

**Franklin County Career and Technology Center
FALL OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

PROGRAM AREA: **ALLIED HEALTH**

MEETING DATE: 10/5/2017 **START:** 3:30pm **ADJOURN:** 5:00pm

COMMITTEE CHAIRPERSON: Holly Friese

COMMITTEE MEMBERS/GUESTS ATTENDING:

Marla Moore- AH Instructor
Deb Olson- School Nurse
Michelle Shank-AH Instructor
Sharla Dunlap-AH Instructor
Janyce Collier- Nurse Administrator Practical
Nursing Program
Tracey Ecelberger-Executive Director, Menno
Haven
Holly Friese- RN Nurse Educator Summit Health
Barb Wissinger- RN, Epic Healthcare
Mary Butts- Former LPN Administrator
Angie Austin- Summit Health Education Resource
Specialist

BRIEF MEETING SUMMARY

Enrollment: Level 1: 23, Level 2-19, Level 3-15 for 1st semester

All parties came together to discuss each place of employment as well as the current needs and program daily achievements and problems. The group was complimentary of our graduates and the continued need for more nurse aides than we can produce. Equipment was discussed several ideas were shared due to concerns in facilities that we can focus on more diligently. Meeting was convened.

ADMINISTRATIVE RESPONSE:

Very good representation from key members of health care community. Good discussion on workplace needs and initiatives occurring in the workplace. HOSA participation is impressive and supported by committee.

SECRETARY/CHAIRPERSONS SIGNATURE

SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

•

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Good discussion

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input type="checkbox"/> N/A	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. There is adequate ventilation for flammable and toxic materials	<input type="checkbox"/> N/A	<input type="checkbox"/>
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Classroom space for instruction in related theory is adequate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. The classroom/shop/laboratory temperature is comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. The classroom/shop/laboratory is large enough for the number of	<input checked="" type="checkbox"/>	<input type="checkbox"/>

students served

- | | | |
|---|----------------------------|--------------------------|
| 15. Persons with disabilities are accommodated in the classroom/
shops/laboratory | X <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | X <input type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the
accommodations found in the workplace | X <input type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Locks for island cabinets for Level 2 and 3
2. Thermostat for Level 1

SECTION 4: EQUIPMENT AND SUPPLIES

A. EQUIPMENT AND SUPPLIES REPORTING FORM:

- | | <u>Satisfactory</u> | <u>Unsatisfactory</u> |
|--|----------------------------|--------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum | X <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | X <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance | X <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc | X <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided | X <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives | X <input type="checkbox"/> | <input type="checkbox"/> |
| 7. An inventory of equipment is maintained by the teacher or other staff member | X <input type="checkbox"/> | <input type="checkbox"/> |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained | X <input type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained | X <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA | X <input type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. N/A

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Scales are needed for use in the lab, wheelchair scale –according to LPN program, clinical site
- 2.) What equipment is recommended for replacement within the next two years?
 - Overbed tables (12) for Level 1 and (11) for Level 2 and 3
- 3.) What equipment is recommended for replacement within the next five years?
 - Beds will need to be replaced in the next five years.
 - Tablets needs replaced to maintain technological changes
- 4.) Other recommendations:
 - Recommended that we get a wheelchair scale and a chair scale for 2018-2019 instead of beds
 - 2019-2020-put beds into the budget

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Level 2 and 3 lab needs callbells, privacy curtains, and track for the beds bought at auction (5)

C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:

SECTION 5: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- **CTSO-HOSA is working about 90% of students are becoming members. Students are signing up for the competition in Lancaster in March 6, 7, 8 2018. Discussed the winners at the State Competition recommendations for how to determine who to goes to International Competition. Discussed only taking students who are seniors instead of all 1st place winners. Angie would like to see fund-raising efforts for students, writing letters, fund-me accounts, etc.**
- **Discussed expectations for the Nurse Aide Testing Evaluator. Process for testing, as well as pay to be an evaluator.**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Angie Austin would like to come into the three classes about expectations and hospital jobs. She will coordinate with Angie.
2. Each member discussed what is going on in their facility. Hospital is doing well, interviewing process long but working for them, they are working with Human Resources in getting a process for high school students to be part of the hospital staff, Menno Haven is starting a Concierge Program that moves a person through the healthcare program to a Nurse Aide, Wilson College is starting an Honor Society for Nursing, Jan would like all of us to be part of this new collaboration, LPN program is participating in a day on the hill to lobby for LPN jobs over the next few years, PA is going to be the 2nd state with the number of nurses needed by 2030. New building is moving along nicely. Barb discussed need for nurses, nurse aides in Home Care. She switched from long term care to pediatric home care. Huge need for nurses even in

pediatric home care.

FIVE YEAR EQUIPMENT LIST

School Year	Item #	Item Name	Justification/explanation why needed	Unit Quantity	Cost per Unit
Current 2017-18	1	Example Item – Name (Lincoln Arc Welder model 225)	Example (i.e. – accommodate increase class size, replace outdated/damaged equipment, improve instructional strategies and curriculum alignment, meet industry standards, provide more career and further educational opportunities, increase exposure to equipment and skills, improve student wage potential and marketability	3	2000
	2				
	3				
	4				
	5				
2018-19	1				
	2				
	3				
	4				
	5				
2019-20	1				
	2				
	3				
	4				
	5				

