

Minutes
 Medical Assisting Advisory Committee
 June 13, 2012

Present: Doris Jepson, Diana Lee-Greene, Dr. Paul Armerding, Katelyn Logan (current MA student), Denise Dietrich-Bokum, (MCMC Medical Clinics), Jill Morgan (All Women’s Health), Laurie Miller (Columbia River Women’s Clinic), Mike Taphouse (CGCC Advisor).

Absent: Leni Horst, Connie Clark, Gwen Hamilton, Julie Stephens, Trish Elliott, Rosanna Schneider (former MA student), Karen Carter, Susan Wolff, Kaylene Herman (CGCC Health Occupations Advisor), and Lori Ufford.

Item	Discussion	Action
Introductions		
Approval of Minutes from last Meeting		Approval of minutes
Externships site discussion (Diana)	<p>Diana reported that all MA students had successful externships Spring term. The program has changed, making this the final year of having three extern courses, which cover three areas: 1) Family medicine, 2) a Specialty, and 3) Administrative. It was a struggle to get 64 hrs in each. There will now be one 6-week course that requires completing 70% of the checklist (see attachment), which will make it easier for this small community.</p> <p>Diana places students where she feels they’ll be most successful, however, more and more sites are requesting interviews prior to placement, and this has become an issue. Diana continues this discussion in hopes of finding a solution. At the last mtg, we decided to conduct a ‘Job Fair’ where students choose their top 3 sites, and sites choose their top 3 students, but there are concerns with this plan. Bilingual students are usually placed at La Clinica.</p> <p>The goal for externships is that it goes so well that a job naturally follows. It was noted that Ann Harris (Career Advisor) leads a one-hour resume segment. And on the career services page of CGCC’s web site, students can place resumes and have Ann review them.</p>	

	<p>One selling point is the fact that CGCC pays for the training and the site receives a trained applicant. Students don't know which site they're going to until the day prior, as some sites have backed out at the last minute. Diana noted that there are sites that will place students at the last minute.</p> <p>Laurie asked if we can follow a process similar to the Nursing application process, i.e. follow a rubric, use a scoring sheet, and draw names out of a hat.</p> <p>Allowing sites to be part of the process can help. We need to spell out realistic expectations. If we depend on these employers, and there's no contract that obligates them, it can be challenging.</p> <p>For now we'll employ a group effort in placing students, by enlisting assistance from a couple faculty, so Diana has other perspectives, and proceed with the Job Fair idea. Students will need to submit a resume, a cover letter, and letters of recommendation. Making the process more formal will help. The 'Job Fair' will be scheduled around week 2 of Spring Term.</p>	
<p>Checklist Improvements (Diana)</p>	<p>See attached Evaluation forms ('Student Evaluation of Practicum Site' and 'Preceptor Evaluation of Student') which are AAMA forms.</p> <p>Externship sites receive copies of student evaluations, so students are asked to complete them in a constructive way. It was noted that the feedback is helpful and can actually result in the site making changes, if necessary.</p> <p>The 'Preceptor Evaluation of Student' form is a bit onerous. We don't have to use AAMA's format, but they ask that we ask those questions. The complaint has always been that this form is painful to fill out and not intuitive in its wording (e.g. what does "Affective Domain" refer to?)</p> <p>How can we improve the form, make it easier to use, and re-word in lay terms? Comments/Suggestions:</p> <ul style="list-style-type: none"> • Diana already added more room for comments, as this is important to explain why certain ratings were given and provide more information. • In the past, we conducted a workshop for extern sites to go over the 	

	<p>feedback, but the sites felt this was a waste of time, so that practice ended.</p> <ul style="list-style-type: none"> • Laurie Miller – suggested we change the rating scale by adding: ‘Observed’, ‘Performed with Supervision’, ‘Performed Independently’, ‘No Opportunity’, and ‘Needs More Experience’ Diana will brainstorm this further and come up with the final wording. • Diana also thought to break questions out into categories, like Administrative, etc. And some categories aren’t relevant to students (such as payroll). • Diana will ask the AAMA what she’s allowed to remove or re-word. <p>Doris asked how the feedback from these evaluations will link to outcomes. Diana noted that this is all about outcomes. An assessment grid was developed for certificates & programs, in order to determine how we’re going to assess students. For the MA Program, the extern site is where we rate student success and achievement of outcomes, so this document really spells out whether students achieved MA Program outcomes.</p>	
Annual Report (Diana)	<p>Diana creates a report in Feb. that summarizes student data from the previous year, and includes the following:</p> <ul style="list-style-type: none"> * how many students entered the program * how many dropped * how many re-entered the program * how many used the program to either continue their education or join the military * how many found work in a similar field, and * how many took and passed the CMA exam. <p>We’ve always been above the threshold (70-80%), except regarding passing the CMA exam. Very few students take the exam, however those who do take it pass with high marks. The MA field doesn’t require certification, yet some employers offer higher pay for those who pass the exam, and some sites will pay for the exam. Diana requires students to apply to the AAMA as a student because membership fees are reduced for students, and membership also reduces the exam cost.</p>	
Next Meeting	November 14, 2012 11:30am – 1:00pm	