
Docket Item: 6.9 - CONSENT ITEM: Umpqua Community College | Medical Assisting Certificate, CC1

Summary:

Umpqua Community College proposes a new Certificate of Completion in Medical Assisting Certificate. Higher Education Coordinating Commission (HECC) staff completed a review of the proposed program. After analysis, HECC staff recommends approval of the certificate as proposed.

Staff Recommendation:

The HECC recommends the adoption of the following program: Umpqua Community College CC1 in Medical Assisting Certificate.

Recommended Motion:

Move to approve the following certificate: Umpqua Community College CC1 in Medical Assisting Certificate.



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

Program Summary

The One Year certificate program is designed to prepare students for an entry level position in a career that performs medical office functions such as scheduling, office reception, medical documentation, managing patient records, assisting in clinical procedures and examination of patients, performing clinical laboratory procedures, and compliance to all quality and regulatory compliance.

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

Community partner support and request has been received. Plan for stackable credential for AAS in Healthcare Office Administration. This allows for students to expand their professional financial goals. Community partner listening sessions have identified the need for MA as a credit option. Mercy Medical has requested prioritization of the MA credit option.

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

Nursing Advisory Board meeting in November: Enthusiastic support for new program development and bringing more healthcare training to Douglas County. Multiple clinical partners with current job postings for CMA and verbalized commitment for clinical placement sites and partnerships.

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

- a. Douglas county economic indicators support a positive growth prediction in this field (Lightcast)
- b. Alignment with workforce development such as SOWIB.
- c. Grant opportunities such as Future ready, scholars for health Oregon initiatives.
- d. Continued collaboration with k-12 partners to encourage ongoing education and technical program enrollment.
- e. Eligible Training Provider List (ETPL) funding available for student tuition support.

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

- a. Assist with medical procedures.

- b. Perform basic diagnostic procedures such as obtain blood pressure readings and EKG.
- c. Maintain medical records., scheduling appointments, and utilizing common medical office software while following state and federal privacy regulations.
- d. Document utilizing proper medical terminology.
- e. Perform clinical laboratory procedures including blood draws, specimen collection, and point of care testing utilizing quality assurance requirements.
- f. Interact with and prepare patient for procedures utilizing proper safety techniques

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

- a. Fee proposal submitted to support instruction and supplies.
- b. Future ready monies available for equipment.
- c. Existing classroom and lab areas will be utilized to support this program.
- d. Hiring of Allied Health Director will be utilized to develop and implement the program.

Assurances

Umpqua 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 *intrasemental* 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.