

**Franklin County Career and Technology Center  
FALL OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

<b>PROGRAM AREA:</b>	<b>ALLIED HEALTH/MEDICAL ASSISTING</b>				
<b>MEETING DATE:</b>	9/29/2021	<b>START:</b>	02:00 pm	<b>ADJOURN:</b>	02:49 pm
<b>COMMITTEE CHAIRPERSON:</b>	Angie Austin				
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>	Guests present – Sharla Dunlap, Marla Moore, Janae Parkolay, Angie Austin, Kathleen Rundquist, Karen Varney, Heather Allen, Deanna McClure				
<b>BRIEF MEETING SUMMARY:</b>	Our members provided brief updates on their health care facilities. All voiced appreciation for the students that are leaving our programs and coming to work in their facilities. Everyone in healthcare is struggling to keep up right now. All facilities have open positions from dietary, nursing assistant to professionally licensed staff. Their dedication and commitment to support our programs is greatly appreciated.				
<b>ADMINISTRATIVE RESPONSE:</b>	<ul style="list-style-type: none"><li>• <b>Very appreciative of the work that the instructors of the Allied Health and Medical Assisting programs perform and the quality of instruction provided to our students.</b></li></ul>				

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SECRETARY SIGNATURE

### SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.
  - Approved with motion from Angie Austin and seconded by Karen Varney

### SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Students are continuing to pursue co-op positions in both food services and nurse assisting. To ensure independence on the job, we require a minimum of one critical thinking “warm-up” assignment from students per week in addition to regular assignments. This is a challenge and a work in progress. Students are eager to complete assignments but we have been encouraging them to also focus on quality of work.

### SECTION 3: FACILITIES

#### FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. There is adequate ventilation for flammable and toxic materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Classroom space for instruction in related theory is adequate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- |                                                                                                |                                     |                          |
|------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| 13. The classroom/shop/laboratory temperature is comfortable                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. The classroom/shop/laboratory is large enough for the number of students served            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:**

- 1.

**SECTION 4: EQUIPMENT AND SUPPLIES**

**A. EQUIPMENT AND SUPPLIES REPORTING FORM:**

- |                                                                                                                                            | <u>Satisfactory</u>                 | <u>Unsatisfactory</u>    |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. An inventory of equipment is maintained by the teacher or other staff member                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:**

1. N/A

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
  - Additional BP simulation arms to promote social distancing during vital sign assessments.
- 2.) What equipment is recommended for replacement within the next two years?
  - Continue to update beds
- 3.) What equipment is recommended for replacement within the next five years?
  - Continue to update beds
- 4.) Other recommendations:
  -

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

- 1.

**C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:**

**SECTION 5: GENERAL DISCUSSION**

**LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:**

- Angie Austin updated us on current status of HCI program. (62% of HCI graduates have come back to work at WellSpan.)
- Kathleen Rundquist introduced herself and arranged for LPN program presentation for Medical Assisting and Allied Health. Confirmed HACC AH 105 Med Term class is still acceptable for credit with LPN program.
- Shook Home voiced appreciation of the recent Allied Health hires. Discussed ongoing challenged in relation to confusion and hesitancy with the COVID vaccine. DOH has offered no specific guidance at this time. Staffing is extremely difficult, using agency help, and awaiting vaccine information.
- Heather Allen is attempting to arrange evaluators for NOCTI but concerns voiced that WellSpan employees are currently not permitted to attend any in-person meetings so unsure if they will be able to assist that day. Chambersburg and Waynesboro Hospitals are completely full. Overflow rooms in use and necessary to double up in some rooms. One visitor permitted, no visitors in ER except if patient is a child. Not all COVID but many people are very sick right now.
- Deanna McClure updated on current nurse aide class and challenges presented by COVID and PDE guidance in relation to NA classes.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. No recommendations. All voiced appreciation for the students that are leaving our programs and coming to work in their facilities. Everyone in healthcare is struggling to keep up right now. Their dedication and commitment to support our programs is greatly appreciated.





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### FIVE YEAR EQUIPMENT LIST

<u>Item</u>	<u>Justification/Why is it needed?</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Purchase Date</u>
2017-18		1			
2018-19		1			
2019-20		1			
2020-21		1			
2021-22		1			