

**NURSING/ALLIED HEALTH OCCUPATIONS
ADVISORY BOARD MEETING
MINUTES
FEBRUARY 29, 2016 AT 5:00pm
LASSEN COMMUNITY COLLEGE
CREATIVE ARTS ROOM 113**

PRESENT:

Terri Armstrong, LCC VP of Academic Services
Cheryl Aschenbach, LCC Division Chair
Barb Baston, representing Alison Somerville, LCC Counseling
Jessica Gillespie, LCC Phlebotomy program
Cherie Lujano, LCC Interim Nursing Director
Shannon Martin, High Desert State Prison
KC Mesloh, LCC Counseling
Christi Myers, Lassen County Public Health and LCC adjunct faculty
Amanda Narveson, Seneca Health Care District
Fran Oberg, LCC Academic Services
Ross Stevenson, LCC Division Chair
Steve Tank, Lassen County Public Health
Pam Valencia, CNA Program
Celeste Wiser, LCC LVN program

WELCOME AND INTRODUCTIONS

Dr. Terri Armstrong called the meeting to order at 5:15. Introductions were made.

EXPECTATIONS OF ADVISORY BOARD MEMBERS

Dr. Armstrong shared information from the Advisory Committee handbook

MEDICAL ASSISTING PROGRAM UPDATES

Cherie Lujano handed out a packet containing Medical Assisting Course Outlines and Component examples. The first semester has already been completed. Front Office classes were late-started in the fall and were held 3 days a week. Students had to work hard to complete the courses in the shortened time frame, but all were successful. The students were proactive and engaged. All students were encouraged to continue with spring semester Back Office classes. Students were also encouraged to take the online review for the MA test.

The California Health Workforce Initiative has curriculum information that could be an excellent resource for faculty and students. Our current curriculum does not have meds calculations. Both Cherie Lujano and Christi Myers suggested it should be added. There was a discussion and several possibilities for incorporating the meds calculations content were presented. Options included creating a separate ½ unit class to cover the topic or adding content to HO-71. However, it was decided that it would be more appropriate to add meds content to HO-84. Can MA students do injections? Yes, with some restrictions. Seneca and other Title 22 sites do not allow MAs to do meds and injections but the committee agreed by consensus that this content is valuable and should be added. The committee also agreed that students dispensing meds and doing injections not only need to know how to do the math, but they should have a basic knowledge of Pharmacology. VN-50 (Pharmacology) is an appropriate pre-requisite for the MA program. Future curriculum enhancements and changes will take this committee's recommendations into consideration.

The current Certificate of Achievement in Medical Assisting proposal was reviewed. The two existing Front Office & Back Office MA certificates have too few units for students to qualify for financial aid. This combination certificate has 19 credits and students will be eligible to receive financial aid. The committee approved the new Certificate of Achievement in Medical Assisting as presented.

PHLEBOTOMY PROGRAM

Jessica Gillespie is working on compiling our application and submitting it to the state. She handed out a packet of the portions of the application she's completed so far.

We have a choice to have our program accredited by the Western Association with or without the added California Bureau for Private Postsecondary Education (BPPVE) accreditation. The committee decided to get the more widely accepted BPPVE accreditation. We have 4 internship sites lined up; Banner Lassen, Burney-Mayer, Seneca, and High Desert State Prison (HDSP). Gate clearance is needed at HDSP and students will need to go 2 at a time. The ratio is 2 interns to one trainer.

Jessica would like to amend our curriculum to fulfill California's Phlebotomy requirements for licensing. The state requires 40 hours of lecture and an additional 40 hours at clinical sites. She would like to add 5 more hours to the lecture component and offer the class as a 9 week course, 5 hours per week. The lab component would be completed at clinical sites with the notation that additional hours may be required to complete the required number of draws. The committee agreed that increasing hours was appropriate and voted to recommend that change.

Jessica is anticipating 15 students per class. The committee recommended that she list 20 students on the application. Attrition rates need to be anticipated.

There are 3 ways to get certified: (1) take a certificate course, (2) have 1040 hours on the job and take part of a certificate program to get state license and (3) re-upping your license through a short program. This class will be more successful if we require everyone to take the whole 9 week course. The other options require additional curriculum and state applications for each method. We don't want to do that at this time.

