# Signature Page

## MEDA-2011

### I. Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
<th>Email</th>
<th>Contact Phone</th>
<th>Responsible for what part</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cesar Pomajulca</td>
<td>Primary Team Member</td>
<td><a href="mailto:cesar.pomajulca@marin.edu">cesar.pomajulca@marin.edu</a></td>
<td>883-2211 ext 8536</td>
<td>Entire Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td>Educational Planning Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laura McCarty and Erik Dunmire</td>
<td>Facilities Committee Co-Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon</td>
<td>Planning and Resource Allocation Committee Co-Chair/Academic Senate President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Planning and Resource Allocation Committee Co-Chair/Instructional Equipment Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon, Yolanda Bellisimo and Anne Gearhart</td>
<td>Program Review Committee Chair and SLO Coordinators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Student Access and Success Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Tech Committee Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### III. Vice President of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Chang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IV. Board of Trustees President

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Long</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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College of Marin Program Review Signature Page • CG v.I February 2008

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http://programreview.marin.edu/2011Mini/SIReport.jsp

1/25/2012
Instructional Equipment

MEDA-2011

This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, PRAC.

Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

Importance:
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>80 Students</td>
<td>Under $200 Each</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Intradermal injection simulators

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$195.00</td>
<td>$80.00</td>
<td>$50.00</td>
<td>$910.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Maintenance will be managed by the program lab technician.

Item to be shared with the following Department/Program: (Include any shared expenses)
N/A

Do you have space for this equipment?
Yes

Justification for Item (See Rating Rubric)
1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This is the fourth part of a four part request for equipment designed to assist in teaching injection skills and knowledge.
By state training regulations, students must practice injection skills in a supervised lab setting prior to care of patients. This equipment is necessary to meet that regulatory standard.

To administer medications by intramuscular, subcutaneous and intradermal injections, to perform skin tests, or to perform venipuncture or skin puncture for the purposes of withdrawing blood, a medical assistant shall complete the minimum training prescribed in the regulations. Training shall be for the duration required by the medical assistant to demonstrate to the supervising physician, podiatrist, or
instructor, as referenced in 16 CCR Section 1366.3 (a)(2), proficiency in the procedures to be performed as authorized by section 2069 or 2070 of the code, where applicable, but shall include no less than:

- 10 clock hours of training in administering injections and performing skin tests, and/or
- 10 clock hours of training in venipuncture and skin puncture for the purpose of withdrawing blood, and
- Satisfactory performance by the trainee of at least 10 each of intramuscular, subcutaneous, and intradermal injections and 10 skin tests, and/or at least 10 venipuncture and 10 skin punctures.
- For those only administering medicine by inhalation, 10 clock hours of training in administering medical by inhalation.
- Training in (a) through (d) above, shall include instruction and demonstration in:
  - pertinent anatomy and physiology appropriate to the procedures;
  - choice of equipment;
  - proper technique including sterile technique;
  - hazards and complications;
  - patient care following treatment or tests;
  - emergency procedures; and
  - California law and regulations for medical assistants

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

   This equipment will provide an opportunity for students to practice injection techniques in a safe and supervised manner. The model provides visual internal and external landmarks to aid in identification of site for safely administering injections.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

   Meeting this request will benefit a minimum of 80 students each year under the current curriculum. Anticipated curricular changes will include an open lab course which will increase access to all program students. Providing the community with well-trained graduates adept at the skills and use of industry-standard equipment and supplies will promote overall patient safety and act as an effective marketing tool to attract new students to the program.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

   Access to the requested equipment and following successful completion of program laboratory courses, students will be prepared for completion of the program capstone clinical course which is an externship experience in community health care facilities. The Student Learning Outcomes for MEDA 210L are as follows:
   1. Students will practice, under supervision, in a medical office assisting in the care of patients.
   2. Activities will include: documentation on patient charts; assisting with patient histories; performing common laboratory procedures within the medical assistant scope of practice; and performing common office procedures within the medical assistant scope of practice.

   As noted above, access to industry-standard equipment and supplies to allow supervised practice is required to meet patient safety needs when students are assigned to community health care facilities. Students are evaluated during and at the conclusion of their externship course. The evaluations include demonstration of skills introduced in the lab courses. Satisfactory evaluations from the facility preceptor and clinical instructor will validate appropriate preparation for this experience.
5. Additional Justification for this item:
The program will be seeking accreditation. Accreditation standards include access to appropriate equipment for training experiences.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>80 Students</td>
<td>Over $200 Each</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Intramuscular injection model—upper extremities

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
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<td>$490.00</td>
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<td>$5,390.00</td>
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One-time expenses: (e.g. construction, electrical, installation)
N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Maintenance will be managed by the program lab technician.

