

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

PROGRAM AREA:	MEDICAL ASSISTANT				
MEETING DATE:	10/5/2017	START:	5:00 PM	ADJOURN:	7:30 PM
COMMITTEE CHAIRPERSON:	Missy Kinley				
COMMITTEE MEMBERS/GUESTS ATTENDING:	Stacy Short Missy Kinley Holly Fehle Benjamin Knight Ginger Peterson				
BRIEF MEETING SUMMARY	<p>Committee members all agree that the field is continuing to grow and expectations are that it will continue to be an in demand field. I shared with them the current projected increase of 29% in employment which is ahead of all other health occupations that are at 22%</p> <p>OAC members are satisfied with the safety, curriculum, and the program's benefits in preparing students for a career in health care.</p> <p>New equipment purchased since last meeting was displayed.</p> <p>Discussion of new equipment needs and the possibility of obtaining grant money for a simulated manikin called Alex was demonstration via video.</p> <p>Other suggested supplies were discussed.</p> <p>Discussed the need for NOCTI performance judges in greater numbers both semesters due to the number of Seniors this school year.</p> <p>Members like the layout of the room, the additions and agreed that there needs to be a theory room as we had before to provide a better teaching environment and a quiet place for students to take test or for the teacher to have private conversations.</p>				
ADMINISTRATIVE RESPONSE:					

Theory room would be a consideration depending upon cost and the arrangement for visibility into the lab area. May have to be delayed until the 2019-20 school year considering the emphasis that our Maintenance Department and Construction Academy currently places on the PNP Building. Equipment requests are doable, simulated manikin may have to be planned through Perkins considering cost.

Stacy Short

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.

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SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Additional equipment as suggested were purchased and relayed to members that this was done per their recommendations.
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SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

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

- | | | |
|--|----------|--------------------------|
| 14. The classroom/shop/laboratory is large enough for the number of students served | X | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory | X | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | X | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | X | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

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

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. None at this time

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - Lighted Currettes
 - Audiometer
 - Digital Scales
- 2.) What equipment is recommended for replacement within the next two years?
 - Larger screen for teaching. The TV offers very little screen space for viewing, especially for students sitting in the back of classroom.
- 3.) What equipment is recommended for replacement within the next five years?
 - None at this time.
- 4.) Other recommendations:
 - None at this time

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The members were shown a video demonstration of new simulated manikin made available called Alex. They were very impressed with his capabilities and suggested that we try to get Perkins money to acquire this for the 2018-2019 school year.

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:

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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. A member suggested acquiring a new lighted curette tool for visual inspection of the ear and wax removal together. I will look into the purchase of that item.
2. Recommendation to acquire a digital scale.
3. I expressed that some extern students have stated they are doing hearing test in the office. I posed the question of a need to have a newer audiometer in the lab. Members agreed that this is a skill that is a regular practice in Family Care and Occupational Health. I will look into pricing and types of models that are currently being used in the area.
4. Discussion on the autoclave we have currently and getting it serviced because it leaks water. Members relayed that maintenance department for Summit Health maintains all equipment that they do not outsource up keep anymore. I will be following up with Vet Assisting program as to whom she uses for her equipment currently and put a call out to them for a check and repair.

FIVE YEAR EQUIPMENT LIST

<u>Item</u>	<u>Justification/Why is it needed?</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Current				
2017-18				
1 Additional venipuncture trainers	Currently do not have enough for adequate practice	3	\$500.00	\$1500.00
2 Additional Easy One Repirex Machine	Currently have one for 23 students.	1	\$660.00	\$660.00
3 Add BVM bags for CPR	Do not have any need 5 adult and 5 pediatric	10	\$26.00	\$260.00
4				
5				
2018-19				
1 Ultrasound Machine Hand-Held	Using very old model on loan from CMS	1	\$8000.00	\$8000.00
2				
3				
4				
5				
2019-20				
1 Virtual Manikin Alex	Simulated manikin that offers real-world interaction using the latest technology	1	<u>13000</u>	<u>13000</u>
2				
3				
4				
5				

