, there were concerns about liability and safety, which led to Vicky's review of the MEDA program policies.

Vicky explained that as part of MAERB/CAAHEP accreditation, students must perform, collect, and process blood and bodily fluid. This means there must be real blood. Access must come from students. For injections, it isn't specifically stated that they have to be performed on humans or a simulated source, but it has always been on students. In order to do this, the invasive procedure consent is required.

Vicky asked for thoughts on whether or not live experiences are better to have prior to entering the workplace.

Angela replied that she prefers that students have experience with skills on live humans. She stated that students with live experience grasp what they are doing far easier than students without that experience. They also have respect for what they're doing to another human being. Additionally, she expressed an understanding of the liability aspect at the college level.

Dana stated that from the patient perspective, she would prefer an MA with as much experience as possible with a live person. She explained that she has quite a bit of experience as a patient and has really appreciated the work of the MAs who were more experienced.

Hanna also preferred that the MAs have live experience. Due to challenges she has faced during blood draws, she felt that the more experience the better.

Thomas said he could see both sides, but that the benefit of live person practice is when students enter the workplace they won't feel flustered. They won't "feel all these different emotions coming to their first time".

Vicky shared that she had spoken to previous graduates in the past week. They had shared that they were thankful for the experiences in the classroom before they were in the workplace. It was beneficial.

After review of the Medical Assisting Student Participation Consent for Labs Involving Invasive Procedures and Body Fluids form, Mary Alice recommended adding a statement about privacy regarding obtaining urine samples (e.g. condom caths or bag urine for a baby). Angela brought up the idea of having students collect urine via catheter due to current new MAs being afraid to try. This is especially important in pediatrics and geriatrics. Vicky shared that she teaches it in theory, but only teaches the skill when a student is assigned to a facility where they will specifically need that experience, such as Urology. Students do see the supplies and answer test questions on the subject, but do not physically perform urine catheter collection. Mary Alice also recommended students have experience performing nasal swabs. Post-COVID, this is regularly done in nursing homes and the pediatric setting.

Vicky thought these points were helpful. She expressed the importance of safety and noted that they have an occupational risks document in the handbook, pointing out students are also trained in HIPAA. One recently discussed concern was over HIPAA in the classroom. Students might not want other students to know their results when running labs. Mary Alice recommended a single, short HIPAA statement at the bottom of the form stating something like, "As per all medical procedures and operations, HIPAA requirements will be in play." She also recommended students on anticoagulants disclose that prior to participation.

VII. UPCOMING PROGRAM OR COMMUNITY EVENTS

- a. **The Healthcare Exploration event is in development.** Details are forthcoming.
- b. **Try A Trade will be held on May 3, 2024, at LCC.** This event is geared towards the Industrial Trades. High school students will attend and can participate in activities such as welding, diesel, auto, and machining.
- c. **My Familia Swap Meet occurs on Saturdays and Sundays in the LCC parking lot on 15th Avenue.**
- d. **Castle Rock Town Hall Meeting will be held on April 17, 2024, at 6:30 pm at Castle Rock Middle School.** 8th grade students will present “The Dangers of Fentanyl in Our Community”.

VIII. NEXT MEETING (DATE/TIME/PLACE):

October 14, 2024 @ 6:00pm via Zoom.

IX. ADJOURNED: 6:51 pm.

RESOURCES

ADVISORY COMMITTEE HANDBOOK - Updated version coming soon

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