Item to be shared with the following Department/Program: (Include any shared expenses)
N/A

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This is the third of a four part request for equipment designed to prepare students injections and injection techniques.

By state training regulations, students must practice injection skills in a supervised lab setting prior to care of patients. This equipment is necessary to meet that regulatory standard.

To administer medications by intramuscular, subcutaneous and intradermal injections, to perform skin tests, or to perform venipuncture or skin puncture for the purposes of withdrawing blood, a medical assistant shall complete the minimum training prescribed in the regulations. Training shall be for the duration required by the medical assistant to demonstrate to the supervising physician, podiatrist, or instructor, as referenced in 16 CCR Section 1366.3 (a)(2), proficiency in the procedures to be performed as authorized by section 2069 or 2070 of the code, where applicable, but shall include no less than:

- 10 clock hours of training in administering injections and performing skin tests, and/or
- 10 clock hours of training in venipuncture and skin puncture for the purpose of withdrawing blood, and
- Satisfactory performance by the trainee of at least 10 each of intramuscular, subcutaneous, and intradermal injections and 10 skin tests, and/or at least 10 venipuncture and 10 skin punctures.
- For those only administering medicine by inhalation, 10 clock hours of training in administering medical by inhalation.
Training in (a) through (d) above, shall include instruction and demonstration in:

- pertinent anatomy and physiology appropriate to the procedures;
- choice of equipment;
- proper technique including sterile technique;
- hazards and complications;
- patient care following treatment or tests;
- emergency procedures; and
- California law and regulations for medical assistants

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

This equipment will provide an opportunity for students to practice injection techniques in a safe and supervised manner. The model provides visual internal and external landmarks to aid in identification of site for safely administering injections.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Meeting this request will benefit a minimum of 80 students each year under the current curriculum. Anticipated curricular changes will include an open lab course which will increase access to all program students. Providing the community with well-trained graduates adept at the skills and use of industry-standard equipment and supplies will promote overall patient safety and act as an effective marketing tool to attract new students to the program.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Access to the requested equipment and following successful completion of program laboratory courses, students will be prepared for completion of the program capstone clinical course which is an externship experience in community health care facilities. The Student Learning Outcomes for MEDA 210L are as follows:

1. Students will practice, under supervision, in a medical office assisting in the care of patients.
2. Activities will include: documentation on patient charts; assisting with patient histories; performing common laboratory procedures within the medical assistant scope of practice; and performing common office procedures within the medical assistant scope of practice.

As noted above, access to industry-standard equipment and supplies to allow supervised practice is required to meet patient safety needs when students are assigned to community health care facilities.

Students are evaluated during and at the conclusion of their externship course. The evaluations include demonstration of skills introduced in the lab courses. Satisfactory evaluations from the facility preceptor and clinical instructor will validate appropriate preparation for this experience.

5. Additional Justification for this item:

The program will be seeking accreditation. Accreditation standards include access to appropriate equipment for training experiences

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Importance:</th>
<th>Priority:</th>
<th>To Support Annually:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>80 Students</td>
<td>Over $200 Each</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Intramuscular injection model, lower extremities
Qty. | Unit Cost | Tax | Shipping | Total |
---|---|---|---|---|
1 | $3,900.00 | $351.00 | $0.00 | $4,251.00

One-time expenses: (e.g. construction, electrical, installation)
N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Maintenance will be managed by the program lab technician.

Item to be shared with the following Department/Program: (Include any shared expenses)
N/A

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This is the second of a four part request for equipment designed to prepare students for injections and injection techniques. By state training regulations, students must practice injection skills in a supervised lab setting prior to care of patients. This equipment is necessary to meet that regulatory standard.

