



Alabama Community College System *Application for a New Instructional Program*

A. General Information:

1. Name of Institution: Enterprise State Community College
2. Program Title: Medical Assistant Technology Prefix: MAT
3. Date of Application Submission: December 8, 2017
4. Proposed Program Implementation Date: August 2017
5. AAS CER: STC CIP Code 51.0801
6. Marketing Name: _____
7. Options (List proposed options under appropriate award):

Short-Term Certificate		Certificate		Associate in Science/Technology	
CIP Code	Option	CIP Code	Option		

8. Location:

Campus <input checked="" type="checkbox"/>	Instructional Site _____
Off-Campus Site _____	Clinical/Industrial Site _____
Agencies _____	

B. Institutional Contacts:

Not yet hired Telephone _____ E-mail _____
Program Director or Department Head

_____ Telephone _____ E-mail _____
Instructional Dean

_____ Telephone _____ E-mail _____
Financial Aid Director

_____ Telephone _____ E-mail _____
President

C. Program Objectives and Content

1. Program Description. (You may use program descriptions from the NCES Classification of CIP Codes <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>)

Title: Medical/Clinical Assistant.

Definition: A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

2. List objectives of the program as precisely as possible. The objectives should address specific needs the program will meet (institutional, societal, and employability) contiguous with expected learning outcomes and achievements. **Objectives must lend themselves to subsequent review and assessment of program accomplishments.**

Objectives of the Medical Assistant Technology Program include the following:

- **Enhance the health-related offerings of Enterprise State Community College to provide additional options for students seeking a career as a healthcare practitioner.**
- **Recruit, retain, and prepare students for careers in clinics, nursing homes, physician's offices and hospitals.**
- **Assist in meeting the community' needs for healthcare practitioners.**

3. How will this program be related to other programs at your institution?

The Medical Assisting program will add a third opportunity for students among healthcare programs at ESCC. The College currently has an EMS program in operation, currently offering the Basic and Advanced EMT certification preparation. The College is seeking accreditation to offer the Paramedic preparation as well.

ESCC also offers an associate degree in Health Information Technology.

Medical Assisting will provide an alternative for students who do not desire to serve as first responders but who wish to be directly involved in patient care rather than administrative healthcare operations. We do not anticipate that this program will decrease enrollment in another program, but we do anticipate that the program will draw new students to ESCC.

4. Identify any existing program, option, concentration, or track that this program will replace.
The Medical Assisting program will not replace any existing program, option, concentration, or track. However, it will offer a needed healthcare alternative for the Enterprise community.

5. Program Completion Requirements:

- Total credit hours required in major (Area V): **40-43**
- Total credit hours in institutional general education (Area I-IV): **23**
- Total credit hours for each option (AAS **63-66**
CER **52**
STC **20**), and;
- Total credit hours required for completion. **63-66**

NOTE: Work-based learning will be a required function in a program to receive funding from different sources in the future.

D. Program Accreditation/Certification and Nationally Recognized Business and Industry Credentials:

1. Identify any programmatic conditions.

- a. Pre-accreditation – **N/A**
- b. Accreditation/Certification
Certified Patient Care Technician (CPCT)
Phlebotomy Technician (CPT)
Certified Nursing Assistant (CNA)
Certified EKG Technician (CET)
Certified Medical Administrative Assistant (CMAA)
Certified Medical Assistant (CMA)
- c. Business and Industry Credentials – **See item B**
- d. Licensing – **N/A**

2. Identify specific articulation agreements with four-year universities which will accept the transfer of skills-emphasis credits for this program.

No articulation agreements are in place. Medical Assistant Technology is a terminal AAS degree.

E. Attach the Associate Degree/Certificate/Short-Term Certificate curricula by semester (and by option) to this proposal as **APPENDIX A**. See sample below.

