
Docket Item: 6.1 - CONSENT ITEM: Columbia Gorge Community College - Medical Assisting, CCo

Summary:

Columbia 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 recommend approval of the certificate as proposed.

Staff Recommendation:

The HECC recommends the adoption of the following: Columbia Gorge Community College, Certificate of Completion in Medical Assisting within 51.0801 – Medical/Clinical Assistant.

Recommended Motion:

Move to approve the following as presented: Columbia Gorge Community College, Certificate of Completion in Medical Assisting within 51.0801 – Medical/Clinical Assistant.



Columbia Gorge Community College seeks the Oregon Higher Education Coordinating Commission’s approval to offer an instructional program leading to Certificate of Completion in Medical Assisting.

Program Summary

The Medical Assisting program is located within the Health Occupations Department at Columbia Gorge Community College. The medical assisting profession requires a high degree of knowledge, skill, judgment, and integrity. The American Association of Medical Assistants’ “Code of Ethics” provides the standards for this role.

Medical assisting education is based on a curriculum that integrates concepts from the physical, biological, social, and behavioral sciences and humanities. We believe the most important guiding principle in healthcare education is balancing clients’/patients’ rights to safe and effective care with students’ rights to education. We embrace a teaching/learning environment that respects diversity, and an attitude toward lifelong learning.

Students are prepared to function under the supervision of a licensed provider. This program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) on the recommendation of the Committee on Accreditation for Medical Assistants Education. Graduates are eligible to take the national certifying examination given through the American Association of Medical Assistants.

Description for catalog:

Career Description

Those training in the Medical Assisting Program will find occupations involved with administrative and clinical aspects of health care in clinics and physicians’ offices. The medical assistant performs a variety of clinical and administrative duties. Clinical duties may include: assisting physicians and preparing patients for examinations and treatment; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering, and documenting medication; collecting and processing specimens. Administrative duties may include: scheduling and receiving patients; maintaining medical records; handling telephone calls; correspondence and reports; insurance matters; office accounts; fees and collections.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

1. Perform administrative procedures associated with Medical Office.

2. Perform clinical assisting and laboratory procedures.
3. Create and enter data into different healthcare documents.
4. Apply legal concepts to medical practice.
5. Communicate professionally with patients, coworkers, and providers.
6. To enter the profession proficient in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains laid out by the American Association of Medical Assistants

Course of Study

Students must be full-time and receive a grade of “C” or better in all program-required courses. The program is designed to correlate classroom and laboratory experience with practical experience in healthcare facilities. Students are prepared to function under the supervision of a licensed physician. Students must also meet general certificate requirements.

Legal Limitations for CMA Certification

Individuals who have been found guilty of a felony, or pleaded guilty to a felony, may not be eligible to take the Certified Medical Assistant Examination (CMA-AAMA). However, the certifying board may grant a waiver based on mitigating circumstances. See the American Association of Medical Assistance (AAMA) CMA Examination Application for specifics.

Application & Acceptance

Students must apply to the Medical Assisting Program by filling out the forms in the Medical Assisting Admissions Application Packet. The application packet can be downloaded at www.cgcc.edu/nursing-health-occupations/ma/applicationprocess.

All program prerequisites must be completed with a letter grade of “C” or better. Applications will be processed on a first-come, first-served basis.

For assistance, call Student Services at (541) 506-6011 or (541) 308-8211.

Program Entry Requirements

- ✧ Placement into IRW 115, IRW115Z, WR115Z or WR 115
- ✧ A working knowledge and/or background of basic computer skills including windows, keyboarding, Internet, and email.
- ✧ Program advising with an academic advisor.

Additional Requirements (prior to spring term):

- ✧ Admitted students must meet/pass the following requirements within designated time frames (any associated costs are at the student’s own expense):
- ✧ Immunization validation

- ✧ TB screening
- ✧ A drug screen
- ✧ A criminal background check and sex offender check
- ✧ Current CPR BLS provider certificate
- ✧ Transportation to clinical facilities throughout the Mid-Columbia area

Information regarding these requirements will be distributed in a mandatory orientation in September after acceptance. The Medical Assisting admission packet describes these requirements in more detail.

Program Accreditation Statement

The Columbia Gorge Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board(MAERB).

Commission on Accreditation of Allied Health Education Programs
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Clearwater, FL 33763
727-210-2350
www.caahep.org

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

Employment of medical assistants is projected to grow 16 percent from 2021 to 2031, much faster than the average for all occupations. About 123,000 openings for medical assistants are projected each year, on average, over the decade. With U.S. unemployment rates low and medical services remaining high there is a shortage of medical assistants in the Columbia Gorge Region and surrounding rural communities. The Bureau of Labor Statistics states "as large baby-boom population continues to enter older age groups, which typically have more healthcare concerns than younger age groups and will continue to increase demand for medical services. As a result, more medical assistants will be needed to perform routine administrative and clinical duties in physicians' offices and other primary care settings."

Local clinics and other primary care settings plan to continue their support of the program. Currently, the local clinics of Hood River, The Dalles, Maupin, Portland, and neighboring towns in Washington State are having difficulty finding medical assistants and are interested in partnering with Columbia Gorge Community College should the Medical Assisting program be approved. As well as potentially sponsoring students financially. Frequently, as students graduate from the program, they are quickly employed in the Columbia Gorge region and its surrounding communities.

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

Columbia Gorge Community College has support and encouragement to develop this program from the local clinics Mid-Columbia Medical Center Outpatient Clinics, Providence Hood River Memorial Hospital Outpatient Clinics, Columbia Gorge Family Medicine, and the One Community Health Hood River and The Dalles Clinics.

The Medical Assisting Advisory Committee which is composed of individuals from throughout the CGCC service area (Counties of Wasco, Hood River, Sherman, Gilliam, and Klickitat), faculty, and department leads have been involved in the designing of the program and have given their complete support.

Upon approval the Advisory Committee will continue to meet a minimum of once a year in addition to annual follow up with clinics that are partnered as practicum sites.

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

The program will align with American Association of Medical Assistants standards and objectives for national certification. By meeting AAMA requirements, the program will also meet requirements for students to test with National Health career Association and American Medical Technologists if they prefer.

Discussion has been had with the Hood River Valley High School Health Occupations track to continue the pathway currently in place for students to be able to take prerequisite courses at the high school level and apply for the Medical Assisting certificate courses upon graduation.

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

The design of the Medical Assisting program was completed using American Association of Medical Assistants standards and objectives and CGCC's course outcomes guides. Twelve Medical Assisting courses have been approved by CGCC's curriculum committee, including course outcomes and technical content. Content is split between three focus areas with 40 course credit instructional hours: cognitive, psychomotor, and affective objectives.

CGCC's Medical Assisting program is structured for a student to complete the certificate in 27 weeks. While this structure makes for a concentrated, full-time program for students, CGCC will build in the necessary supports to help students succeed. Program quality and design is assessed through CGCC's cyclical 5-year Program Review process. Program Review includes assessment of trends in student

achievement (student learning outcomes, certificate completion, employability), review of courses (alignment with professional and national standards, currency and relevance) as well as current labor market information and employment opportunities. Student and advisory committee feedback are integral in the review process.

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

Columbia Gorge Community College has identified the required resources to offer a successful Medical Assisting program. As CGCC has offered a Medical Assisting Program in the past, faculty, equipment, and supplies are already available, in addition to an established budget.

Assurances

Columbia Gorge 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.