

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

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Louisiana
Community
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College System

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TO: Dr. Monty Sullivan
LCTCS President
FROM: Dr. René Cintrón
Interim Chief Academic Affairs Officer
SUBJECT: Program Revision at River Parishes Community College
DATE: August 24, 2017

APPROVED
Slk
9-20-17
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION:

Recommendation: Staff recommends that the Board approve the program modifications listed below.

Program Modifications

- 1. Certificate of Technical Studies (CTS) in Medical Assisting (CIP 51.0801) – 3 STARS

Background: In an effort to be better align programs of study with industry and neighboring institutions, RPCC modified the CTS in Medical Assisting. The modification involves deletion and addition of various courses due to requirements of theory and lab time to meet industry needs.

Fiscal Impact: There are no anticipated expenditures associated with these modifications. Faculty and resources under the existing curriculum will be allocated to the new programs.

History of Prior Actions: There is a history of modifying programs to meet student and workforce needs.

Benefits to the System: These modifications will allow RPCC to better meet student and workforce needs.

Approved for Recommendation to the Board
Dr. Monty Sullivan

9/20/17
Date



LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

New Program and Curriculum Modification Form

TYPE OF PROPOSED CHANGE	
<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Curriculum Modification

AWARD LEVEL(S)	
Award Level(s): <input type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree Name: _____	<input type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Technical Competency Area (T.C.A.) <input checked="" type="checkbox"/> Certificate of Technical Studies (C.T.S.) <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)

NAME OF PROGRAM(S) and AWARD LEVEL(S)			
Name: Medical Assisting			
CIP: 510801	Credit Hours: 37	Contact Hours: 870	Award Level: C.T.S.
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)
Previous credit hours for CTS = 34 Previous clock hours for CTS = 915

REASON/JUSTIFICATION FOR THE PROPOSED CHANGE (Include support such as four-year university agreements, industry demand, advisory board information, etc.)

We are continuously striving to align our program to complement other LCTCS medical assisting curricula. Our community partners and advisory board agree that the proposed curriculum would be beneficial to the students and industry. We reviewed BRCC's medical assisting program and have added and deleted courses to align closer to BRCC's curriculum. These course additions and deletions are necessary to ensure a more fluid program. The content of the proposed course deletion will be added to an existing course. For example, Law and Ethics will be taught throughout the program, and it will be expressed in detail in the Pharmacology and Administrative Procedures courses. Furthermore, we are proposing an increase in the number of credit hours for the courses that require more theory and lab time.

IMPLEMENTATION DATE (Semester and Year) Fall 2017

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

Main Campus

All Campuses

Sites (list below)

Site 1:

Site 2:

Site 3:

Site 4:

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>)

5 Stars

4 Stars

3 Stars

2 Stars

1 Star

PLAN FOR PROVIDING QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty
#: 1 (Full-time)

Hire Adjunct Faculty
#: 1 (Adjunct)

Hire Full-Time Faculty
#: _____

MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Associate's degree or higher in nursing.	Experience: Documented work experience directly related to the course(s) being taught AND 4 years of direct patient care experience.	Certification: An unencumbered registered nursing license with the Louisiana State Board of Nursing.

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ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>25</u>	<u>50</u>	<u>55</u>	<u>55</u>	<u>55</u>
<u>EVENING</u>	<u>0</u>	<u>15</u>	<u>20</u>	<u>20</u>	<u>20</u>
Describe Process for Attaining & Estimating Enrollment:		This is our first year with the medical assisting program. We are developing a curriculum to offer evening courses for the program. The data trends and estimated enrollments were developed based upon externship placement and availability.			

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>25</u>	<u>50</u>	<u>55</u>	<u>55</u>	<u>55</u>
<u>EVENING</u>	<u>0</u>	<u>15</u>	<u>20</u>	<u>20</u>	<u>20</u>

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PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type/Name of Program Accreditation, Licensure or Certification Required:	Certified Medical Assistant National Healthcareer Association (NHA)

Is Program Accreditation, Licensure or Certification Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type/Name of Program Accreditation, Licensure or Certification Required:	Certified Medical Assistant National Healthcareer Association (NHA)

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)
<p>We will need to hire 1 adjunct faculty member, which will cost approximately \$5,000 per semester.</p>


PROGRAM CURRICULUM
(Use the template below or insert separate attachment; all modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed)