Program Requirements

	Course #	Course Name	Sem. Hours
Semester 1	ILT 160	DC Fundamentals (<i>ETA DC EMI Exam</i>)	3
	ILT 161	AC Fundamentals (<i>ETA AC EM2 Exam</i>)	3
	ILT 109	Blueprint Reading	3
	CIS 146	Microcomputer Applications	3
		<i>Eligible for Short Term Certificate (STC) – Basic Industrial Electronics</i>	
Semester 2	ILT 197	Motor Controls	3
	ILT 162	Solid State Electronics (<i>ETA Analog EM3 Exam</i>)	3
	SPH 107	Fundamentals of Public Speaking	3
	MTH 100	MTH 100 or numerically higher	3
		<i>Eligible for Short Term Certificate (STC) – Intermediate Industrial Electronics</i>	
Semester 3	ILT 163	Digital Electronics (<i>ETA Digital EM4 Exam</i>)	3
	ILT 166	Motors & Transformers	3
	ILT 194	Programmable Logic Controls	3
	ENG 101	English Composition I	3
	Area III	Math, Science or Computer Science elective	3
		<i>Eligible for Short Term Certificate (STC) – Industrial Electrical Technician</i>	
Semester 4	ILT 195	Troubleshooting Techniques	3
	ILT 276	Advanced Industrial Controls (PLCs)	3
	ILT 277	Advanced Industrial Controls (PLCs) Lab	2
	Area IV	Social and Behavioral Science elective	3
	WKO 106	Workplace Essentials (<i>Alabama Career Readiness Certificate</i>) (<i>OSHA 10 Hour Card</i>)	3
		<i>Eligible for Certificate (CER) – Industrial Control Technician</i>	
Semester 5	ILT 192	Co-op in Industrial Electronics (<i>ETA Comprehensive EM5 Exam</i>)	3
	ILT 216	Industrial Robotics	3
	ILT 217	Industrial Robotics Lab	2
	ILT 108	Introduction to Instrumentation & Process Control	3
	Area II	Humanities & Fine Arts Elective	3
		<i>Eligible for AAS in Industrial Electronics</i>	
		Total Hours Required for Degree	67

SEE APPENDIX A.

Reminder:

- Work with your financial aid director regarding program and student financial aid eligibility.
- Program eligibility information may be found at www.ifap.com.
 - Federal Student Aid Handbook, Chapter 2.

F. Program Admissions Requirements, Enrollment Projections and Completion Projections

1. Describe the criteria and screening process that will be used to select students for the program.

In addition to general admission requirements for Enterprise State Community College, student must meet the following criteria for admission to the Medical Assistant Technology program:

- **Verified attendance at Medical Assistant Technology Information Session.**
- **Unconditional admission to Enterprise State Community College.**
- **2.0 cumulative grade point average (GPA) at ESCC or entry on clear academic status.**
- **Documentation of eligibility for English Composition I, Intermediate College Algebra (MTH 100) and completion of any required reading course.**
- **Application for the Medical Assistant Technology Program by priority deadline.**
- **Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.**
- **Ability to meet all health/ clinical requirements as stated in the Medical Assistant Student Handbook.**

2. Describe the methodology for determining enrollment projections. Attach a copy of the survey instrument with a **summary** of results (how many, to whom, response rate) as **APPENDIX B**. Do not submit copies of the individual survey responses.

The enrollment projections included in the application have been determined by surveying current students at ESCC, as well as high school students in the ESCC service area. The instrument used for the survey consists of a description of the program and potential careers and salary associated with the field, a question asking whether students would consider enrolling, and a likert scale for students to indicate their level of interest in the program. A sample of the survey instrument can be found in Appendix B.

The survey was delivered electronically to current ESCC students on the Enterprise campus, and to eight local high schools. Of the 447 current ESCC students that responded, 189 (42.28%) indicated that they would consider enrolling in the program, and 59 (13.2%) rated themselves as “extremely interested.” 500 high school students responded to the survey, with 249 (49.8%) indicating they would consider enrolling in the program, and 84 (16.8%) rating themselves as “extremely interested.”

G. Provide an estimate of the costs of the program. Provide enrollment and degree completions projections.

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM						
	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
FACULTY (SAL/BEN)	<u>108,000</u>	<u>108,000</u>	<u>108,000</u>	<u>110,000</u>	<u>110,000</u>	<u>550,000</u>
LIBRARY	<u>10,000</u>	<u>5,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>24,000</u>
FACILITIES	<u>25,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>25,000</u>
EQUIPMENT	<u>25,000</u>	<u>10,000</u>	<u>10,000</u>	<u>5,000</u>	<u>5,000</u>	<u>55,000</u>
STAFF	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
OTHER (PROF DEV)	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>15,000</u>
TOTAL	<u>171,000</u>	<u>126,000</u>	<u>124,000</u>	<u>121,000</u>	<u>121,000</u>	<u>663,000</u>

