

ABC Adult School
12254 Cuesta Drive Cerritos, CA 90703
562) 926-6734

Medical Advisory Board Meeting
Medical Assistant
January 20, 2017
Cabrillo Lane Room 16

Minute Items

Committee Members Present:

Patty Bucho – Long Beach City College, Medical Assistant Program Director
Chris Cortez – Omnicare Pharmacy, Pharmacy Technician
Paul Kim – Walgreens Pharmacy, Pharmacist & Manager
Anna Leon – SELACO, Training Service Manager
Kris Marabella – Pioneer Medical Group – Director, Human Resources
Ernest Medina – HealthPointe, Director of Operations
Pat Medina – Kaiser Permanente, NHA Director
Rose Smalls – MC Mobile Labs Inc., Health Care Specialist
Maggie Wall – National Health Career Association, Education Department Manager

Committee Members Absent:

Art Degante – Optimal Solutions
Tawana Foster- Kaiser Permanente
Paul Gallegos – Kaiser Permanente
Elizabeth McPeak – North Orange County ROP
Wendy Rojas – Pioneer Medical Group, Nurse Supervisor
Amy Tecosky – MedPost Urgent Care, Regional Operation Manager
Christopher Visperas – MedPost Urgent Care, LVN

In Attendance:

Chuck Minear, **Assistant Principal**; Nancy Pawlisz, **Assistant Principal**; Mary Pinedo, **Apprenticeship Coordinator**; Irene Hernandez, **Secretary II**; Rachelle Schulz, **TOSA/Lead Instructor/Program Coordinator**

Not in Attendance: Dr. Pao-Ling Guo, Principal

Instructors:

Carolyn Cervantes, Karen Dennis, Georgia Grissom, Teresita Lubrino, Randi Matus

Welcome:

By Chuck Minear, Assistant Principal

Chuck welcomed the representatives in attendance and thanked them for coming especially in this rainy weather. Our principal, Dr. Pao-Ling Guo could not attend today and sent her regrets. The biggest department our school offers students is our (CTEC) Career Training Education Center for entry-level work training. We have several thousand students in our CTEC department. We appreciate all the outside agencies that work together with us to help our students. Our adult school

currently employs a Job Developer, which helps us to reach our COE (Council on Occupational Education) goal every year. The current COE standard is that 70 percent of graduating students need to gain employment before the end of the calendar year. Our main job is to get these students jobs. The COE requirement is that our school hosts advisory meetings with Industry representatives. Our school cannot offer a career path without your input. This input will help our school to continue to grow and build better and bigger programs.

Our school has to hold twenty meetings every year, to cover all the career paths that we offer. We have recently been approved for our 11th career path, Cosmetology. Our school is currently accredited by WASC (Western Association of Schools and colleges) and has a visit scheduled for February 6 through the 8th, 2017. Last school year we received accreditation by COE (Council of Education), who works with the Department of Education, In the fall we hope to offer financial aid to students that fall in the middle and motivate them to get out of the situation they're in. We have a hands on Career Technical Center and are highly recommended by the Department of Education in Washington DC.

We cannot do anything without your assistance and feedback. Today three different career paths are being discussed, Medical Assistant, Pharmacy Technician and Medical Office and Billing Specialist. Chuck asked for all in attendance to review the packets provided. He informed the group to give us insight as to the lessons we are teaching, learning outcomes, instructional supplies and instructional delivery methods. During their lunch break, the representatives and their teacher in their particular occupational field will discuss and review these outcomes. So, our question to you today is, "are we on the right track or not on the right track"?

Review of Previous Minutes

By Chuck Minear, Assistant Principal

Chuck asked the members to look at the minutes from the previous Medical Advisory meeting in October 2016. He stated that at that advisory meeting, we reviewed the changing of the career path name and the steps needed to take place in order for us to change the name. Our school no longer has the title Medical Insurance Specialist, and our career path name is Medical Office and Billing Specialist. The reason for the change was that the title was not general enough. Students had a hard time finding employment. The name change was voted on and approved.

The other change was in the Medical Assistant Occupation. Every student has to have a background check and a drug test result to qualify for this career pathway or to have a future job in these medical fields.

The computer essentials course is now Google Plus, students will learn how to use the document functions on Google. Lastly, the Medical Assistant Modules and Pharmacy Technician Modules have under gone a name change as well. The module titles have changed from numbers to title names.

Other recent updates: Items bought for Pharmacy Technician classroom were one table, which also serves as a counter, two scales and a refrigerator for the student to use.

