

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

PROGRAM AREA: **MEDICAL ASSISTING**

MEETING DATE: 9/28/2023

START: 5:00 pm

ADJOURN: 6:00pm

COMMITTEE CHAIRPERSON: Marsha Egolf

COMMITTEE MEMBERS/GUESTS ATTENDING:

Wellspan -Janet DeCanio PA-C
Wellspan- Candi Romberger, Director of OCC Health
Wellspan- Amber Rhodes, OCC Health Office
Manager, Wellspan -Taylor Jones ,OCC Health Clinical
Manager ,Wellspan- Sarah Karn, CMA
FCCTC- Mallory Waltman School Nurse
Wellspan-Angie Austin, Workforce Education Specialist
FCCTC- Marsha Egolf CMA ,Medical Assisting Instructor

BRIEF MEETING SUMMARY:

Review some of the changes that have occurred in the Medical Assisting classroom and lab. Explained that Keystone Health is now sponsoring Medical Assisting program and will be furnishing with up to date equipment to bring medical assisting program up to industry standards as well and program of study.

ADMINISTRATIVE RESPONSE:

- Admin is very pleased to have the support and sponsorship of Keystone Health. The grant and equipment and facility improvements to be provided by those funds will greatly support Mrs. Egolf and her instruction. THANK YOU!!!
- Items can be added to the 5-year equipment list to be considered through Perkins funding and/or other grants.


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 changes made to minutes

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Recommendations were to update equipment in lab area
- Also discussed new partnership with Keystone Health and the grant they are giving to the Medical Assisting Program to update classroom and lab.

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available		<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.		<input type="checkbox"/>
3. The room/lab areas are clean		<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner		<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies		<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 type="checkbox"/>
8. Strategic floor areas are free of obstructions		<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input 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 type="checkbox"/>
12. Classroom space for instruction in related theory is adequate.		<input type="checkbox"/>
13. The classroom/shop/laboratory temperature is comfortable		<input type="checkbox"/>

- 14. The classroom/shop/laboratory is large enough for the number of students served
- 15. Persons with disabilities are accommodated in the classroom/shops/laboratory
- 16. Students have appropriate access to to equipment and supplies
- 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

- 1. Replace sinks with handicap assessable for student in wheelchairs or other disabilities
- 2. Replace cracked tile with carpet in classroom with help with evening out floor
- 3. Replace exam manikins because they are broken

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 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"/>	
3. The condition of the equipment indicates proper care and maintenance		
4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc		<input type="checkbox"/>
5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided		<input type="checkbox"/>
6. Supplies are adequate to implement program objectives		<input type="checkbox"/>
7. An inventory of equipment is maintained by the teacher or other staff member	[gJ	<input type="checkbox"/>
8. A schedule for repair and replacement of equipment, tools and supplies is maintained	<input type="checkbox"/>	
9. A security system for the use of tools, equipment and supplies is maintained		<input type="checkbox"/>

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. Replace old equipment and out of industry standard equipment.
2. Put carpet in classroom to replace cracked tile (carpet more like an medical office.)
3. Get SDS binder needed for shop

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - 3 More blood pressure training arm
 - 3 more blood draw arms
 - 2 Pulmonary Function Machine
 - 2 Urinalysis machines
 - Red Emergency Bag Kit
 - Digital scales
- 2.) What equipment is recommended for replacement within the next two years?
 - Blood pressure training arms
 - Blood draw arms
 - Ekg machines
 - Digital scales
- 3.) What equipment is recommended for replacement within the next five years?
 - Exam table
 - Storage area
 - Cabinets for storage
- 4.) Other recommendations:
 - Replace tile in classroom with carpet (tile is cracked and uneven)
 - Look into other chairs and tables ergonomic

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Replace tile in classroom with carpet
2. Update all broken or old equipment to industry standards

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:

- Externship process now that covid restrictions have been lifted.

- **Discussed what the process is for students that have externship at Wellspan/ Keystone and testing and clearance that students will have to get and pay for. Oac member support any testing or clearnances that are required for externship , jobshadowing.(drug test,shots, clearances)**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Keep working to update lab and classroom equipment to industry standards. Make it look more like a doctors office.