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT						
	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
INTERNAL REALLOCATIONS	<u>125,000</u>	<u>50,000</u>	<u>25,000</u>	<u>10,000</u>	<u>5,000</u>	<u>115,000</u>
EXTRAMURAL	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TUITION	<u>53,280</u>	<u>101,250</u>	<u>116,280</u>	<u>131,670</u>	<u>147,420</u>	<u>\$549,900</u>
TOTAL	<u>178,280</u>	<u>151,250</u>	<u>141,280</u>	<u>141,670</u>	<u>152,420</u>	<u>664,900</u>

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	Year 1	Year 2	Year 3	Year 4	Year 5	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	<u>8</u>	<u>15</u>	<u>17</u>	<u>19</u>	<u>21</u>	<u>16</u>
NEW ENROLLMENT HEADCOUNT	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>10</u>
DEGREE COMPLETION PROJECTIONS	<u>0</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	4-YEAR AVERAGE <u>8</u>

G. Program Need Justification

1. Will the program satisfy a clearly documented workforce need?

Current aggregate demand in the counties included in the Wallace State Dothan, Enterprise State, and Lurleen B. Wallace service areas is 106.5 per year. This includes the annual demand numbers for Nursing Assistant (SOC: 31-1014), Medical Assistant (SOC: 31-9092) and Phlebotomist (SOC: 31-9097). Of these three colleges, only Wallace State Dothan has a program to fill this demand. Allowing that Wallace State Dothan would fill the demand in Dale and Geneva counties, which are shared between the three schools, Wallace State Dothan would still have to meet an annual demand of 70.5 graduates per year.

Even when assuming that Wallace State Dothan could meet the demand of 70.5 annual workers in their service area and the shared counties, this still leaves a current, unfilled demand of 36 workers per year that could be met by Enterprise State in its counties and those served by LBW. Data provided by local high school counselors shows that between 550-600 high school students in the ESCC service area are interested in the Health Science field, generally.

2. What characteristics of the identified need require that it be met by a new program rather than an existing program?

ESCC does not currently offer any similar existing programs that could meet this workforce need.

3. Based on research on the employment market for graduates of this program, indicate the total projected job openings (including both growth and replacement demands). These job openings should represent positions that require graduates from a program such as the one proposed.

Projected Job Openings

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
College Service Area						
State						

Provide the methodology used to determine the projected job openings (such variables as (a) assurance of adequate employer surveys, (b) business/industry markets, and (c) response rate. Cite all relevant sources. If a survey of employment needs was used attach a copy of the survey instrument with a **summary** of results as **APPENDIX C. Do not submit copies of the individual survey responses.**

As mentioned previously, extensive analysis of local labor market data has been conducted. This analysis found that there is a current, unmet demand for 36 medical assistant workers per year in the ESCC service area. Additionally, administrators have spoken directly to local healthcare providers to ensure that job openings will be available for program graduates. Two local providers stated that they needed to fill 8 current positions and were having trouble doing so. Enterprise Health and Rehabilitation Center, the second largest nursing home facility in Alabama, is located one block from the Enterprise campus and has hired 116 medical assistants this calendar year alone.

- List other similar programs that are available at other institutions in the state. Will any type of program **collaboration** be utilized? Why or why not? What specific efforts have been made to collaborate with institutions to meet the need for this program?

Wallace Community College in Dothan offers a Medical Assistant program. Coastal Alabama offers the office technology portion of Medical Assistant through its Medical Office Technology option in its Business Technology program, but it does not offer the clinical component that is desired in this area.

- Method of program delivery (traditional classroom, online, hybrid). If online/hybrid delivery is available, estimate percentage. List courses delivered via online/hybrid.

At present, the MAT classes themselves will not be offered online, with the exception of MAT/HIT 101 and MAT 120. Several required general education courses are offered online: BIO 201, ENG 101, MTH 100, SPH 106, IDS 102, PSY 200

H. Program Resource Requirements

- Number of faculty required to teach in the program: Full-time 1 Part-time 1

Attach a synopsis of the qualifications (degrees, experience, etc.) of each faculty member to this proposal as **APPENDIX D. Do not attach entire curriculum vitae.**

Faculty members have not yet been hired. Faculty will be hired in accordance with ACCS policy and college policy to ensure that faculty meet all credentialing requirements for SACSCOC accreditation and programmatic accreditation.

