

Docket Item:

Community College Approval: Linn-Benton Community College, Certificate of Completion in Medical Assisting, within 51.0801, Medical/Clinical Assistant.

Summary:

Linn-Benton Community College proposes a new Certificate of Completion in Medical Assisting. 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: CC1 in Medical Assisting.



Linn-Benton Community College seeks the Oregon Higher Education Coordinating Commission's approval to offer an instructional program leading to a Certificate of Completion in Medical Assisting.

Program Summary

The LBCC Medical Assisting program will train students in cognitive, psychomotor, and affective domains to successfully sit for the appropriate certification exam and practice in the workplace as medical assistants. The program teaches medical assistant students to perform a variety of basic medical duties primarily in the outpatient setting. These duties may include taking patient histories; recording patients' vital signs; collecting and preparing laboratory specimens; preparing patients for exams, X-rays and procedures; taking patient EKGs; phlebotomy, wound dressing and other duties. Medical assistants may also have administrative duties, which may include completing insurance forms, scheduling appointments, billing, and bookkeeping. These duties and their associated knowledge and skills are taught in both practical and didactic educational environments.

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

This program is necessary because the demand from employers in the area requires it. Each year we are asked by our large local health providers to increase the output of graduating medical assistants. Going to a one year program should help us better serve these employers. Workforce data also shows this program is necessary. Employment in the Medical Assisting profession is projected to grow much faster than in other career tracks. Demand for LBCC's current 2 year AAS degree had decreased due to competition from proprietary programs outside of our service area. Students are traveling outside of Linn and Benton Counties to obtain their education in less time, allowing them to work and earn money sooner. In addition to data gathered from the employment department, local area employers and the LBCC advisory committee have also provided information on demand

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

Local area employers and LBCC advisory committee members have helped design the program. They have shared key information regarding current duties, practice, and standards for medical assisting employees; as well as information on how these roles are changing and how additional or alternative education is necessary to develop successful medical assisting graduates. LBCC's student services department, advising, and the math and communication academic areas have provided guidance in the development and implementation of the program. The Center for Accessibility Resources and the Library and Learning Center have also been instrumental in curriculum development. Lastly, guidance was received from the

Medical Assistant Education Review Board.

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

Key constituents have been involved in the development of the proposed program by attending and participating in regular curriculum development meetings, advisory committee meetings, and answering endless questions about the current duties and standards for medical assistants. The proposed program is meeting important workforce needs by providing relief to employers currently experiencing a void in staffing for a critical healthcare position. After program completion and upon successful completion of the medical assisting certification exam, students will become certificated medical assistants.

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

The proposed program is designed to provide students with practical, on-site, employer experiences toward the end of the program. This prepares students to step into employment; and possibly obtain employment from the very site assisting with their education completion. As part of the program, students will complete 90 hours of administrative practicum and 180 hours of clinical practicum. Student success will be determined by an annual graduate survey, an annual employer survey, and a detailed student report from the AMAA certification exam.

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

The proposed program will replace an already existing 2 year degree so any impact on the college's budget and resources will be minimal. Tuition and course fees will support the costs of instruction. All necessary facilities, tools, and equipment are available. Student learning will extend beyond the classroom through employer partnered practicum courses. Relationships with local employers have already been established.

Assurances

Linn-Benton 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.