

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

<b>PROGRAM AREA:</b> Medical Assisting		
<b>MEETING DATE:</b> 4/27/2023	<b>START:</b> 6:30 pm	<b>ADJOURN:</b> 8:30pm
<b>COMMITTEE CHAIRPERSON:</b> Sarah Karn		
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>  Marsha Egolf , Sam Moats, Angie Austin, Monica Diehl, Mallory Waltman ,Candi Romberger, Amber Rhodes, Sarah Karns		
<b>BRIEF MEETING SUMMARY</b>  Went over meeting from last OAC meeting. Review of 5 year equipment list of purchases and equipment that is needed to replace to meet industry standards. Also talked about certifications students are able to acquire through the Medical Assisting program.		
<b>ADMINISTRATIVE RESPONSE:</b> <ul style="list-style-type: none"><li>Administration is pleased with Mrs. Egolf's progression of the program. Students are excited to be with her and experience the different opportunities in this program. Administration would support industry certifications available for students to earn through Medical Assisting. Equipment recommendations or suggestions can be added to the five year equipment list for consideration.</li></ul>		

## 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.
  - n/a

## SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- I continue to work with students on various activities to develop critical thinking and problem solving skills.
- 2 Vital charts have been purchased
- Have updated 5 years equipment list for next year

## SECTION 3: UPDATE OF PROGRAM

### A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) Level 1's 8 level 2's 13 Level 3's 5 total 26

Enrollment Numbers – Semester 2 (Spring) Level 1's 7 level 2's 4 level 3's 9 total 20

### COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Spoke about covid -19 and the restrictions still in place for the medical field. ( Students still need to have covid vaccine to be able to do internship at wellspan and keystone. Some exemptions will be honored by keystone.
2. Replace all broken equipment within the next 5 years. Manikin, Blood draw arms, Bp training arm, temperal thermometer, scales, ekg machines.
3. Purchase audiometers and PFT machine to be up to industry standard/program of study.
4. Keystone Health has since reached out by email and asked for a wish list for Medical Assisting to help bring lab up to industry and program standard.

### B. Cooperative Education

#### Student Statistics

	Number of Students
Eligible Students	11
Students Placed on Co-op	0
Students Declining Co-op Opportunities	0

**Employer Statistics** (List each employer and number of students employed.)

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Suggestion was made to send educational information on covid vaccine and guidelines for working in the medical field.
2. **Take field trips to different colleges that nursing programs, like Wilson Nursing college, Penn State Monto Alto etc...**

**C. STUDENT PLACEMENT:** (From Senior Placement Survey)

	<b>Number of Students</b>
Previous Year Graduating Seniors	10
Previous Year Completers	10
<b>Placement Data</b>	
Employed Related to Career Field	1
Employed Unrelated to Career Field	2
Military Service	1
Enrolled Postsecondary Education	2
Available for Employment but Unemployed	4

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Educate students and parents more about covid vaccines.
2. Try to have level 3 students find doctor offices that don't require covid vaccine.

**SECTION 4: SAFETY**

**SAFETY:**

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

Satisfactory  Unsatisfactory

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Get SDS book on products that are found in lab area "liquid blood, handsantizer. Etc....
2. Update equipment that is broken or old and that is out of industry standard.

**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.
- 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 checked="" type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>

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

1. Committee liked layout of lab and also like the current curriculum
2. Committee commented on replacing broken and out of industry equipment.

**C. TEXTBOOKS/CURRICULUM REVIEW:**

- The textbook/curriculum currently in use has been determined to be adequate by the committee and requires no additional review.
- 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 video and work books, AES online learning platform,

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

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

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

- CPR, OHSA,CCMA

**Number of Students Receiving Certification:**

- CPR-13 SPRING 5-FALL
- OSHA -17 SPRING 18- FALL
- CCMA 1 PASS IN FALL , 9 TO TAKE 5/22/2023 FOR SPRING

**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.**

- Student are required to join OHSA and have the opportunity to complete in skills if they want to.

**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.**

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

- 1.

**SECTION 6: ADULT EDUCATION**

- This program currently has no associated adult education offerings associated with it.
- This program has adult education offerings as listed below:

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR ADDITIONAL OFFERINGS/COMMENTS:**

1. n/a

**SECTION 7: GENERAL DISCUSSION**

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

- N/A

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**