



POST SECONDARY CERTIFICATE CURRICULUM AY 2022-2023

Certificate Program Title:

Certificate in Medical Assisting

Formerly (If Applicable include Program Title):

NA

College: TPS - Trades & Professional Services

Division: Medical Assisting

Author 1: Katsuyoshi Uchima

Author 2 (optional):

Date Submitted to CRC: 04/05/2023




Date Reviewed by CRC: 04/28/2023

APPROVED

EFFECTIVE CATALOG: AY2023-2024

DATE APPROVED: 06/08/2023

EFFECTIVE BANNER TERM: 202380

APPROVED BY	NAME	SIGNATURE	DATE
REGISTRAR	Ava M. Garcia		04/28/2023
DEAN	Pilar P. Williams		06/08/2023
VP for ACADEMIC AFFAIRS	Virginia C. Tudela, Ph.D.		06.08.23

Type of Action: Substantive Revision

RE-INSTITUTION (attach a copy of the most recently approved course curriculum and update the following information). Justification for course re institution: NA

Type of Substantive Action(s) - Please specify the type(s) of substantive change(s) requested

1. **Substantive Change 1:** Change in number of credit hours
2. **Substantive Change 2:** Change in distribution of requirements affecting Major or General Education Requirements
3. **Substantive Change 3:** Change (addition, revision, etc.) in Student Learning Outcomes (SLOs)
4. **Substantive Change 4:**
5. **Substantive Change 5:**
6. **Substantive Change 6:**
7. **Other (Describe SR changes if not listed above):** N/A

Type of Non-Substantive Action(s) - Please specify the type(s) of non-substantive change(s) requested

1. **Non-Substantive Change 1:** None
2. **Non-Substantive Change 2:**
3. **Non-Substantive Change 3:**
4. **Non-Substantive Change 4:**
5. **Other (Describe NSR changes if not listed above):**

INTRODUCTION

Contextual Framework for Adoption or Re Institution:

The standards and guidelines of the Accrediting Bureau of Health Education Schools (ABHES), require the inclusion of the following content areas: anatomy & physiology, medical terminology, medical law and ethics, human relations, pharmacology, medical laboratory procedures, administrative procedures, clinical procedures, professional components, and internship.

This is a CTE program and is aligned with following Career Cluster: Health Science Career

And is aligned with the following Career Pathway: Therapeutic Services

Implementation Term: Fall 2023

RATIONALE FOR PROPOSAL

Reason this proposal should be adopted in light of the College's mission statement and educational goals (adoptions only): Guam Community College is mandated to provide career and technical workforce development to meet the needs of Guam's workforce and is committed to providing a comprehensive offering of career and technical programs. This program develops the knowledge and expertise for those planning to work in the variety of Allied Health Fields.

Long-term employment outlook for this program area, including the number of available positions in the service area for graduates and expected salary level (update for currency):

Allied Health Occupations

Employment in healthcare occupations is projected to increase by 16 percent from 2020 to 2030, much faster than the average for all occupations, adding about 2.6 million new jobs. Healthcare occupations are projected to add more jobs than any of the other occupational groups. This projected growth is mainly due to an aging population, leading to greater demand for healthcare services (<https://www.bls.gov/ooh/healthcare/home.htm>). Currently the Allied Health Program is concentrated on Medical Assisting with the Introduction to Clinical Laboratory course. Included in the program is the opportunity for a Phlebotomist certification. With an additional concentration in the Allied Health profession, the outcome would provide a more diverse health care workforce. The 2020 median pay was from \$35,850 to \$36,320 for those within the continental United States, and within Guam, the median is 18% to 33% lower. When compared to the nationwide distribution the employment shares of healthcare practitioners, technical, and healthcare support were significantly below their national representation (U.S. Bureau of Labor Statistics).