Since clinical sites require background checks and drug testing, Jessica asked if we could make that a pre-requisite of the class. Yes, we can. There was a discussion of how the students would accomplish that. It's possible we could set it up the same as the LVN program whereby students get paperwork from Lassen College and take it to the approved testing site. LCC paid for LVN students in the past. The logistics of this can be fine-tuned at a later date. The possibility of pre-registering students was discussed. This would give them time to complete the background check prior to the start of the class. The current course outline states "the student will be eligible to sit for the exam to become a Certified Phlebotomist Technician with the State of California." Students can't get a job with just the LCC certificate. Do we want to change the outline to require passing the state exam as a requirement for passing the class? After discussion it was decided to leave the statement as it is. The committee recommended that a Phlebotomy Student Handbook be prepared. It should contain the fact that additional state certification is needed to secure a job. It should also include detailed information about the additional costs associated with state certification, the background check process, and class expectations.

Jessica would like to see these classes offered in the evenings to maximize the student pool to include those already in the workforce. Ross Stevenson cautioned that there are a finite number of qualified instructors and classroom facilities. Phlebotomy would have to coordinate with other Allied Health classes that use evening resources.

Jessica stated that the application is 40% complete. The state requires that a detailed narrative covering every 15 minutes of classroom instruction be included for the entire class. She is currently working on that. Judy at the state has been pleasant and very helpful. Jessica's goal is to have the application submitted well before June.

Christi Myers and the rest of the committee commended Jessica on the amount of progress she's made in such a short period of time.

CNA UPDATE

Cherie Lujano and Dr. Armstrong participated in a conference call with Trudy Old, Deputy Sector Navigator, and Sharon Vogel of the Butte College. It was very productive.

The California Health Workforce Initiative has curriculum already approved by the state of California. We could use this information for our program. The CNA curriculum has 16 modules. Cherie had a handout that showed one module. It was noted that any changes to existing LCC Course Outlines needed to be approved by our curriculum committee.

Clinical sites were discussed. We have an agreement with Banner. Seneca is interested, but is in Feather River College district. We'd have to get permission from FRC to use Seneca. Even if FRC allows us to use Seneca, FRC is starting a program & Seneca may not have the capacity to accept clinical students from both colleges. Susanville Nursing & Rehab at Country Villa cannot take any students until at least 2017. The feds have found them to be substandard. If they haven't shown any improvement, it may be longer before students will be allowed to intern there. Eagle Lake Village may not have the required RN on site as clinical overseer. Eagle Lake Village has not yet responded to our inquiries. It's hard to find certified skilled nursing facilities in our area. We need to get creative in finding clinical sites. It was suggested that we look for facilities farther out. Possibilities include Cedarville and Alturas if they are qualified, and the Burney Annex owned by Mayers Memorial, if Shasta College will allow us. A concern was raised that travel might be prohibitive for students. In the past, our students have gone to Alturas & Reno and they found a way to make it work.

Do we have instructors lined up? Yes, Pam Valencia.

LVN UPDATES

Celeste Wiser is working on our state nursing application. She's only missing a couple things and could submit the application this week if she can get them. Cheryl Aschenbach confirmed the last Nursing Instructional Program Review (IPR) was completed in 2013. There is not a more current IPR. We need a floor plan of our new proposed facility. Dr. Armstrong said the Greg Collins had one done. She will forward it to Celeste. Celeste already has information about our nursing instructors. We also need information on faculty who teach/have taught pre-requisite classes. Dr. Armstrong will work on getting that information to Celeste as well. It will be helpful to have the minutes from this advisory board meeting. Fran Oberg will forward them to Celeste this week. The state wants a list of prospective student names. Celeste has the list. It was decided that we did not have to contact each student on the list to confirm they had completed their pre-requisites and were still interested in the program/haven't gone elsewhere to complete it. We believe we have enough qualified students to fill the class. The last piece is a narrative explaining why we need this program.

Celeste handed out a sample of an LVN student packet. The cover sheet is an admissions checklist. Her sample is from 2004 and can easily be updated with current information.

One of the pre-requisites for the LVN program is completion of HO-80A (CNA) or current CNA license. A concern was raised regarding the fact that the CNA program is on hold because we can't find qualified clinical sites. That will continue to be a barrier until we have stable skilled nursing facilities. We identified that we have enough qualified students to fill at least the first LVN class when we get it back on line. We will not hold up the LVN application while we wait for CNA issues to be resolved.

