

Medical Assistant
Fall 2022 Advisory Committee

Meeting Date: October 5, 2022
Time: 1:30pm – 2:30pm

External Participants: 6

Nichole Becker – Clinical Educator, Crusader Community Hospital
Nicole Chafer – Talent Acquisition Professional, Northwestern Medicine
Kelly Collins – Director of Operations, Regional Medical Group Northwestern Medicine
Theresa McCall – Office Manager, Advanced Internal Medicine
Shawna Tiffin – Clinical Operations Coordinator, Regional Medical Group Northwestern Medicine
Traci Wassner – Clinical Operations Coordinator, Regional Medical Group Northwestern Medicine

Internal Participants: 3

Dr. Jessica Berek – Dean of Instruction
Michele Roberts – Instructor and Program Director, Medical Assistant
Kim Jordal – Administrative Specialist II

I. College and Program Updates

The College has seen an increase in enrollment for the first time in 11 years and continues to work on a variety of college goals, including updating the strategic plan. The Health Sciences Division was the recipient of the PATH grant which is covering all costs associated with a variety of short-term programs. Additionally, the College is holding a Health Sciences Open House on Wednesday, November 2 from 5-7pm featuring all allied health programs, including the Medical Assistant program.

The MA program celebrated the pinning of four students at the August 4th ceremony. This fall, the program has seen enrollment growth and has a full cohort of 10 students. Current class topics include equipment sterilization, using an autoclave, and becoming familiar with an electronic medical record system. The electronic medical record system was purchased based on advisory committee feedback from the Fall 2021 meeting.

The Medical Assistant Education Review Board (MAERB) released recent accreditation updates and changes. They recommended eliminating paper charting from the curriculum to focus on electronic medical records. They also

recommended adding skills around telehealth, patient education techniques, and required immunization schedules.

II. Strategic Planning and Discussion

Current and Projected Employment Needs: Northwestern Medicine emphasized that demand remains strong. Northwestern Medicine has struggled to recruit enough applicants in the DeKalb area specifically. Northwestern Medicine Regional Medical Group added that they have a greater need than the number of individuals who have applied. Northwestern Medicine Regional Medical Group also mentioned that Medical Assistants are often able to advance quickly so they are regularly filling roles after Medical Assistants pursue new opportunities.

Feedback on Student Skills during Externship: Northwestern Medicine Regional Medical Group stated that Kishwaukee College Medical Assistant students come in and immediately work as part of the team. The students worked well with staff, and they were happy to hire two of the most recent graduates of the Kishwaukee College program. Several participants also mentioned that they appreciated feedback from students about what they enjoyed learning and where the sites could help the students learn more.

Affiliation Agreements and Externships: Many sites will be participating in a renewal of their clinical affiliation agreement this year. The College will work individually with each site but would like to explore extending the renewal timeframe to three years and setting up agreements to renew automatically unless one party objects. This process works well for other allied health programs at Kishwaukee College. Externship placements will occur for the summer semester. Since the group is large, there will likely be more conversations with sites to ensure coordination and smooth student placements. Participants expressed willingness to accept students and looked forward to the student externships.

III. Next Meeting: Wednesday, April 12 at 1:30pm via Zoom (proposed)