

**LASSEN COMMUNITY COLLEGE
NURSING AND ALLIED HEALTH OCCUPATIONS ADVISORY BOARD MEETING
NOVEMBER 3, 2016**

PRESENT:

Jessica Gillespie – Lassen Community College/Banner Lassen Medical Center
Liz Groneman – SEMSA
Traci Holt – Alliance for Workforce Development
Kris Howard – Northeastern Rural Healthcare
Jane Low – California Correctional Center
Shannon Martin – High Desert State Prison
Jamie McMullen – Banner Lassen Clinic
KC Mesloh – Lassen Community College
Christi Myers – Lassen Community College
Fran Oberg – Lassen Community College
Linda Wagner – Seneca Healthcare District
Celeste Wisner – Lassen Community College/Banner Lassen Medical Center
Clark Whitworth—Lassen Nursing & Rehabilitation
Jules Whitworth—Guest

WELCOME

The meeting was called to order at 6:05pm by Christi Myers. Members present introduced themselves.

ALLIANCE FOR WORKFORCE DEVELOPMENT

Tracy Holt of Alliance for Workforce Development outlined the services available from her agency. Health Care has been identified as the industry sector that has the greatest need, opportunities for jobs and growth. Serving 6 counties, AFWD received a specialized Health Care grant that assists students and employers with training and job placement. They are currently partnering with LCC to support the LVN program.

They can support LVN to RN and specialized training to help students be more employable. The grant assists students with tuition, uniforms, supplies, tutoring help, the cost of applying for state certification, cost of transportation, licensing, and many other expenses. Eligibility is not based on income. Child care is not specifically covered in the grant, but AFWD has other sources available and this can be reviewed on an individual basis. AFWD will come on campus to go over procedures and get students signed up. There is monthly monitoring to make sure the student is successful and can help students with job hunting. They are currently working with Butte College and have a system that is welcoming to students and works well.

On the employer side, AFWD can help with on the job training costs, paying 50%-75% of wages. She called on all employers to let AFWD what their needs are. There is also a Health Care Collaborative that meets monthly. Christi will share everyone's contact info with Tracy.

ADVISORY BOARD RESPONSIBILITIES

Christi covered the responsibilities of and Advisory Committee. A handout was provided stating LCC District Procedures. The committee has active input in how we build the program. It meets once a year but may call special meetings if action is needed on an item. Voting members and non-voting members were defined.

PROGRAM UPDATES

Members were given a folder with program information.

Licensed Vocational Nursing

When our program dissolved a few years ago, all state approvals dissolved, too. The curriculum was outdated so curriculum was re-written before it was submitted to the state. It was submitted in August.

A handout was provided showing the pre-requisites for the LVN program. CNA has been removed as a pre-requisite for two reasons. First, we are not currently offering a CNA program and it's not fair to require students to travel hours to a different school to complete. Second, CNA never took the place of anything in the LVN program. All materials covered in the CNA program are re-taught in the LVN program. The new pre-requisites match those of other schools in our region. It was acknowledged that the skills learned as CNA are valuable and a good stepping stone into nursing. CNA might be re-instated as a pre-requisite or listed as a recommended elective in the future. It would set students up for an RN bridge program.

A concern was raised that pre-requisites should be set up so they are transferable to BSN programs. We should seek accreditation from additional agencies also, so that students can qualify for more BSN programs. All agreed that was a good goal. Christi state that we have to run our program for a year and prove we are viable before we can seek other accreditation.

The course offering plan was presented. 10 months of instruction will be broken into 3 terms/sessions. We are hoping to start in January. The first term will have Fundamentals and Pharmacology classes. We will be able to take more students in the first term, anticipating drop rates. Students will have full-time commitment because of this shorter time frame but they will progress quicker. Responses from employers show there is a great need *now*. The 10-month offering plan will be evaluated after the first class graduates. We want to make sure that students are competent and successful.

IV Therapy will be offered after students finish the 1st term. Everyone concurred this would set students up for success in the long run. We are excited about partnering with Renown for pediatrics clinicals, so students can experience a real pediatrics ward.

A new employability class, VN 55 Nursing Leadership and Professional Development will be offered to help students with the job hunting process. Mock interviews will be a part of the curriculum.

NCLEX review used to be an optional class. It is now mandatory. Setting a test date is also mandatory. These will add an extra level for student success.

The second class is slated to start in the fall. We applied to the state for 30 students but plan take 24 with 2 alternates. Clinicals will have 1 instructor to 8 students unless a site wants a different ratio. We want to make sure the clinical site is happy with the number of students and that students have a knowledgeable clinical instructor. Clinical sites (Banner Lassen Medical Center, Banner Lassen Clinics, Northeastern Rural Health Clinics, Seneca Healthcare District, High Desert State Prison, California Correctional Center, Lassen County Health & Social Services, Modoc Medical Center, Lassen Nursing & Rehabilitation Center, Lassen Indian Health Center, Mountain Valleys Health Centers, and Renown) need contracts/MOUs with LCC and all sites need to be approved by the state. 7 of the 12 sites have completed MOUs and have gone to the state. The application to be approved by the state as a clinical site is separate from the MOU with LCC. Christi requested those applications be returned to her as soon as possible. We have several sites because we want different experiences for our students and we don't want to overload one facility. We're ensuring that our instructors are excellent and have orientation at the site prior to supervising students so they are familiar with the site's expectations. Christi and Celeste have put together a book for prospective adjunct instructors.

