

# **Initiative Report for Health Professions 2009-10**

## **Maintenance and Growth of Medical Assisting Program**

### **Summary:**

The Medical Assisting Program offers day and evening options for students and has increased the number of graduates over the past two years. Maintenance of state-of-the-art equipment is required given the increased number of students using equipment in the on-campus lab setting.

### **Description**

The clinical component of the Medical Assisting Program is limited by accreditation requirements to fifteen students. Medical Assisting currently offers three clinical sections, two during the day and one in the evening and has increased the number of students using the clinical equipment. The growth of this program has resulted in needing to offer additional sections of program courses to accommodate students and the M&S costs have increased commensurately. In order to maintain and support program growth, equipment for on-campus labs is experiencing heavier use. The need for equipment replacement being requested is directly related to that growth in the number of students.

### **Questions and Answers**

**How is the initiative linked to the Unit Plans most recently submitted?**

- 1. How does it continue the achievement of those goals?**
- 2. If this is a continuation of an initiative started last year, make sure that relationship is clear.**

**How is this initiative linked to the efficiencies and productivities plans you had last year?**

- 1. How does it continue the achievement of these plans?**
- 2. If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

This initiative is linked to an initiative started last year, that of increasing fte in our programs to the level possible. Maintaining and supporting this program supports the continuation of that initiative.

**Describe the resources needed:**

One 12-Lead EKG Machine at \$2500.00 with which students will learn the proper method of an electrocardiogram on a patient in a clinic setting. This is an essential skill required for a back-office medical assistant to be considered job-ready at the entry level.

**What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.**

Of the seven Learning Outcomes for the Medical Assisting Program, there are two which we expect to achieve with this initiative:

1. prepare patients for examination or treatment. . .
2. perform certain diagnostic testing

**Department Priority:**

4

**Unit Resources:**

There are no department funds available to this initiative at this time.

**Funding Request: Carl Perkins**

**Is this a Career & Technical Education program approved by the state and offered through Lane for credit?**

Yes

**If not a Career & Technical Education program, does your request provide considerable support for students enrolled in these programs?**

No

**Do you have an advisory committee that meets 2-3 times per year?**

Yes

**If request is for personnel, will funds be used to replace an existing position?**

N/A

**How will funding this initiative increase or sustain the academic achievement and technical skills attainment (GPA of 2.0 or better) of Career and Technical Education students?**

Funding this initiative has the potential to both sustain and increase technical skills attainment for the Medical Assisting students insofar as this request is for a piece of equipment whose sole use will be to teach the technical skill of obtaining a 12-Lead ECG reading on patients in clinical settings. This skill is one required to be taught by the program accrediting body.

**How will funding this initiative increase or sustain the number of CTE students that graduate or receive a one year certificate from Lane and help prepare the students for employment?**

Because the piece of equipment being requested in this initiative is used to facilitate student learning of a skill essential to completing the medical assisting certificate program, it will help prepare the students for employment and potentially enhance each students achievement of the certificate.

**EQUIPMENT \$**

2500.00

**COMPUTER HARDWARE \$**

**COMPUTER SOFTWARE \$**

**MATERIALS & SUPPLIES \$**

**CURRICULUM DEVELOPMENT (Hours)**

**PART-TIME FACULTY \$**

**TIMESHEET STAFF \$**

**TRAVEL \$**

**Can this initiative be partially funded?**

No

**EQUIPMENT \$**

**(E) Explanation of effect of partial funding:**

**COMPUTER HARDWARE \$**

**(CH) Explanation of effect of partial funding:**

**COMPUTER SOFTWARE \$**

**(CS) Explanation of effect of partial funding:**

**MATERIALS & SUPPLIES \$**

**(MS) Explanation of effect of partial funding:**

**CURRICULUM DEVELOPMENT (HOURS)**

**(CD) Explanation of effect of partial funding:**

**PART-TIME FACULTY \$**

**(PF) Explanation of effect of partial funding:**

**TIMESHEET STAFF \$**

**(TS) Explanation of effect of partial funding:**

**TRAVEL \$**

**(T) Explanation of effect of partial funding:**

### **Funding Request: Curriculum Development**

#### **1. List the following information**

- **Course Numbers (titles if not currently offered)**
- **Instructor Name(s) who will work on the curriculum development**
- **Whether each of the courses is in, or has been through, the curriculum approval process**

HO 114 Medical Coding Procedures and

HIT 160 Medical Manager and the number and titles of the courses

Piper Hamlin is the name of the instructor who will work on the curriculum dev.