- List any special equipment that is necessary for this program, indicating what is currently available, what will be added, and the cost of additional equipment.

Projected equipment needs

Adult skills mannequins	\$925 each	\$925.00
Pediatric skills mannequins (3)	\$700	\$2100.00
General Anatomical models (1)	\$605.77	\$605.77
Phlebotomy arms (3)	\$625 each	\$1875.00
Intramuscular injection, Subcutaneous, & Intradermal aids	\$1776	\$1776.00
Blood pressure training system	\$1195	\$1195.00
Geriatric mannequin (2)	\$1700 each	\$3400.00
Adult mannequin	\$1700 each	\$1700.00
Wheelchair	\$218	\$218.00
Crutches (1 set)	\$14.70	\$14.70
Wound simulator (1)	\$1077	\$1077.00
Physician scales (2)	\$250 each	\$500.00
Exam tables with drawers (2)	\$1629	\$3258.00
Finger oximeter (1)	\$587	\$587.00
Serum Diagnostic system: Cholesterol & Glucose	\$2431.59	\$2431.59
Handheld: Glucose monitoring	\$300	\$300.00
Diagnostic system: Urinalysis	\$657.30	\$657.30
EKG machine (1)	\$1570	\$1570.00
Medication cart (1)	\$1537	\$1537.00
Estimated Startup Expenses		\$25,727.36

- Describe facilities for the program, indicating what is currently available and any necessary renovations or additional facilities that would be added. Provide a cost estimate for any renovation or additions.

After identifying a need for the Medical Assisting Technology program, ESCC hosted Dr. Cody Thompson, Director of Health-Related Programs, and Mr. Art Rousseau, Director of Career and Technical Education, from ACCS to tour the Enterprise campus and evaluate potential facilities for the program. After reviewing the available total space, arrangement of the space per projected MAT headcount, necessary renovations, equipment, and equipment storage, Dr. Thompson has concluded that only minor modifications are necessary for the suggested space to be suitable. A letter from Dr. Thompson is attached.

- If clinical sites are required, provide signed agreements between the institution and the host facility. At a minimum, the total number of slots should equal the projected number of students cited above.

The college does not currently have any signed agreements for clinical sites. However, several potential sites have indicated a willingness to provide clinical sites. The college is preparing clinical site agreements for signature and will have those agreements in place prior to the March meetings of the ACCS Board of Trustees and the ACHE Commissioners.

5. Provide the current status of the library collections supporting the proposed program.

The Enterprise State Community College Library is able to provide the resources available to meet the needs of the students in the medical assisting program through our online catalog and the Alabama Virtual Library databases. In our online catalog, WebCat, patrons can search for different topics including medical topics to see what we may have in the current collection or to access eBooks on different medical topics. Furthermore, students can access The Alabama Virtual Library which contains a few different medical databases to assist students in completing research assignments. The following databases, Alt HealthWatch, Health Source: Consumer Edition, Health Source: Nursing/Academic Edition, MedlinePlus and PubMed are all examples of databases that contain journal, magazine, and newspaper articles on different topics related to the medical field. Furthermore, the college has budgeted \$24,000 over five years, with \$10,000 of that budget to be allocated in Year 1, so that the program coordinator upon hire can select appropriate materials to be added the library collection.

NOTE: ESCC is working with local employers to complete the Employment Verification Form. The completed form with signatures will be submitted to ACCS and ACHE in January.

Employment Verification Form
Enterprise State Community College
(College)
Medical Assistant Technology
(Program of Study)

We have reviewed the employment demand for medical assisting specialties at selected businesses in Enterprise State Community College's service area and in Alabama. We are confident that the employment needs for medical assistant personnel who possess the skills acquired in such a program of instruction could best be classified as:

High Demand **Moderate Demand** **Low Demand** **Critical Shortage**

In addition, we have examined and recommended requirements for admissions, content of the specialties and appropriate general education, program length, method of evaluation, and the skills and/or proficiency required for completion.

