

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

<b>PROGRAM AREA:</b>	<b>MEDICAL ASSISTING</b>				
<b>MEETING DATE:</b>	9/15/2022	<b>START:</b>	6:00pm	<b>ADJOURN:</b>	7:30pm
<b>COMMITTEE CHAIRPERSON:</b>	Marsha Egolf				
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>	Marsha Egolf, Candi Romberger, Amber Rhodes, Sarah Karn				
<b>BRIEF MEETING SUMMARY:</b>	First time Marsha Egolf as Medical Assisting Instructor and having OAC meeting with all new committee members. Facilities, equipment and supplies were viewed and discussed by members. Many pieces will need to be purchased or replaced to meet industry standards. Discuss needing to purchase new equipment like blood pressure carts that are used in office environment on daily basis.				
<b>ADMINISTRATIVE RESPONSE:</b>					

Sarah Karn

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.
  - No minutes to approve ,first OAC meeting with new instructor and committee

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

- There were no minutes to approval. This is first OCA meeting since Marsha Egolf became Medical Assisting Instructor. All new OAC committee members.

### 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 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 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. Update and replace all old and broken equipment ( see next section for list.)

**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 type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance  | <input type="checkbox"/>            | <input checked="" 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 type="checkbox"/>            | <input checked="" 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 type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

1. Replace equipment that is broke or old, SDS binder needs to be assembled for the shop

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

1.) What additional equipment is recommended to meet current industrial/occupational skill standards?  
Audio equipment, automatic blood pressure carts, etc...

- 2.) What equipment is recommended for replacement within the next two years?

- Red Bag Emergency Kit

- 3.) What equipment is recommended for replacement within the next five years?

- Scales, Ekg machines, Blood drawl arms, temperal thermometer

- 4.) Other recommendations:

- Automatic bloodpresure carts

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Committee liked the layout of Medical Assisting classroom
2. Update equipment that is broken or old and out of industry standards
3. Suggested SDS book on products “ liquid blood, handsantizer ,etc...

**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:**

- N/A

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Member are excited to be apart of OAC Committee and look forward to future meeting to help support our Medical Assisting Program.



Franklin County Career and Technology Center  
2463 Loop Road ph 717.263.9033  
Chambersburg, PA 17202 fax 717.263.6568  
franklinctc.com info@franklinctc.com

### 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			