

Docket Item:

Community College Approval: Southwestern Oregon Community College, Associate of Applied Science Degree in Medical Assistant (2020), within 51.0801 – Medical/Clinical Assistant.

Summary:

Southwestern Oregon Community College proposes a new Associate of Applied Science Degree in Medical Assistant (2020). 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.



Southwestern Oregon Community College seeks the Oregon Higher Education Coordinating Commission's approval to offer an instructional program leading to an Associate of Applied Science Degree in Medical Assistant.

Program Summary

The Associate of Applied Science (AAS) Medical Assistant prepares students in the first year of the curriculum to perform initial clerical and administrative duties in medical, clinical, hospitals, and other medical facilities. The student will be prepared to schedule and receive patients, obtain patient data, receive payment, maintain medical records, data processing, perform general office skills, operate office equipment, and assume medical office responsibilities. The second year adds skills in pharmacology, phlebotomy, and clinical skills with emphasis on the role of the medical assistant as an integral member of the medical care delivery team. This includes performing patient intake, medication documentation, routine diagnostics and recording procedures, pre-examination and examination assistance, preparing and administering medications, and first aid. Students are instructed in basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communication, medical office procedures, clinical diagnostic examination, testing and treatment procedures.

1. ***Describe the need for this program by providing clear evidence.***

Southwestern Oregon Community College has offered a 2-year Associate (AAS) Degree in Medical Assistant studies since 1995. Though the degree and courses offered have been updated as part of the regular CTE advisory process, the original justification for the degree is significantly different from the identified industry mandates and rationale for healthcare clinics and hospitals utilizing certified Medical Assistants (CCMA/RMA/CMA). In short, what was a non-credentialed assistant position, has now evolved in to a highly sought after credentialed position by area healthcare agencies that allow healthcare practitioners to more fully utilize the medical assistant skill sets with both front office and exam room duties with direct patient contact protocols.

2. ***Does the community college utilize systemic methods for meaningful and ongoing involvement of the appropriate constituencies?***

Beginning in October 2019, SWOCC Office of Instruction and Dean of CTE (Koopman) reactivated a program review that included analysis of student enrollment, survey of student degree interest, and multiple advisory meetings with healthcare providers, adjunct instructors within the profession, advising

staff, and students. The following is a list of dates documenting the various advisory and focus group meetings:

- October 11th Curriculum Discussion with Adjunct Med. Assist Instructor at NB Medical Center
- October 30th Confirmation with SOWIB regarding Med. Assist Apprentice Model Scope
- November 7th Healthcare (Medical Assistant) discussion with South Coast ESD
- December 2nd Student Input (lunch Meeting)
- December 12th Curriculum review with NB Medical Center HR
- December 16th Site visits with Healthcare Providers (Water Fall and Coquille)
- December 18th Med Assist Advisory Meeting (Curriculum Review)

3. ***Is the community college program aligned with appropriate education, workforce development, and economic development programs?***

Degree Advisory partners have confirmed their support for the college's proposed new AAS in Medical Assistant and specifically the One Year Certificate of Completion.

Degree Advisory partners have also confirmed that, due to the extreme need for certificated Medical Assistants, they view the One Year Certificate of Completion as one of at least three pathways to help fill the pipeline of qualified medical assistants.

Degree Advisory partners commend the Office of Instruction on the curricular match within the One Year Certificate of Completion and suggest that a course of study

4. ***Does the community college program lead to student achievement of academic and technical knowledge, skills, and related proficiencies?***

The Medical Assistant program is a two-year program that builds on the skills learned in the one-year certificate that will be associated with the program. Completion of the Medical Assistant AAS provides opportunities for students to gain industry recognized certifications and credentials and become a well-rounded student with academic, technical, and work experience courses.

5. ***Does the community college identify and have the resources to develop, implement, and sustain the program?***

SWOCC already has a Medical Assistant AAS. All courses within the Medical Assistant AAS are already being offered, with careful rescheduling and replacing of some courses in the older version of the degree. Both program's faculty, staff, budgets are fully general funded. The medical programs at SWOCC have a well-established and strong partnership with state and local business and industry. Moreover, the updating of this degree will enhance opportunities for existing AAS degree graduates and future Medical Assistant Certificate of Completion graduates.

Assurances

Southwestern Oregon 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 *intrasegmental* 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.