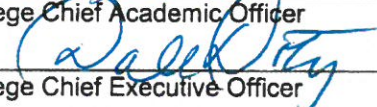
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester – OLD						
HESC	1000	Medical Terminology (no change)	3	0	45	3
CSCI	1010	Introduction to Computers (no change)	3	0	45	3
MAST	1111	Introduction to Medical Assistant (deleted from program guide)	1	0	15	1
MAST	1002	Basic Body Structure & Function (no change)	2	0	30	2
MAST	1221	Clinical Procedures I (credit hour change)	1	1	45	1
MAST	1122	Law and Ethics for Medical Assistants (deleted from program guide)	2	0	30	2
MAST	1132	Medical Assistant Applications (deleted from program guide)	1	1	45	2
First Semester – NEW						
HESC	1000	Medical Terminology (no change)	3	0	45	3
CSCI	1010	Introduction to Computers (no change)	3	0	45	3
MAST	1002	Basic Body Structure & Function (no change)	2	0	30	2
MAST	1222	Clinical Procedures I (credit hour change)	2	2	30	4
MAST	1214	Administrative Procedures I (moved to 1 st from 2 nd semester)	2	2	90	4

Second Semester – OLD						
MAST	1214	Administrative Procedures I (moved to 1 st from 2 nd semester)	2	2	90	4
ENGL	2002	Professional Writing (no change)	3	0	45	3
MAST	2113	Medical Transcription (deleted from program guide)	2.5	1	75	3
HEIT	1250	Healthcare Reimbursement (deleted from program guide)	3	0	90	3
MAST	2131	Clinical Procedures II (credit hour change)	1	1	15	1
Second Semester – NEW						
MAST	2100	Phlebotomy (new course)	2	2	90	4
MAST	2221	Professionalism for Health Care Providers (moved to 2 nd from 3 rd semester)	1	0	15	1
MAST	2132	Clinical Procedures II (credit hour change)	2	2	60	4
MAST	2143	Pharmacology for Medical Assistants (credit hour change)	2	1	60	3
ENGL	2002	Professional Writing (no change)	3	0	15	3
Third Semester - OLD						
MAST	2221	Professionalism for Health Care Providers (moved to 2 nd from 3 rd semester)	1	0	15	1

MAST	2142	Pharmacology for Medical Assistants (credit hour change and moved to 2 nd from 3 rd semester)	1	1	60	2
MAST	2222	Medical Assistant Externship (no change)	1	1	180	2
MAST	2211	Clinical Procedures III (credit hour change)	1	1	45	1
Third Semester – NEW						
MAST	2222	Medical Assistant Externship (no change)	1	1	180	2
MAST	2212	Clinical Procedures III (credit hour change)	2	2	90	4

SIGNATURES:



 College Chief Academic Officer


 College Chief Executive Officer

5/6/17

 Date
 5-18-17

 Date



RPCC Curriculum Review

Review Date: 04/07/17 Semester & Year: Fall 2017 Discipline: Medical Assisting

Course Changes Proposed (Check): YES NO

If yes, submit Curriculum Proposal to Academic Studies via the appropriate Dean two weeks prior to faculty meeting. If no, sign and date the form on the line at the bottom of the page.

Curriculum Proposal

I. Remove the following courses:

- MAST 1111 Introduction to Medical Assistant content will be covered in MAST 1214 Administrative Procedures;
- MAST 1122 Law and Ethics for Medical Assistants content will be covered in MAST 2221 Professionalism for Health Care Providers;
- MAST 1132 Medical Assistant Applications content will be covered in MAST 1214 Administrative Procedures;
- MAST 2113 Medical Transcription content will be covered in MAST 1214; and
- HEIT 1250 Healthcare Reimbursement content will be covered in MAST 1214 Administrative Procedures.

II. Add MAST 2100 Phlebotomy as new content to the course.

III. Change course numbers:

- From MAST 1221 Clinical Procedures I to MAST 1222 Clinical Procedures I
- From MAST 2131 Clinical Procedures II to MAST 2132 Clinical Procedures II
- From MAST 2142 Pharmacology for Medical Assistants to MAST 2143 Pharmacology for Medical Assistants
- From MAST 2211 Clinical Procedures III to MAST 2212 Clinical Procedures III

IV. Adjust credit hours:

- Change MAST 1222 Clinical Procedures I to 4 credit hours.
- Change MAST 2132 Clinical Procedures II to 4 credit hours.
- Change MAST 2143 Pharmacology for Medical Assistants to 3 credit hours.
- Change MAST 2212 Clinical Procedures III to 4 credit hours.