To administer medications by intramuscular, subcutaneous and intradermal injections, to perform skin tests, or to perform venipuncture or skin puncture for the purposes of withdrawing blood, a medical assistant shall complete the minimum training prescribed in the regulations. Training shall be for the duration required by the medical assistant to demonstrate to the supervising physician, podiatrist, or instructor, as referenced in 16 CCR Section 1366.3 (a)(2), proficiency in the procedures to be performed as authorized by section 2069 or 2070 of the code, where applicable, but shall include no less than:

- 10 clock hours of training in administering injections and performing skin tests, and/or
- 10 clock hours of training in venipuncture and skin puncture for the purpose of withdrawing blood, and
- Satisfactory performance by the trainee of at least 10 each of intramuscular, subcutaneous, and intradermal injections and 10 skin tests, and/or at least 10 venipuncture and 10 skin punctures.
- For those only administering medicine by inhalation, 10 clock hours of training in administering medical by inhalation.
- Training in (a) through (d) above, shall include instruction and demonstration in:
  - pertinent anatomy and physiology appropriate to the procedures;
  - choice of equipment;
  - proper technique including sterile technique;
  - hazards and complications;
  - patient care following treatment or tests;
  - emergency procedures; and
  - California law and regulations for medical assistants

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

This equipment will provide an opportunity for students to practice injection techniques in a safe and supervised manner. The model provides visual internal and external landmarks to aid in identification of site for safely administering injections.
3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Meeting this request will benefit a minimum of 80 students each year under the current curriculum. Anticipated curricular changes will include an open lab course which will increase access to all program students. Providing the community with well-trained graduates adept at the skills and use of industry-standard equipment and supplies will promote overall patient safety and act as an effective marketing tool to attract new students to the program.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Access to the requested equipment and following successful completion of program laboratory courses, students will be prepared for completion of the program capstone clinical course which is an externship experience in community health care facilities.

The Student Learning Outcomes for MEDA 210L are as follows:
1. Students will practice, under supervision, in a medical office assisting in the care of patients.
2. Activities will include: documentation on patient charts; assisting with patient histories; performing common laboratory procedures within the medical assistant scope of practice; and performing common office procedures within the medical assistant scope of practice.

As noted above, access to industry-standard equipment and supplies to allow supervised practice is required to meet patient safety needs when students are assigned to community health care facilities.

Students are evaluated during and at the conclusion of their externship course. The evaluations include demonstration of skills introduced in the lab courses. Satisfactory evaluations from the facility preceptor and clinical instructor will validate appropriate preparation for this experience.

5. Additional Justification for this item:

The program will be seeking accreditation. Accreditation standards include access to appropriate equipment for training experiences.

I. Instructional Equipment/Materials Requirements

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<th>Discipline Area</th>
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<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>80 Students</td>
<td>Under $200 Each</td>
<td>MEDA</td>
</tr>
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</table>

Description and part number for ordering:
Injection training pads

<table>
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<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
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<tbody>
<tr>
<td>10</td>
<td>$100.00</td>
<td>$90.00</td>
<td>$50.00</td>
<td>$1,140.00</td>
</tr>
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</table>

One-time expenses: (e.g. construction, electrical, installation)
N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Maintenance will be managed by the program lab technician.

Item to be shared with the following Department/Program: (Include any shared expenses)
N/A
Do you have space for this equipment?  

Yes

Justification for Item (See Rating Rubric)

1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This is the first of a four part request for equipment designed to prepare students to administer injections and injection techniques. By state training regulations, students must practice injection skills in a supervised lab setting prior to care of patients. This equipment is necessary to meet that regulatory standard.

To administer medications by intramuscular, subcutaneous and intradermal injections, to perform skin tests, or to perform venipuncture or skin puncture for the purposes of withdrawing blood, a medical assistant shall complete the minimum training prescribed in the regulations. Training shall be for the duration required by the medical assistant to demonstrate to the supervising physician, podiatrist, or instructor, as referenced in 16 CCR Section 1366.3 (a)(2), proficiency in the procedures to be performed as authorized by section 2069 or 2070 of the code, where applicable, but shall include no less than:

- 10 clock hours of training in administering injections and performing skin tests, and/or
- 10 clock hours of training in venipuncture and skin puncture for the purpose of withdrawing blood, and
- Satisfactory performance by the trainee of at least 10 each of intramuscular, subcutaneous, and intradermal injections and 10 skin tests, and/or at least 10 venipuncture and 10 skin punctures.
- For those only administering medicine by inhalation, 10 clock hours of training in administering medical by inhalation.
- Training in (a) through (d) above, shall include instruction and demonstration in:
  - pertinent anatomy and physiology appropriate to the procedures;
  - choice of equipment;
  - proper technique including sterile technique;
  - hazards and complications;
  - patient care following treatment or tests;
  - emergency procedures; and
  - California law and regulations for medical assistants

