

MINUTES

Medical Assistant

Advisory Committee Meeting

Wednesday May 5th, 2021 at 6:30pm | Meeting called to order by Chase Budziak

In Attendance

Members Present:

Katherine Schoonhoven – AAMA Rockford Chapter President
Nicole Speizio-De Paz – Coordinator, Dekalb Workforce Development Office
Amanda Tagney – Human Resources Program Coordinator, Northwestern Medicine
Rebecca Nelson – Student, Medical Assistant Program
Jennifer Bauer – Regional Nursing Supervisor, Northwestern Medicine
Eric Cohan – Talent Acquisition Operations Manager, Northwestern Medicine
Stephony Johnson – Medical Assistant, Rochelle Community Hospital
Dana McKinney – Educator, Rochelle Community Hospital
Jodi Zigglar – Clinic Operations Manager, Rochelle Community Hospital
Rebecca Nelson – Student, Medical Assistant Program

KC Members Present:

Chase Budziak – Dean of Instruction
Joanne Kantner – Vice President of Instruction
Jessica Berek – Associate Dean
Kara Schreiner – Director Medical Assistant Program
Leslie Ciaccio – Coordinator of Allied Health Programs
Terry Lynn Funston – Director of Curriculum and Program Development
LaCretia Konan – Director of Workforce and Community Education
Amanda Ortiz – Simulation Lab Coordinator
Carolyn Kernan – Counselor

Review of Last Semester Minutes

- FA20 Minutes Approved

Program Updates

- Introduction of full-time faculty member and Medical Assistant program director, Kara Schreiner.
- Welcome to new members and presentation on program goals, learning objectives, pre-entrance requirements
- A. Medical Assistant Program Outline
 - 1st cohort began January 2021, has 6 students that will graduate in December 2021
 - Students will complete Registered Medical Assistant (American Medical Technologists) certification exam
 - 2nd cohort will begin in August 2021, graduation date summer 2022
 - Students will complete Registered Medical Assistant (American Medical Technologist) certification exam
 - 30.5-31.5 credit hours, approximately 12-month certificate program (3 semesters total)

- 200-hour externship (work-based learning)
 - Professional development course is included and will go over resume building, mock interviews, and proper business attire
- B. Program Goals & Learning Objectives
- The primary goal of the Kishwaukee College Medical Assistant certificate program is to prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
 - Values, ethics, and professionalism are incorporated throughout the program
 - Students of this program will be prepared and have the knowledge/skills necessary to perform clinical techniques in the daily operations of a physicians' office, clinical or any other medical setting profession
- C. Medical Assistant Program Pre-Entrance Requirements
- Completion of Math placement test (ACCUPLACER test) then placed into MATH 068 or 069, equivalent course or higher with a C or higher
 - Completion of the English placement test (ACCUPLACER Test) then placed into ENGLISH 103 or a completion of ENGLISH 103 with a C or higher
 - Complete a word per minute typing test with a minimum of 35 net words per minute
 - Completion of TPM (Therapeutic Massage) 112, Anatomy and Physiology with a C or higher. Students who have completed these courses with a C or higher may waive this requirement
 - Attendance of a Medical Assistant Program Informational Session is required within a year of applying for the program
 - Applicants must be 18 years or older, must obtain one of the following a high-school diploma, a general education development or a health, safety, environment certificate
 - Overall cumulative college (Kishwaukee and transfer) grade point average of 2.5
 - HIT 216 (medical terminology) may be taken during the first semester of the Medical Assistant program or prior to applying
- D. Program accreditation
- Currently affiliated with the American Medical Technologists, site visit scheduled for March of 2022
 - Medical Assistant Program admission process is required by the Commission on Accreditation of Allied Health Education Program (CAAHEP)

Strategic Planning & Discussion

- A. Are any members of the committee willing to take on a student internship beginning In August 2021?
- Cohen: Northwestern will host; figuring how many they can accommodate
 - Zigglar: Rochelle Hospital will host internships
 - Committee discussed the importance of basic math skills and professionalism in the Medical Assistant field.
- B. Do you have any recommendations for guest speakers, field trips, teaching resources, and technology?
- Professional paper charting is vital in this industry. By incorporating paper charting, students are prepared in various scenarios such as power outages and technology failure.
 - KC Medical Assistant program is working with the College Simulation Lab Coordinator to develop cross-simulation scenarios with EMT and Nursing so all healthcare professionals can learn to work together.
 - Preparation with resume writing, references, and mock interviews with appropriate business attire.
- C. Is there a need for Respiratory Therapy in our area and your workplaces?

- Cohen: It is a great need because there are not enough programs in the Chicagoland area to support the need for respiratory therapy technicians. Will gather the specific numbers and trends and will send over to Chase Budziak

Other

- Committee is invited to email with any feedback, ideas, or teaching resources for Medical Assistant students.
- Fall admissions are open. Please promote.
- Future program ideas include: Medical Scribe Program which will gear toward ophthalmology, Emergency Medical Technicians, Obstetrics/Gynecology.

Next Meeting

Thursday October 14th at 6:00pm - Location TBD