Chuck asked if there were any questions regarding the minutes. If not he asked a committee member to begin the motion to approve the minutes.

Kris Marabella, from Pioneer Medical Group, Director of HR began the motion to accept the minutes as written from the previous advisory committee meeting. **Patti Bucho, Long Beach City College, Medical Assistant Program Director** seconded the motion. All Committee Members agreed; minutes were approved as written.

Apprenticeship Program by Mary Pinedo, Job Development Specialist

Mary introduced herself to the group and she spoke about the Student Orientations she holds to help students understand the Vocational Diploma programs offered at our (CTEC) (Career Technical Education Center) department. These orientations help students to commit to a Career Pathway to avoid them from taking random classes. Once a week she hosts Job Search Workshops to assist students seeking employment. Since September, Mary was given the new responsibility of being the Apprenticeship Coordinator besides the ongoing Job Develop position. She holds Job Search Skills Workshops where she evaluates the student's weaknesses to help build their skills. These workshops are held at the Cuesta campus.

She assists students in the following areas:

Resumes, Job Leads, Job Applications, Apprenticeship Skills, Basic Interview Skills

When the students complete their job training, they are ready to go for interviews.

Ernesto Medina, HealthPointe, Director of Operations suggested a Social Media Workshop where the students could create a portfolio to take with them on their interviews.

Carolyn Cervantes, Medical Terminology and Anatomy and Medical Occupations teacher works with her medical students. Teresita Lubrino, Pharmacy Technician teacher and Karen Dennis, Medical Assistant teacher send their students to contracted facilities for their Apprenticeship. The hours range anywhere from 20 hours to 180 hours and typically 80 hours. The site supervisor evaluates the student and the site is evaluated as well.

Mrs. Lubrino places them in a site before they graduate. The Pharmacy Technician trains them at the site and the sites are different retail places e.g. CVS and Walgreen Pharmacy.

Mary invited the committee members to the Career Fair at our Cuesta Campus at the beginning of March. e. You can reserve a table at no fee and it is a great advertising exposure. Student will be dressed as if they are actually going for interviews and will be prepared to have resumes on hand. Be prepared for students to ask questions if you are hiring. Mary handed out registration forms to fill out to reserve tables. On this same day, we will have an open house.

COE ANNUAL REPORT 2016

Chuck shared the COE report and the requirements with the members. The graduation rate should be 60% and 70% should find jobs.

Review Mission Statement

Chuck read the following Mission Statement:

The Mission of the ABC Adult School is to improve the quality of life by providing our diverse community with meaningful opportunities to fulfill career, educational and personal goals through lifelong learning.

The representatives reviewed the mission statement and approved the statement as is.

Medical Occupations Program

All Instructors in attendance

Program Objectives:

Medical Assistant: The Medical Assistant Program is a competency-based program to provide students with skills necessary to be able to work in a medical office or medical group. The program includes instructions on medical and surgical asepsis, physical exam of the patient,

electrocardiography, and administration of medication, nutrition, vital signs and medical terminology. Students will also get training on the National Certification Exam.

Review and Discuss Student Learning Outcomes

LEARNING OUTCOMES FOR MEDICAL ASSISTANT

Pathway- Medical Assistant

Teacher – Karen Dennis

Ms. Dennis listed her major student learning outcomes for the Medical Assistant class.

Competent in medical skills

Active listener

Critical Thinking

Basic skills necessary for a medical office

Instructional Delivery Methods for Medical Assistant

Curriculum/ Calendar

Video

Hands on

One on one competency training

PowerPoint/Study Guide

Visual Learning

Lecture

Externship

Instructional Supplies

Up to date equipment to teach students on current information from CDC

Computer competency

Books (Nursing drugs)

Handouts

Computer search

*Audiometry booth (would be nice!)

Feedback from Medical Assistant Committee advisory

Rose Smalls, Director, MD Mobile Labs

Learning Outcomes

Able to interact

Basic skills to work in a medical office

Competent in skills in Medical Assistance

Methods of Delivery

Study Guides

Visual Learning

Lecture on PPT

Access to all material on the Cloud

Text Book used as a reference

Ernest Medina, Health pointe, Director of Operations

All traditional methods of delivery are being used.

No adjustments recommended on instructional supplies.

Adjournment

By Chuck Minear, Assistant Principal

Chuck thanked everyone for attending and asked for them to fill out an Employment Verification form. He then invited all to take a quick tour of our Medical Assistant classroom if time permitted.

Transcribed by: Irene Hernandez

Signature: Irene Hernandez Date: 2-16-17