Conformity of this program to legal and other external requirements. Include Guam State CTE requirements, accrediting agency standards, State Board regulations, and professional certification or licensing requirements if applicable: N/A

Results of program assessment:

This program has gone through the assessment cycles set forth by the College. Major changes have included the increase in contact hours and credits for Medical Terminology. In addition, student-learning outcomes for individual courses have been updated to better comply with Medical Assistant accreditation guidelines. Changes to the general education requirements have also been made to better comply with Medical Assistant accreditation guidelines and competency tracking by ensuring all core educational requirements are under the control of the Medical Assistant Program. Future assessments will assess the programs concentration areas, current assessments will be conducted for the concentration in Medical Assisting.

Target Population:

The target population for this program are those who wish to enter the Allied Health field.

RESOURCE REQUIREMENTS AND ESTIMATED COSTS

Resources (materials, media, and equipment) and costs (only add if new for the program):

Facility requirements (only add if new for the program): N/A

Does the proposed curriculum meet the requirements for Title IV Federal Student Aid? Yes

Comments (optional): N/A

PROGRAM DESCRIPTION & STUDENT LEARNING OUTCOMES

-PROGRAM LEVEL

This program description will appear in the College Catalog followed by the Student Learning Outcomes – Program Level.*Refer to Student Learning Outcomes (SLO) Handbook in developing SLO's (available on the Worklife tab on MyGCC).

Program Description:

Medical Assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices. These multi-skilled personnel can perform administrative and clinical procedures. Physicians value this unique versatility more and more, as managed care necessitates the need to contain costs and manage human resources efficiently. Medical Assistants are trained allied health professionals who work primarily in physicians' offices, outpatient clinics, but also in hospitals, and other healthcare facilities. In contrast to most other allied health professionals who work in inpatient hospital settings, medical assistants work primarily in outpatient clinics under the direct supervision of a physician. One portion of the training concentrates on administrative medical assisting, which provides a suitable background for employment in health maintenance organizations, home health care organizations, and nursing homes. Upon completion of the Medical Assisting Program, students will be prepared for the Registered Medical Assistant (RMA) national certification examination through the American Medical Technologists (AMT), an affiliated partner with Guam Community College.

Note: The student must have a "C" or better in all courses to receive a Certificate in Medical Assisting. Students must pass each course with a "C" or better to continue toward the next course in the program. Those students who do not successfully complete a core technical or related technical requirement course will have to wait a minimum of one year for reentry.

Program Learning Outcomes 1: Navigate through an electronic health record system and practice management software.

Program Learning Outcomes 2: Explain the need for Medical Law and Ethics.

Program Learning Outcomes 3: Examine the purpose of Healthcare Policy and Procedures.

Program Learning Outcomes 4:

Program Learning Outcomes 5:

These PLOs can be measured and learning is demonstrated: Yes

PROGRAM DESCRIPTION & CONTENT

Program Title: Certificate in Medical Assisting

Major Requirements (minimum number of credits) this includes any General Education Courses that are required: 38

Electives (minimum number of credits): 0

Total Number of Credits for Certificate: 38

List Certificate Course Requirements (alpha/number/credits) this includes any General Education courses if applicable and include total:

EN 110	Freshman Composition (3) + or placement examination.
MA 108	Introduction to College Algebra (3) + or placement examination
HL 190	Anatomy and Physiology for Allied Health Professionals (4)
MS 101	Introduction to Medical Assisting (3)
MS 120	Clinical Medical Assisting (3)
MS 121	Clinical Medical Assisting Laboratory (2)
MS 125	Clinical Medical Assisting: Clinical (1)
MS 140	Administrative Medical Assisting (2)
MS 141	Administrative Medical Assisting Laboratory (2)
MS 145	Administrative Medical Assisting: Clinical (1)
MS 160	Introduction to Pharmacology (2)
MS 161	Administration of Medications Laboratory (1)
MS 180	Introduction to Clinical Laboratory (2)
MS 210	Medical Assisting Critique (1)
MS 292	Medical Assisting Practicum (5)
HL 120	Medical Terminology (2)
HL 131	Basic Life Support for Health Care Providers (1)
Total Credits: (38)	

List Elective Courses (or provide category, optional) include total: 0

Eligibility Requirements or Prerequisite requirements (if applicable):

Eligibility Requirements for program entry must be completed for approval to enter the program cohort. When the student enters the cohort, he or she will begin Medical Assistant Program technical courses with the exception of MS 101. The student must have a "C" or better in all courses. The student must be declared as a Medical Assisting student then complete the following to be considered for cohort entry.