A comment was made that the focus we have on the student pass rate is a good thing and it's the right thing to do.

A comment was made that all students should attend an orientation that goes over all clinical sites' rules. Christi is in the process of putting together a clinical site handbook for students and is looking for input.

A comment was made that Lassen College has a very low pay rate for adjunct faculty and it might be an issue in finding competent people willing to teach. Christi will look into the possibility of finding remedy for that.

Where we are now: We are waiting for state approval. Two weeks ago the person slated to review our application retired. The new person is more responsive and will be starting to review our application tomorrow. 115 documents were submitted with the application, so we don't know how long the process will take. We're hoping to hear something in the next couple of weeks.

The second we get approval, we will be scheduling an information session and taking applications. We currently have over 150 people on an interest list. Many have already completed pre-requisites. Right now the process is first come, first served. The first qualified applicants will get a spot. We may change that in the future. If something doesn't work out and we can't start in January, we have the ability to start later in the spring.

Certified Nursing Assistant

Our CNA application has been submitted to CDHP. It is a 6-unit course and doesn't need to be changed much. The curriculum will be reviewed to make sure it is relevant and up to date. We are working on getting paperwork to partner with skilled nursing. We want to make sure clinical sites can take on students. Students will work at a lab at school before starting clinicals. We want to make sure students are highly trained before they show up on site.

The state has 90 days to review the application—no promises, but we're on their radar. Hopefully CNA can have a spring start.

Certified Medical Assisting

We got 6 people through the program last year. However, upon re-evaluation, we found that our program did not serve our students well. Curriculum has been re-written and needs approval from this advisory committee before the changes can be forwarded to the Chancellor's Office for approval. We need to ensure that students who go through the program are completely competent and can go and test. The course outlines for the new classes were reviewed. There will be a clinical component that must be completed at an outside clinical site.

We are hoping the Chancellor's Office approves it quickly and we can have classes starting in January. We have a list of interested students and the class will fill as soon as we can offer it.

We are working to make LCC a testing site for CA certification. We can work on getting federal certification later.

The original LCC certificate required Phlebotomy. The new CMA certificate does not require phlebotomy. It is not relevant and not appropriate. We want to do it right and don't want to set students up for failure.

Since we do not have a Phlebotomy class (we're still awaiting approval from the state), the students who went through the program last year were unable to complete the certificate. With the new LCC certificate in place, those students are now able to test.

Several members of the advisory committee volunteered their agencies for CMA clinical sites. Students may have to be paired with an LVN or other provider depending on various agencies' rules.

Christi is working on writing a review/refresher course geared towards current MAs that never got certified, those that let their license lapse and those that were certified under a physician.

Phlebotomy

Jessica Gillespie completed a detailed application that was sent to the state in May. We are at the mercy of the state. Apparently, there is only one person processing applications for the entire state. The maximum time they're allowed to keep it is coming up in a couple weeks. We'll see if they honor their deadlines.

This is 3.5 unit course designed to be held as a short term class 2 nights a week. There is a required externship component, too. The offering times and start dates are dependent on need and instructor availability.

The application was sent to the state with Banner listed as the only externship site. We can add more. LCC is trying to have MOUs with the various sites list all disciplines (LVN, CNA, Phlebotomy, etc.) on the same MOU. If your agency is interested in being an externship site, please see Jessica or Christi. The ratio will be 1 trainer to 2 phlebotomy students.

The comment was made that the state is notoriously slow for licensing.

Emergency Medical Services

We're still in the process of figuring this out. In the past, it has primarily been under the Fire Science department at LCC. We have a new Fire Science director who is interested in partnering with Nursing or shifting EMS to Nursing. We'd like to build this program. A training center is being developed in the north county.

Facility

The new nursing facility is still under construction. A lot of thought was put in it, from the anti-microbial paint on the walls, to the medical grade flooring. It will have a classroom, 6-bed clinical lab and simulation area. We're excited to offer classes in a state of the art area. We will have an open house when it's done.

BOARD ACTION

Jamie McMullin moved to approve the changes to the Medical Assisting program, classes HO-70, HO-71 and HO-72. Linda Wagner seconded. All in favor, the motion passed unanimously.

FUTURE PLANS

RN Bridge Program

Our goal is application submission for an RN Bridge program. We must prove we can successfully run an LVN program before we can apply. An "Intent to Apply" letter must be made 1 year in advance. We're hoping to do that in 2018 so that we can start our application process in 2019.

Paramedic

We are discussing the opportunity with our Fire Science department and other agencies.

ADJOURNMENT

The next meeting will be October, 2017. Members will be notified if special meetings to approve actions are needed.

There being no further business, the meeting was adjourned at 8:00pm