The committee discussed possible changes that could be made to the program in the future to alleviate that barrier. Can we take MA or EMT or Paramedic in place of the CNA pre-requisites? You do not need a CNA license to pass the LVN test for the state. It is not a pre-requisite for most RN programs. The

nurses on the committee felt that CNA skills were a necessary part of the LVN program. Butte College just changed their LVN pre-requisites to include CNA. MA, EMT & Paramedic are different skill sets. At High Desert State Prison, an EMT background would be more valuable than a CNA. Right now, HDSP has 18 LVN vacancies. It might be possible to change the LVN curriculum to include the key parts of a CNA program without having to do clinicals at a skilled nursing facility. With that change, it might make sense to allow EMT as an alternate pre-req. Changing curriculum is time consuming and waiting for the Chancellors Office to approve the changes can take weeks or months, but can be done if we allow time. More brainstorming was done about clinical sites. Can we go to Chico Enloe? We've been pushed out of there over the years. We need to get our program on a very firm base before trying to expand there. Renown in Reno doesn't take LVN anymore. We can ask Alturas & Cedarville. In the past, we partially financed hotel rooms & mileage for our students.

We do have approved local clinical sites. Banner Lassen has the ability to rotate students through different learning experiences (ER, MedSurg, Pharmacy, Imaging, etc.). They are a level 4 trauma center. They have been approved for California Children's Services so it is easier to cover the pediatrics component. Banner can stagger shifts. We have been approved at Seneca, but now there's an issue with Feather River College that needs to be ironed out. We just heard back from Northeastern Rural Health Clinics. They are interested in partnering with us and have urgent care, pediatric, maternity, etc. The California Department of Corrections and Rehabilitation (CDCR) prisons in Susanville at HDSP & CCC are clinical sites. Mental Health clinical components can be completed at Public Health, HDSP & Banner. Celeste shared the suggested breakdown for clinical learning.

Do we have enough teaching staff to cover these classes? We believe so. Several people have already been minimally qualified to teach classes & oversee clinicals. We're in the process of interviewing for a full-time nursing instructor. It is expected that the full-time instructor would cover the majority of the theory classes. Once we have the LVN program up and running, will the interest in the MA program decline? If so, we could shift those adjunct instructors to the LVN program.

The paperwork is being submitted for 30 students. In practice we will be accepting 24 students. Clinical site student to teacher ratios may vary. In the past it has been 6 or 8 students to one clinical instructor. A discussion was started about our application process. Is it still going to be first come, first served? Will we have people camping out weeks in advance? Will we give preference to those people that were accepted into the last LVN class that we had to cancel? Will we do a lottery system? Open entry criteria still need to be met. Who will decide the process? Detailed rules need to be established and disseminated to the counseling office and students. A mandatory orientation meeting would be beneficial.

If we can get the application in, we could start as early as June or July. The program is only 12 months long and is scheduled in a trimester format. May to May timeline is preferable because graduates would still have time to apply for a fall start to an RN bridge program.

Question: When getting your RN, which is preferable—a BSN or an AAN? The BSN is preferred. It can be completed online. California Department of Corrections does not require a BSN.

Cherie shared suggestions for student uniforms for clinical assignments. Scrubs tops-- LCC school colors orange with black accents for MA students, white with black accents for LVN students. Both with black pants. Clinical sites will have to be consulted to make sure the color schemes work at their institution.

IV THERAPY

IV Therapy class HO-46 is open for enrollment. Class will be two weekends, April 9-10 & 16-17. Please contact instructor Cherie Lujano for more information.

CAMPUS UPDATES

Due to time constraints, the campus updates agenda item was not addressed.

TOUR OF PROPOSED FACILITIES

Dr. Armstrong took the committee on a tour of the proposed new site. The plans are done & the college plans to contract out the renovation of the area.

WRAP-UP

It was suggested that the public be invited to an open house when the space is completely renovated. Adam Runyan, our CTE Counselor, has a marketing idea to get the word out when our LVN program is up and running again. He suggested we make a commercial to run at the movie theater before the main attraction. The committee thought it was a great idea & gave the go-ahead to proceed with plans for the commercial.

It was suggested to reach out to those students that have completed Nursing Applications (housed in A & R) and those students that are on the interest list (housed in Academic Services) before going public with any announcement of resuming our Nursing program.

If you are asked when any of our nursing programs will start again, please refrain from speculating on a date. Just say that “paperwork is pending”.

Going forward, this Advisory Board will meet twice a year—once in fall semester & once in spring semester.

Meeting adjourned 7:40pm