EN 110	Freshman Composition (3) + or placement examination.
MA 108	Introduction to College Algebra (3) + or placement examination
MS 101	Introduction to Medical Assisting (3) +45

HL 190 Anatomy and Physiology for Allied Health Professionals (4)

Health clearance to include physical and immunizations- PPD, with the addition of a Hepatitis B vaccine or declination form, and other vaccinations that may be required for specific clinics or other health care facilities.

Police and court clearance will be required for program clinical courses.

Articulation (if applicable - DCAPS, UOG, etc.): N/A

Please copy and paste meeting minutes or submit to CRC via email gcc.crc@guamcc.edu:

Nursing & Allied Health

Advisory Meeting

Minutes

Date: March 24, 2022

Time: 11-12:00 pm

Attendance: Rose Grino, FHP, GCC BOT member, Julietta Quinene, GDOE, Mark Guayco, GMHA, Katsuyoshi Uchima, GCC MA faculty, Barbara Mafnas, GCC MA faculty, Loressa Melegrito, GCC PN faculty, John Patrick Chua, SSHS faculty, Eva Mui, JFK faculty, Rolland Tyquiengco, GWHS faculty, Cheri Wegner, Tiyan High school, Dorothy-Lou Duenas, Nursing & Allied Health Administrator, Tasi Mafnas, Nursing & AH Admin Assistant

Topic:

Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia. (Board of Trustees Policy 100)

Nursing & Allied Health Updates

Practical Nursing Program – 2020 cohort 20 accepted, 19 completed, 18 tested, 18 passed (current pass rate 95%), 1 left to test for the NCLEX-PN.

Staffing: 1 full time faculty. 3 available positions. Actively seeking faculty.

Comments:

R.Grino – Thanked the department and GCC for everything that they do to continue to enhance the workforce for the island. She asked what is the dept. currently doing to help recruit more faculty? Is the department looking for off island hires as well as on island hires? Are the secondary faculty considering moving or assisting with the need for faculty in post0-secondary? What is the department currently doing to reach out to the student who failed?

D.Duenas – Regarding off island hires, I would need to discuss this option with the Dean and HR, we have not considered this option at this time. We are continuing to look locally but will consider this option. Secondary have full schedules so at this time they are unable to move to post-secondary unless they actually apply for the post-secondary position. For clarification none of our 2020 graduates have not failed yet. We have one graduate who has yet to test but we are working with him to prepare for his exam to support and foster his success.

Medical Assisting – ABHES accreditation application on hold.

Staffing – 2 full time faculty, 1 adjunct

Need to reassess curriculum to separate certificate & associate programs so students are not dual enrolled.

Consider substantive change for AS in Medical Assisting to AS in Allied Health

Provides opportunity to integrate Medical Coding & Billing, phlebotomy & other Allied Health related courses.

Research is being done to compare other AS in Allied Health programs.

Comments:

R.Grino & J. Quinene – That is a good idea to consider the change for an Associates in Allied Health to provide more options to the students.

Certified Nurse Assistant – TNAP December 2020 – June 2021 (145 total hours, 29 completed TNAP I, 19 completed TNAP I & II. 10 passed (53%), 6 failed, 3 did not test.

CNA Bootcamp (June 6 – August 6, 2021). 10 enrolled, 10 completed and are waiting for approval to test for the CNA exam from GBNE.

Comments:

R.Grino – I really like that idea. The island is in great need for CNA's & LPN's. We have hired a few of your graduates and we need more CAN's & LPN's. Will you guys be running another bootcamp or short term training for CNA's? We greatly need it. Have you reached out to the Board of Nursing regarding the need for more testing schedules and brought up the fact that it is affecting your student pass rates.

