



Franklin County Career and Technology Center SPRING OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM

PROGRAM AREA: Medical Assisting		
MEETING DATE: 4/25/2024	START: 4:30pm	ADJOURN: 8:15 pm
COMMITTEE CHAIRPERSON: Marsha Egolf		
COMMITTEE MEMBERS/GUESTS ATTENDING:		
<p>Wellspan -Amber Rhodes OCC Health Office Manager Wellspan - Taylor Jones OCC Health Clinical Manager Wellspan -Sarah Karns CMA OCC Health Wellspan- Angie Austin Workforce Education Specialist Keystone Healthcare- Monica Diehl Chief Nursing Officer FCCTC- Mallory Waltman -School Nurse FCCTC- Marsha Egolf Medical Assisting Instructor</p>		
BRIEF MEETING SUMMARY		
<p>Reviewed about the changes that have occurred in the Medical Assisting lab and classroom. Was explaining plans to finish updates to lab and equipment that has arrived thanks to Keystone Health grant. Reviewed with committee what other equipment is needed to bring Medical Assisting Program up to industry and program of study standards.</p>		
ADMINISTRATIVE RESPONSE:		
<ul style="list-style-type: none"> Administration is extremely grateful for the Keystone Health grant and incredible additions of equipment to this program. Mrs. Egolf is doing exceptional things to keep this program moving forward and training students for industry employment. Thank you for your continued support and involvement in this program. 		


Secretary/Chairperson's Signature

SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

[8] The minutes of the last meeting are approved as presented.

[8] The minutes of the last meeting are approved with the following changes.

- No changes made to minutes

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Discussed the Keystone Healthcare grant and what else was needed to updated in the lab or classroom setting.

SECTION 3: UPDATE OF PROGRAM

A. ENROLLMENT:

Enrollment Numbers - Semester I(Fall) Level 1 -8 level 2 -7 level 3 -7 = 22

Enrollment Numbers- Semester 2 (Spring) Level 1- 9 Level 2-7 level 3 -5 =21

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Get digital scales to be up to industry and program standards.
2. Purchase uminalysis machines and PFT machines to be up to industry standard/program of study.

B. Cooperative Education

Student Statistics

	Number of Students
Eligible Students	5
Students Placed on Co-op	5
Students Declining Co-op Opportunities	0

Employer Statistics {List each employer and number of students employed.}

- Wellspan 5 students

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Find more locations for students to do an externship at. Keystone, Private Dr.Offices

C. STUDENT PLACEMENT: (From Senior Placement Survey)

	Number of Students
Previous Year Graduating Seniors	20
Previous Year Completers	20
Placement Data	
Employed Related to Career Field	3
Employed Unrelated to Career Field	5
Military Service	0
Enrolled Postsecondary Education	9
Available for Employment but Unemployed	3

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Try to have Level 3 students start earlier on getting clearances and other documentation ready for externship.

SECTION 4: SAFETY

SAFETY:

The program safety procedures and policies were reviewed and the committee found that they were:

Satisfactory [8J Unsatisfactory **D**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. OAC Board members suggest to fix cracked floor in classroom and to have blinds to classroom windows and door for purpose of Nocti performance

SECTION 5: CURRICULUM

A. POS TASK LIST:

The Pennsylvania Department of Education Program of Study Task List has not been updated this year and requires no additional review.

[gJ] The Pennsylvania Department of Education Program of Study Task List has been updated this year. A copy of the document was provided to committee members for review.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. N/A

B. CURRICULUM REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The curriculum reflects current trade philosophy and practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Books and instructional materials are appropriate for students in this program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Audio-visual aids are sufficient to support the curriculum.		<input type="checkbox"/>
4. The curriculum provides:		
a. Balance between theory and practical work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Career and Technical Student Organization activities as an integral part of the curriculum	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Field trips related to job sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Adequate instruction on safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Pre-test and post-test to determine student knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Development and/or application of related academic skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Competency-based education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The curriculum has been developed with the cooperation and advice of the Occupational Advisory Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. There is an occupational demand in the community for the occupational skills being taught		<input type="checkbox"/>

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Committee liked layout of lab and also like the current curriculum.

C. TEXTBOOKS/CURRICULUM REVIEW:

I Z J The textbook/curriculum currently in use has been determined to be adequate by the committee and requires no additional review.

D The textbook/curriculum currently in use was determined to require updating.

The following textbooks/curriculum were presented to the committee for review.

- Dean Vaughn: Medical Terminology
- ICEV: Curriculum

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. one suggestion was to have more practice with medical math.

D. CERTIFICATIONS: (List certifications available to your students)

- OSHA
- CPR
- CCMA

Number of Students Receiving Certification:

- OSHA (FALL) LEVEL 1- 8 (Spring) LEVEL 1- 9=17
- CPR (FALL) LEVEL 2&3-13 (Spring) LEVEL 2&3 - 10 =23
- CCMA (FALL) LEVEL 3- 5 (2 Still need to test) (Spring) LEVEL 3 (All 5 Still need to test)

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Student to get certification earlier.

E. CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS (CTSO) INSTRUCTION:

List how CTSO's have been incorporated in the program.

- HOSA

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. N/A

F. COLLEGE IN THE HIGH SCHOOL/ARTICULATION AGREEMENTS:

List College in the High School/Articulation Agreements currently offered by your program.

Not at this time.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Look into requirements to be able to offer at some point in future.

SECTION 6: ADULT EDUCATION

This program currently has no associated adult education offerings associated with it.

D This program has adult education offerings as listed below:

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR ADDITIONAL OFFERINGS/COMMENTS:

1. N/A

SECTION 7: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- **Floor in classroom needing replaced.**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Really liked the progress made in getting all equipment and tools update to industry and program of study standards.
2. OAC board suggest fixing floor in classroom that is cracked and also putting up blinds in classroom windows to be upto industry standards.