Reason / Justification/ Rationale for Proposed Change (attach additional if needed):

Introduction to Medical Assistant, Law and Ethics for Medical Assistants, and Medical Assistant Applications, Medical Transcription, and Healthcare Reimbursement needs to be removed from this course as it should be included with Administrative Procedures for overall Program Flow.

The credit hour breakdown for MAST 1221 Clinical Procedures I, MAST 2131 Clinical Procedures II, and MAST 2211 Clinical Procedures III needs to be changed 4 credit hours to reflect 2.000 Lecture Hours and 2.000 Lab Hours, respectively. A more detailed description for the proposed change with an updated Course Description is attached.

If the proposed is "NEW" curricula, include transfer institution(s) & course equivalent(s):

Transfer Institution(s) Course Equivalent(s)

What is the impact? (i.e. department/staffing considerations, number of sections, potential demand and viability of course offered, LCTCS & transfer University programmatic practices)

No impact.

***** Attach Course Descriptions(s) for Each Proposed New Course *****

Lead Faculty Signature: Date Submitted: 04/07/2017

Vice Chancellor of Instruction: Date: 4.7.17

Approved by General Assembly (Check): YES NO

General Assembly Approval Signatures

(COPY Original Double-Sided)

Deborah Mayshee
Way H. Stehman
Nancy Lawrence

MEDICAL ASSISTANT - Fall Start PROGRAM GUIDE

NAME: _____

TODAY'S DATE: _____

ANTICIPATED COMPLETION TERM & YEAR _____

DAY/NIGHT: _____

COURSE NAME	COURSE ABBREVIATION	COURSE NUMBER	CREDIT HOURS	CLOCK HOURS	TERM TAKEN
FIRST SEMESTER (FALL)					
Medical Terminology	HESC	1000	3	45	
Introduction to Computers	CSCI	1010	3	45	
Basic Body Structure and Function	MAST	1002	2	30	
Clinical Procedures I	MAST	1221	3	90	
Administrative Procedures	MAST	1214	4	60	
SEMESTER CREDIT HOURS			15		

SECOND SEMESTER (SPRING)					
Phlebotomy	MAST	2100	4	120	
Professionalism for Health Care Providers	MAST	2221	1	15	
Clinical Procedures II	MAST	2131	3	90	
Pharmacology for Medical Assistants	MAST	2142	3	60	
Professional Writing	ENGL	2002	3	45	
SEMESTER CREDIT HOURS			14		

THIRD SEMESTER (FALL)					
Medical Assistant Externship	MAST	2222	2	180	
Clinical Procedures III	MAST	2211	3	90	
SEMESTER CREDIT HOURS			5		
TD-CTS, MEDICAL ASSISTANT			34		
TOTAL MAST CLOCK HOURS				870	

Revised April 2017

**PRE-REQUISITES
MEDICAL ASSISTANT**

ALL DEVELOPMENTAL REQUIREMENTS MUST BE SATISFIED BEFORE SCHEDULING ANY CLASSES.

COURSE	PREREQUISITES
MAST 2131 (Clinical Procedures II)	MAST 1221 (Clinical Procedures I)
MAST 2211 (Clinical Procedures III)	MAST 2131 (Clinical Procedures II)
MAST 2222 (Medical Assistant Externship)	MAST 1111, MAST 1214, MAST 1221, HEIT 1250, MAST 2113, MAST 2131, MAST 2142, MAST 2211, MAST 2221
ENGL 2002 (Business English)	ENGL 1010 (English Composition I)

**Concurrent Enrollment = Courses must be taken at the same time as the designated class.*

Prerequisite = Course(s) must be taken before the designated course.

ADMISSION REQUIREMENTS:

1. Completed RPCC admission application
2. Submit High School and/or previous college transcripts
3. Successful scores on the COMPASS or Accuplacer Test or complete developmental courses **before** admittance into program.
 - a) Must be three (3) years old or less from program admittance date
 - b) Scores per RPCC admittance requirements
 - c) In place of the COMPASS test we will accept the following ACT scores that are three (3) years old or less from program admittance date:
 - Math – 19
 - Reading – 16
 - English – 18
4. Complete RPCC Medical Assistant application
5. Submit immunization records
6. Applicants must pass a criminal background check and drug screening and/or other health requirements stipulated by the Division of Nursing and Allied Health or the clinical sites.