D. Duenas – Yes we are always looking for opportunities to run bootcamps to meet the need for CNA's on the island. We work closely with our CEWD department to coordinate those trainings and at most times if there is grant funding the students will be able to take the course for free.

Yes, we have had discussions with GBNE regarding testing. I know that pre-covid the board was behind in testing and the pandemic greatly affected their ability. We continue to work closely with GBNE to try to ensure our students are on the list for testing when they set up their testing schedules.

EMT – 17 students enrolled, 1 withdrew, 1 dismissed & 1 failed. It is anticipated they will test for the NREMT by March.

Staffing: 3 adjunct faculty

Comments:

M. Guayco – Have you done an employer survey for your graduates, nursing and EMT to determine what the strengths and weaknesses are for your graduates in order to enhance their skills as entry level employees?

D.Duenas – Thank you for that recommendation Mark! That is a great point. We have not done a graduate survey recently but we intend on sending one out soon for all of our graduates and we appreciate your guidance.

Secondary – 5 Secondary Health Careers & Science Programs (Tiyan High, Simon Sanchez, JFK, GW, Southern High).

Staffing: 3 RN, 2 LPN instructors

Secondary curriculum updates to integrate for DCAPs approval

DCAPs proposal for 2 credits of NU101 Certified Nurse Assistant & 1 credit HL131 Basic Life Support for Healthcare Providers.

Comments:

R. Grino – This is a great idea to meet the needs of the community. I will look forward to the approval of this.

J. Quinene – I remember DODEA ran a similar program for their students and they were able to obtain

licensing upon graduation. Is it possible for your students to obtain licensure upon graduation?

D. Duenas –Regarding our high school students obtaining a license upon graduation our discussions with our secondary faculty have shown that it is difficult to conduct the process for clinicals due to the liability for transportation to and from the clinical site, determination of what will be done with the other students who do not want to participate in clinicals or licensure etc. Therefore, we recognize this option would be best because it will give us the opportunity to bring back those individuals to strengthen their clinical skills in order to successfully pass the CNA licensure exam.

Curriculum: *All department programs & course curriculum to be updated this academic year.

Secondary – DCAPs 2 post-secondary credits for NU101, 1 credit for HL131 & HL190 (Possibly)

NU101 - Curriculum updates to SLO's to allow for alignment with secondary programs for DCAPs.

EMT – Curriculum to be updated to align with curriculum timeline schedules and to reflect current practice updates and updated textbooks.

PN – Curriculum update to bring back lab hours for NU160 Pharmacology. Program update to accept MA110 and higher for math courses.

MA – Curriculum updates for certificate courses to meet curriculum timeline and to align for cohorts.

Substantive change for Associates program for Associates in Allied Health.

New/CE Courses or Training

Paramedic – School of EMS has received approval for Paramedic students to integrate into the Advanced Placement Pathway in order to complete field internships and test for the National Registry for Paramedics Exam.

GFD Fire Cycle – Anticipated start date March 28, 2022

Comments:

R.Grino & J. Quinene – That is great news regarding Paramedic. We know it has been a great hurdle that you guys have been trying to overcome.

M. Guayco – Yes GMHA was very much involved with the Paramedic program and we look forward to hearing about the progress of the program and students.

Open Discussion/Advisory Feedback:

M. Guayco – Thank you for the updates regarding your intended plans. We look forward to seeing the graduate surveys and seeing the updates for your programs. We hope you will continue to enhance your pass rate for the nursing program and continue to keep us updated.

R. Grino – Thank you. Your programs are very important to the community. We as the advisory board would like to continue to receive updates regarding your programs and curriculum maybe twice a year instead of annually. So we can help you with any weaknesses or assist with enhancing your programs and needs. We look forward to seeing the approved curriculum and updates.

J. Quinene – Yes, thank you for this update. We look forward to hearing more updates! Please keep us involved in all the changes.

Adjournment: 1150