

Medical Assistant Advisory Committee Agenda

Date: 05/29/2024

Time: 12:00 pm – 1:30 pm

Location: Zoom and CHS 2045

Zoom Meeting Link: <https://ntc.zoom.us/j/82184518761>

AGENDA ITEMS	LED BY
Welcome & Introductions	Laura Ahonen, Associate Dean of Allied Health and Human Services
Update and Highlights from Last Meeting <ul style="list-style-type: none"> • Previous suggestions explored • Changes Achieved • Shifts in changes 	Laura Ahonen, Associate Dean of Allied Health and Human Services
College-Wide Initiatives	Laura Ahonen, Associate Dean of Allied Health and Human Services
Program Goals & Learning Objectives: Reviewing and Revising <p style="text-align: center;">Medical Assistant Program Goals (Minimum Expectations)</p> <p><i>The goal of the Medical Assistant Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The NTC Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), on the recommendation of the Medical Assisting Education Review Board (MAERB). This means that the curriculum is carefully regulated to ensure that it includes essential components and meets standards mandated by this organization. Accreditation allows the graduates of our medical assistant program to complete the national certification examination administered by the American Association of Medical Assistants. When graduates successfully complete this examination, they are known as Certified Medical Assistants and may use the title CMA.</i></p>	Nicole Roberts, MA Program Director, Faculty
Workforce Training and Professional Development Initiatives <ul style="list-style-type: none"> • Reformatting of Bi-Annual Conference • Apprenticeship Updates 	WTPD Staff Member or AD
Industry Trends- Sharing News and Knowledge <ul style="list-style-type: none"> • Any new changes or modifications in the clinics • Staffing needs for Medical Assistants • New skills or equipment in the clinic settings 	Advisory Board Members
Program Updates- Monitoring Needs and Expectations <ul style="list-style-type: none"> • Graduate Surveys • Employer Surveys • Enrollment & Retention 	Nicole Roberts, MA Program Director/Faculty

<ul style="list-style-type: none"> • 2022 and 2023 to date CMA (AAMA) Exam Results • MAERB Annual Review Form Threshold Outcomes • Resource Assessment 	
Student Perspective: <ul style="list-style-type: none"> • NTC Medical Assistant Program experience 	Medical Assistant Student
Employer Perspective: <ul style="list-style-type: none"> • How has the program prepared students for employment? Do you have any areas or suggestions for improvement? 	Industry Partners
Program Modifications Discussion- Responsiveness to Change <ul style="list-style-type: none"> • Course changes • Practicum changes • Curriculum <ul style="list-style-type: none"> ○ Content ○ Sequencing ○ Required minimums reviewed & approved ○ Competencies 	Nicole Roberts, MA Program Director/Faculty
Substantive Changes- Responsiveness to Change <ul style="list-style-type: none"> • Program Status • Sponsorship • Sponsor Administrator Personnel • Program Personnel • Change in Instruction Modality (Distance, Hybrid) • Additional campuses, instructional sites, practicum sites 	Nicole Roberts, MA Program Director/Faculty
Facilities/Equipment: <ul style="list-style-type: none"> • Remodeling update • Purchases 	Laura Ahonen, Associate Dean of Allied Health and Human Services
MA Program Strengths and Areas of Improvement	All
Other Business	All
Next Meeting Schedule & Agenda Items Discussion	All