MEDICAL ASSISTING

Completion Points

CTS – Certificate of Technical Studies

All medical assisting classes must be passes with a "C" or better.

CTS, Medical Assisting (37 credit hours)

Course Name	Course	Course Number	Credit Hour
Medical Terminology	HESC	1000	3
Introduction to Computers	CSCI	1010	3
Professional Writing	ENGL	2002	3
Basic Body Structure and Function	MAST	1002	2
Clinical Procedures I	MAST	1221	4
Administrative Procedures	MAST	1214	4
Phlebotomy	MAST	2100	4
Professionalism for Health Care Providers	MAST	2221	1
Clinical Procedures II	MAST	2131	4
Pharmacology for Medical Assistant	MAST	2142	3
Clinical Procedures III	MAST	2211	4
Medical Assistant Externship	MAST	2222	2

CTS, Medical Assisting 37

Course Catalog Update

MAST 1221 – Clinical Procedures I (old)

MAST 1222 – Clinical Procedures I (new)

This course introduces federal regulations and guidelines from the Centers for Disease Control and Prevention (CDC), Clinical Laboratory Improvement Amendments of 1988 (CLIA88), Occupational Safety and Health Administration (OSHA) Standards, as well as universal precautions. Students will perform emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control procedures, rehabilitation medical procedures, general safety measures/precautions used in the office/facility environment for employee/patient/client safety. Also introduces clinical facilities.

4.000 Credit Hours

2.000 Lecture Hours

2.000 Lab Hours

Levels: Undergraduate

Schedule Types: Lecture, Laboratory, and Combined Lecture/Lab

Technical Division

Allied Health Department

Reason/ Justification/ Rationale for Proposed Change:

Clinical Procedures I credit hours does not reflect the appropriate contact hours.

Course Catalog Update

MAST 2131 – Clinical Procedures II (old)

MAST 2132 – Clinical Procedures II (new)

This course reinforces skills obtained in Clinical Procedures I. The course focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and phlebotomy skills. PREREQUISITE: MAST 1221 or MAST 1222

4.000 Credit Hours

2.000 Lecture Hours

2.000 Lab Hours

Levels: Undergraduate

Schedule Types: Lecture, Laboratory, and Combined Lecture/Lab

Technical Division

Allied Health Department

Reason/ Justification/ Rationale for Proposed Change:

Clinical Procedures II credit hours does not reflect the appropriate contact hours.

Course Catalog Update

MAST 2211 – Clinical Procedures III (old)

MAST 2212 – Clinical Procedures III (new)

This course reinforces skills obtained in Clinical Procedures I and Clinical Procedures II. The course focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, various procedures, and clinical laboratory testing. PREREQUISITE: MAST 1221 or MAST 1222 and MAST 2131 or MAST 2132

4.000 Credit Hours

2.000 Lecture Hours

2.000 Lab Hours

Levels: Undergraduate

Schedule Types: Lecture, Laboratory, and Combined Lecture/Lab

Technical Division

Allied Health Department

Reason/ Justification/ Rationale for Proposed Change:

Clinical Procedures III credit hours does not reflect the appropriate contact hours.

Course Catalog Update

MAST 2142 – Pharmacology for Medical Assistants (old)

MAST 2143 – Pharmacology for Medical Assistants (new)

This course covers basic knowledge of drug classifications, mathematical computations, and medication administration. Students will demonstrate an understanding of basic drug classification, apply mathematical formulae appropriate to medication administration, and administer medications in compliance with accepted guidelines. PREREQUISITES: MAST 1002, MAST 1214, and MAST 1221 or MAST 1222

3.000 Credit Hours (new)

2.000 Credit Hours (old)

2.000 Lecture Hours (new)

1.000 Lecture Hour (old)

1.000 Lab Hours (new)

1.000 Lab Hour (old)

Levels: Undergraduate

Schedule Types: Lecture, Laboratory, and Combined Lecture/Lab

Technical Division

Allied Health Department

Reason/ Justification/ Rationale for Proposed Change:

Pharmacology for Medical Assistant credit hours does not reflect the appropriate contact hours.