Both courses have been through the curriculum approval process.

#### **2. List each course number (or title) and the materials to be created for each class**

- **Instructional goals, objectives, syllabi and outlines**
- **Lab instruction packets**
- **Practice, quiz, presentation &/or demonstration materials**
- **Other (specify)**

HO 114 Medical Coding Procedures newly-developed software will be embedded into the course.

HIT 160 Medical Manager newly -developed software will be embedded into the course. Ultimately both courses will be morphed into one course which will qualify the student who successfully completes the course to take the qualifying certificate exam making them job-ready with entry level skills.

**3. List each course number (or title) and give your timeline for beginning and completing each course curriculum development.**

HO 114 Medical Coding Procedures

HIT 160 Medical Manager

The work of the curriculum development will begin immediately upon receiving notification of the request being funded.

The work of the curriculum development will be completed by Fall, 2009

**4. What are up to 3 departmental instructional goals that are met through the development of curriculum in each class?**

1. To respond to advisory committee recommendations for curriculum revision in keeping with industry demands.
2. To equip graduates with entry level skills.

**5. List each course number (or title) and give the value of the development of curriculum in each course to other faculty members.**

The value of this curriculum development has value to the faculty involved in teaching each of the courses listed. HO 114 Medical Coding Procedures and HIT 160 Medical Manager. The value is in the upgrading of the skills being taught to students and the benefit that accrues to faculty from knowing that they are teaching students skills that they actually need.

**6. List each course number (or title) and say how many students will be served by the development of curriculum in each class.**

HO 114 Medical Coding Procedures

HIT 160 Medical Manager.

It is estimated that a minimum of sixty students will be served by the combining of these two courses with the newly developed software.

**7. List each course number (or title) and give the specific benefits to students that you expect from the development of curriculum in each class.**

While I believe I have already answered this question several times, I will answer it again:

HO 114 Medical Coding Procedures  
HIT 160 Medical Manager

Students to successfully the course which will result form this curriculum development activity will be qualified to sit for a certifying exam in Coding. Graduates who hold this certification are desirable by employers both locally and nationally, whereas students who successfully complete both of these courses are awarded a certificate from Lane which, while perhaps valuable to the student on some level, does not equip them to be competitive for employment.

**8. List each course number (or title) and give the specific benefits for diversity that you expect from the development of curriculum in each class.**

Cannot state how this relates to diversity without involving creative writing.

**9. List each course number (or title) and give the specific benefits to sustainability that you expect from the development of curriculum in each class.**

Defining sustainability as the characteristic a course offering possesses to provide lasting value to the students and to provide that value at a cost that can be born by the student and the College, the combining of these two courses, HO 114 Medical Coding Procedures and HO 160 Medical Manager will provide a sustainable offering.

**10. List each course number (or title) and give the specific effects on distributed learning that you expect from the development of curriculum in each class.**

Cannot speak to this criterion.

**Hours requested for Curriculum Development funding:**

**Please enter the amount of one of the following:**

- **100 hours maximum for new development.**
- **70 hours maximum for course revision**
- **50 hours for 3-4 credit conversion**
- **other (use if multiple courses addressed in one initiative**

**Do not enter any characters other than numbers and a decimal.**

**How many hours are you requesting? If there are multiple courses addressed in the initiative, please list each course number (or title) and give the number of hours requested for each course.**

100

**Can this initiative be partially funded?**

No

**Partially funded curriculum development HOURS requested:**

**Explanation of effect of partial funding:**

**Funding Request: Technology Fee**