



MEDICAL ASSISTING ADVISORY BOARD MINUTES

NOVEMBER 16TH, 2020, 6 P.M. VIA ZOOM

I. Meeting called to order at 6 p.m.

II. ATTENDEES

Dana Clayton, Ferguson Enterprises, community member
Madison Hamer, PeaceHealth Medical Group
Angela Orth, Child and Adolescent Clinic
Mary Alice McCubbins, Child and Adolescent Clinic
Alissa Felts, LCC student
Elizabeth Engel, LCC
Vicky Soladey, LCC
Lynell Amundson, LCC

III. AGENDA ITEMS

Elizabeth Engel explained that she would be leading the group through the agenda because Nicole Davis, PeaceHealth Urology and Advisory Board chair, was unable to participate.

a) Program in relation to the Community

Elizabeth led a discussion about the COVID-19 pandemic and how it is affecting both the college and industry partners. She explained that LCC didn't have students in clinics during Spring Quarter but was able to place students Summer Quarter.

Madison Hamer shared with the group that PeaceHealth Medical Group has taken several precautions to enable students to complete their preceptorships. They have been working closely with inpatient departments and have established a guide for all schools to standardize processes and ensure students, schools and PeaceHealth understand what the training agreement is and timelines to be followed. She shared that the pandemic has definitely created a need to refine processes.

Dana Clayton, a new community member on the board, explained that Ferguson Enterprises is a plumbing whole seller for both commercial and residential customers. She said her business hasn't been affected as much as some due to its classification as an essential business. Buildings and houses are still being built and plumbers are working. Some of the company's jobs at area schools did get shut down briefly but other business has remained steady.

b) Program updates

Vicky Soladey shared with the group that Spring Quarter was a challenge when the directive came to close things down due to COVID-19. LCC didn't know exactly what it



would be able to offer in the medical assisting field as well as others that have hands-on learning requirements. The quarter was delayed a couple weeks while deep cleaning was conducted in labs and protocols were put into place.

Current practice requires that all students entering buildings that are open get screened by campus security with COVID specific questions asked and temperatures taken. Only 10 people are allowed in the classroom at a time and that includes students and the instructor. If the room permits students enter through one door and exit through another, hands must be washed upon entry and exit, desks are six feet apart, and each student has their own table with disinfectant and hand sanitizer.

Any shared equipment is disinfected prior to use and after use.

Initially LCC had students practice taking oral temperatures at home, videotaping and then submitting as part of coursework. With some restrictions relaxed, students participating in any activities with others are in full Personal Protective Equipment (PPE) that masks, gowns and gloves.

Once students leave the classroom they are required to social distance, not loiter inside the building and exit at certain doors.

Elizabeth agreed that spring was challenging especially with the short notice to move classes to an online environment. She added that LCC has taken extra steps to offer better service to students including a Wi-Fi "café" in the Student Center and internet hot spots at various locations around campus.

LCC security has been strained due to the need to monitor students at every open building and encourages board members to let others know about open positions in the department on campus. The job pays well and could be good for students in the medical field who may not yet be working.

Madison added that the hospital also added positions they call concierges to perform the same screening functions.

LCC has applied for a grant that would fund additional health monitor positions.

Vicky shared information about the current cohort. The quarter started with 15 but is now at 14 after one student stepped out. They are adapting to the new protocols. Instructors do have concerns about only having one day a week with students but expect completions will be strong.

Elizabeth praised Vicky for being adaptable and efforts she has made to ensure students have the best education experience.

She explained that applications start coming in in January, but the numbers enrolling are down across the country. They would love to start with 24 students but with the current situation LCC wouldn't be able to accommodate that number. The current cohort she added has many strong students and she feels good about their academic strength,

c) Accreditation site visit July 2020

Elizabeth shared with the group that every seven to 10 years the Medical Assisting program is required to review accreditation which includes a self-study detailing processes that gets submitted to the Commission on Accreditation of Allied Health



Education Programs (CAAHEP) and a two-day site visit by two health care professionals. LCC completed and submitted its self-study in December 2019 and was scheduled for a site visit in April 2020. Due to the COVID-19 pandemic the site visit was conducted virtually and LCC was the first to participate.

LCC did receive six citations that they are responding to and working through, including the addition of a community member and a clinician to the advisory board. Elizabeth explained that LCC did have a clinician on the board but after she retired, she had not been replaced. Mary Alice McCubbins, a nurse practitioner, has graciously agreed to fill that role.

Other citations included detailing and documenting how competencies are taught and what assessment tool is used; updating course plans with improved descriptions and showing how outcomes align with accreditation; developing a curriculum map; and developing a policy for advanced placement in the Medical Assisting program. Elizabeth explained that advanced placement includes reviewing resume and skills, as well as work experience that might enable waiving participation in a particular course.

Elizabeth and Vicky said the virtual review went well and the reviewers have submitted to CAAHEP but LCC has not yet heard the outcome.

d) Other business

Industry partners shared information regarding how they are operating during the pandemic.

Angela Orth shared that the Child and Adolescent Clinic has implemented policy changes in response to COVID-19. They follow PDSA – Plan, Do, Study, Act. Their team works hard to support one another with a focus on employee morale and maintaining teamwork while also practicing proper protocols. Mary Alice added that they have honed in on infection control practices and encourages vigilance on teaching these practices. COVID is not going away and though a vaccine will certainly be developed health care professionals will continue to deal with this virulent infection.

The group briefly discusses the challenges of hiring and training in current times. Every day is new adventure while working to keep safety at the forefront and train adequately in fast paced environment. Madison said you learn how often you are within six feet of others during training.

IV. Next meeting

- a. **Suggested time/day/date:** 6 p.m. Monday, April 19th (Tentative)

V. Meeting adjourned at 6:56 p.m.

Angela moved to adjourn; Madison seconded the motion. All in approval.