

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

PROGRAM AREA:	ALLIED HEALTH				
MEETING DATE:	9/26/2023	START:	14:00	ADJOURN:	14:55
COMMITTEE CHAIRPERSON:	Jan Collier				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Sharla Dunlap, Regina Henry, Kathleen Rundquist Marla Moore, Debby Sheffler, Jan Collier					
BRIEF MEETING SUMMARY:					
Discussions at this meeting included updates on the Nurse Aide program, a status update on the Surgical Tech partnership with Wilson College, and updates on the continued implementation of home-based CTE in Allied Health. We discussed safety concerns related to multiple extension cords in use in the classroom and committee provided recommendations for improvement.					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none"> • Administration is extremely proud of the efforts Mrs. Dunlap and Mrs. Moore have put into the revision and continued success of the Nurse Aide program. They've made incredible improvements to the program and with our new team members we can offer this class and certification to more students. THANK YOU! • Recommendations for equipment replacements can be added to the 5-year equipment list for consideration through Perkins funding and/or other equipment grants. If tables and manikins are going to be a recurring purchase please put them on the list as incremental purchases so replacements/updates can continue through an ongoing cycle. • Admin is pleased with the efforts Mrs. Dunlap and Mrs. Moore have put into obtaining and training with the VRNA equipment. This is just another tool for our students to use to practice and hone their skills. • Admin is also very excited to see Allied Health using HBCTE as an instructional tool to continue education while also allowing for small group 1:1 instruction in the classroom. This is successful implementation of this instructional strategy and can be modeled by others. 					

X

Secretary/Chairperson's 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.

- Minutes approved – Jan Collier; second – Kathleen Rundquist

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- No recommendations for review

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 type="checkbox"/>	<input checked="" 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:

- #8 – Many charger and extension cords present during the day when student computers are in use. This could pose a trip hazard for students and instructors with the large number of students present. Recommendation made to purchase tables for classroom area that provide built-in charging capabilities. Recently purchased tables in cosmetology were discussed as a possibility for our classroom. All members in support of this.

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
10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA

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?
- No recommendations
- 2.) What equipment is recommended for replacement within the next two years?
- Mannikins and Over-bed tables
- 3.) What equipment is recommended for replacement within the next five years?
-
- 4.) Other recommendations:
- Mannikins and over bed tables are used daily in Allied Health. Committee recommends frequent replacement.

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:

- **Wilson Surgical Tech Update – The Surgical Tech program is no longer being pursued per Wilson. FCCTC will meet to discuss possible use of funds that were allocated through the grant. Unsure of future direction at this time. Plans are still in place to pursue articulation with Wilson College for Medical Terminology credits that will convey towards their Health Sciences majors.**
- **Nurse Aide Partnership Update – Regina Henry is running monthly classes with full attendance. Menno Haven is the only facility to formally join partnership and has provide a clinical instructor.**
- **HBCTE – Program remains in place for Allied Health students. Committee agrees that additional one-on-one time provided in the lab area is a significant benefit to our students.**
- **Kathleen – Update on LPN classes - 16 graduated in last class; 22 are currently enrolled in the new class**
- **VRNA – We have just now started using VRNA equipment. Instructors recently participated in training and will be working on developing an organized program and schedule for use. Equipment made available for committee members to demo. Will provide further updates at next meeting**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Committee very pleased with the Allied Health Instructors' interim efforts to maintain the Nurse Aide program and very excited to have Regina Henry in place to further grow the current program. This certification opportunity is a huge benefit to both the Allied Health students and the community as a whole.

