

**Docket Item:**

Community College Approval: Tillamook Bay Community College, Certificate of Completion in Medical Assistant, within 51.0801, Medical/Clinical Assistant.

**Summary:**

Tillamook Bay Community College proposes a new Certificate of Completion 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: CCo in Medical Assistant.



**Tillamook Bay Community College seeks the Oregon Higher Education Coordinating Commission's approval to offer an instructional program leading to a Certificate of Completion in Medical Assistant.**

**Program Summary**

Certified Medical Assistants (CMA) work primarily in medical offices performing routine administrative and clinical duties. Administrative duties include scheduling appointments, maintaining medical records, and billing and coding for insurance purposes. Clinical duties include taking patient histories and vital signs, preparing patients for medical examinations and procedures, assisting healthcare providers with examinations and treatments, collecting and testing specimens, and educating patients on health promotion and disease prevention issues.

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

State of Oregon Employment Department states the following as Occupation & Wage Information for Medical Assistants: 2017 Employment 11,616 2027 Employment 14,353 Annual Replacement Openings 1,344 Total Annual Openings 1,663 Median Hourly Wage \$18.95 Average Annual Salary \$39,542 Middle Hourly Range \$16.32-\$22.19 Statewide Employment Analysis Employment in this occupation in 2017 was larger than most occupations across the state. The total number of job openings is projected to be much larger than most occupations in Oregon through 2027. This occupation is expected to grow at a much faster rate than the statewide average growth rate for all occupations through 2027. The above information constitutes a greater need for rural areas such as Tillamook because it is difficult to attract trained healthcare professionals from larger cities to relocate to rural areas. A shortage in healthcare professionals is a great concern in small communities because of increased wait times and decrease in access to healthcare. Submitted 12/04/2019 Approved State of Oregon Employment Department states the following as Occupation & Wage Information for Medical Assistants: 2017 Employment 11,616 2027 Employment 14,353 Annual Replacement Openings 1,344 Total Annual Openings 1,663 Median Hourly Wage \$18.95 Average Annual Salary \$39,542 Middle Hourly Range \$16.32-\$22.19 Statewide Employment Analysis Employment in this occupation in 2017 was larger than most occupations across the state. The total number of job openings is projected to be much larger than most occupations in Oregon through 2027. This occupation is expected to grow at a much faster rate than the statewide average growth rate for all occupations through 2027. The above information constitutes a greater need for rural areas such as Tillamook because it is difficult to attract trained healthcare professionals from larger cities to relocate to rural areas. A shortage in healthcare professionals is a great concern in small communities because of increased wait times and decrease in access to healthcare.

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

Healthcare Advisory Committee established in March 2019 and meets a minimum of three times per year. Members include representatives from local hospital, public health, various medical clinics, long-term care facilities, and senior and disability services.

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

Healthcare is a sector strategy for Northwest Oregon Workforce Investment Board and an area of focus for workforce development.

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

This is an open enrollment program that starts with CastleBranch and once the background check is complete, students are admitted into the program. The program is designed to work with the National Healthcare Association (NHA) to assess, test, and track students to completion of the certification exam.

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

CMA program will be capped at 12 students per year. Clinical work experience sites have been secured at three locations in the community: Adventist Health, Tillamook County Community Health Center, and Rinehart Clinic

**Assurances**

Tillamook Bay 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.