

Docket Item:

Community College Approval: Treasure Valley Community College, Associate of Applied Science in Medical Assistant, within 51.0801- Medical/Clinical Assistant.

Summary:

Treasure Valley Community College proposes a new AAS degree in Medical Assistant. Higher Education Coordinating Commission (HECC) staff completed a review of the proposed program. After analysis, HECC staff recommends approval of the degree as proposed.

Staff Recommendation:

The HECC recommends the adoption of the following resolution:

RESOLVED, that the Higher Education Coordinating Commission approve the following degree: AAS in Medical Assistant.



Treasure Valley Community College seeks the Oregon Higher Education Coordinating Commission's approval to offer an instructional program leading to a degree in Medical Assistant.

Program Summary

The Medical Assistant AAS program will train students, under the supervision of physicians, for an occupation in administrative functions in a healthcare clinic, front office procedures, and clinical aspects in busy healthcare facilities and physician offices. Includes instruction in basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communications. The medical assistant performs a variety of clinical and administrative duties. Administrative duties may include: billing, coding, correspondence and reports, insurance matters, office accounts and chart review. Front Office Procedures may include: answering phones, scheduling appointments, maintaining medical records, collecting fees, and pulling patient records. Clinical duties may include: assisting physicians and preparing patients for examinations and treatments; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medications; collecting and processing specimens.

- 1. Describe the need for this program by providing clear evidence.**
A review of both OLMIS and Idaho Department of Labor indicate 43 current openings for Medical Assistants or related occupations in our service area (Eastern Oregon and Southwest Idaho). Additionally there is a projected 21.9% growth for 2014-2024. Average hourly wage for Medical Assistants is \$17.03 statewide and \$16.14 for Eastern Oregon.
- 2. Does the community college utilize systemic methods for meaningful and ongoing involvement of the appropriate constituencies?**
The Medical Assistant program at TVCC was developed in collaboration with St. Alphonsus Medical Center, St. Luke's Hospital, Valley Family Health Center, Physicians Primary Clinics, Snake River Pediatrics and Treasure Valley Pediatric Clinic.
- 3. Is the community college program aligned with appropriate education, workforce development, and economic development programs?**
Allied Health is an Eastern Oregon Sector Strategy and is aligned with Treasure Valley Tech efforts to provide Allied Health Certification to regional high school students.
- 4. Does the community college program lead to student achievement of academic and technical knowledge, skills, and related proficiencies?**
Students successfully completing this program will earn an AAS, there is no licensing requirement for Oregon. Certification is preferred, which can be gained from taking the CMA exam from the American Association of Medical Assistants.
- 5. Does the community college identify and have the resources to develop, implement, and sustain the program?**
TVCC has been moving toward the Medical Assistant program for several years. We have established partnerships with both St. Alphonsus and St. Luke's for internships, curriculum development, and graduate employment. General fund budget has been identified to fully implement this program beginning in the fall of 2017.

Assurances

Treasure Valley Community College has met or will meet the four institutional assurances required

for program application.

1. *Access.* The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
2. *Continuous Improvement.* The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.
3. *Adverse impact and detrimental duplication.* The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intra-segmental* impact and detrimental duplication problems with other relevant programs or institutions.
4. *Program records maintenance and congruence.* The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Office are the official records and it is the college's responsibility to keep their records aligned with those of the Office. The college will not make changes to the program without informing and/or receiving approval from the Office.