EMPLOYERS: (In medical assisting and in directly-related fields)

Employer A	_____ Demand
Name: _____	
Title: _____	
Company Name: _____	
Address: _____	
Zip Code: _____	
Signature: _____	

Employer B	_____ Demand
Name: _____	
Title: _____	
Company Name: _____	
Address: _____	
Zip Code: _____	
Signature: _____	

Employer C	_____ Demand
Name: _____	
Title: _____	
Company Name: _____	
Address: _____	
Zip Code: _____	
Signature: _____	

Employer D	_____ Demand
Name: _____	
Title: _____	
Company Name: _____	
Address: _____	
Zip Code: _____	
Signature: _____	

Employer E	_____ Demand
Name: _____	
Title: _____	
Company Name: _____	
Address: _____	
Zip Code: _____	
Signature: _____	

Employer F	_____ Demand
Name: _____	
Title: _____	
Company Name: _____	
Address: _____	
Zip Code: _____	
Signature: _____	

APPENDIX A
Medical Assistant Technology
AAS Degree
Enterprise State Community College

Program Requirements

	Course #	Course Name	Sem. Hours/	Total SH
Semester 1	MAT 101	Medical Terminology	3	
	MAT 111	Clinical Procedures for the Medical Assistant	3	
	MAT 125	Laboratory Procedures I for the Medical Assistant	3	
	BIO 201	Anatomy & Physiology I	4	
	ENG 101	English Composition I	3	
				16
Semester 2	MAT 211	Clinical Procedures I for the Medical Assistant	3	
	MAT 218	EKG Technician	3	
	MAT 215	Laboratory Procedures II for the Medical Assistant	3	
	MAT 239	Phlebotomy Preceptorship	3	
	MAT 200	Management of Office Emergencies	2	
	BIO 202	Anatomy & Physiology II	4	
				18
		Completion of Sem 2: Student is eligible for Phlebotomy Certification; EKG Certification		
Semester 3	MAT120	Medical Administrative Procedures I	3	
	MAT 216	Pharmacology for the Medical Office	4	
	MTH 100	Intermediate College Algebra	3	
	SPH 106	Fundamentals of Oral Communication	3	
	IDS 102	Ethics	3	
				16
Semester 4	MAT 220	Medical Office Insurance	3	
	MAT 229	Medical Assistant Practicum	3	
	MAT 228	Medical Assistant Review Course	1	
	MAT	Electives	3-6	
	PSY 200	General Psychology	3	13-16
		Total Hours Required for Degree		63-66

**Medical Assistant Technology
Certificate
Enterprise State Community College**

Program Requirements

	Course #	Course Name	Sem. Hours/	Total SH
Semester 1	MAT 101	Medical Terminology	3	
	MAT 111	Clinical Procedures for the Medical Assistant	3	
	MAT 125	Laboratory Procedures I for the Medical Assistant	3	
	BIO 201	Anatomy & Physiology I	4	
				13
Semester 2	MAT 211	Clinical Procedures I for the Medical Assistant	3	
	MAT 218	EKG Technician	3	
	MAT 215	Laboratory Procedures II for the Medical Assistant	3	
	MAT 239	Phlebotomy Preceptorship	3	
	BIO 202	Anatomy & Physiology II	4	
				16
		Completion of Sem 2: Student is eligible for Phlebotomy Certification; EKG Certification		
Semester 3	MAT120	Medical Administrative Procedures I	3	
	MTH 100	Intermediate College Algebra	3	
	SPH 106	Fundamentals of Oral Communication	3	
	IDS 102	Ethics	3	
				12
Semester 4	MAT 220	Medical Office Insurance	3	
	MAT 229	Medical Assistant Practicum	3	
	MAT 200	Management of Office Emergencies	2	
	ENG 101	English Composition I	3	
				11
		Total Hours Required for Degree		52

**Medical Assistant Technology
Short-Term Certificate
Enterprise State Community College**

Program Requirements

	Course #	Course Name	Sem. Hours/	Total SH
	MAT 111	Clinical Procedures for the Medical Assistant	3	
	MAT 125	Laboratory Procedures I for the Medical Assistant	3	
	MAT 200	Management of Office Emergencies	2	
	MAT 211	Clinical Procedures I for the Medical Assistant	3	
	MAT 218	EKG Technician	3	
	MAT 215	Laboratory Procedures II for the Medical Assistant	3	
	MAT 239	Phlebotomy Preceptorship	3	
				20