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

This equipment will provide an opportunity for students to practice injection techniques in a safe and supervised manner. The training pads provide a realistic environment for developing and refining injection technique.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Meeting this request will benefit a minimum of 80 students each year under the current curriculum. Anticipated curricular changes will include an open lab course which will increase access to all program students. Providing the community with well-trained graduates adept at the skills and use of industry-standard equipment and supplies will promote overall patient safety and act as an effective marketing tool to attract new students to the program.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Access to the requested equipment and following successful completion of program laboratory courses, students will be prepared for completion of the program capstone clinical course which is an externship experience in community health care facilities.
The Student Learning Outcomes for MEDA 210L are as follows:

1. Students will practice, under supervision, in a medical office assisting in the care of patients.
2. Activities will include: documentation on patient charts; assisting with patient histories; performing common laboratory procedures within the medical assistant scope of practice; and performing common office procedures within the medical assistant scope of practice.

As noted above, access to industry-standard equipment and supplies to allow supervised practice is required to meet patient safety needs when students are assigned to community health care facilities. Students are evaluated during and at the conclusion of their externship course. The evaluations include demonstration of skills introduced in the lab courses. Satisfactory evaluations from the facility preceptor and clinical instructor will validate appropriate preparation for this experience.

5. Additional Justification for this item:

The program will be seeking accreditation. Accreditation standards include access to appropriate equipment for training experiences.

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I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>80 Students</td>
<td>Over $200 Each</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

This request is Part 2 of four equipment items designed to aid in injection training for medical assisting students. Intramuscular injection model, lower extremities

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$3,900.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,900.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Maintenance will be managed by the program lab technician.

Item to be shared with the following Department/Program: (Include any shared expenses)

N/A

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This request is Part Two of a four part equipment request designed to provide industry-standard training experiences for medical assisting students in the area of injections and venipuncture. These skills are a component of the medical assisting role and required by regulation as indicated below:

To administer medications by intramuscular, subcutaneous and intradermal injections, to perform skill tests, or to perform venipuncture or skin puncture for the purposes of withdrawing blood, a medical assistant shall complete the minimum training prescribed in the regulations. Training shall be for the duration required by the
medical assistant to demonstrate to the supervising physician, podiatrist, or instructor, as referenced in 16 CCR Section 1366.3 (a)(2), proficiency in the procedures to be performed as authorized by section 2069 or 2070 of the code, where applicable, but shall include no less than:

10 clock hours of training in administering injections and performing skin tests, and/or
10 clock hours of training in venipuncture and skin puncture for the purpose of withdrawing blood, and

Satisfactory performance by the trainee of at least 10 each of intramuscular, subcutaneous, and intradermal injections, and 10 skin tests and/or at least 10 venipuncture and 10 skin punctures.

Training in the above shall include instruction and demonstration in:
- pertinent anatomy and physiology appropriate to the procedures;
- choice of equipment;
- proper technique including sterile technique;
- hazards and complications;
- patient care following treatment or tests;
- emergency procedures; and
- California law and regulations for medical assistants.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

5. Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>80 Students</td>
<td>Under $200 Each</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

This is Part 1 of four pieces of equipment to be used for training in injection techniques.

Injection Training Pads

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Maintenance will be managed by the program lab technician.

Item to be shared with the following Department/Program: (Include any shared expenses)
Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)

Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This request is Part One of a four part equipment request designed to provide industry-standard training experiences for medical assisting students in the area of injections and venipuncture. These skills are a component of the medical assisting role and required by regulation as indicated below:

To administer medications by intramuscular, subcutaneous and intradermal injections, to perform skill tests, or to perform venipuncture or skin puncture for the purposes of withdrawing blood, a medical assistant shall complete the minimum training prescribed in the regulations. Training shall be for the duration required by the medical assistant to demonstrate to the supervising physician, podiatrist, or instructor, as referenced in 16 CCR Section 1366.3 (a)(2), proficiency in the procedures to be performed as authorized by section 2069 or 2070 of the code, where applicable, but shall include no less than:

- 10 clock hours of training in administering injections and performing skin tests, and/or
- 10 clock hours of training in venipuncture and skin puncture for the purpose of withdrawing blood.

Satisfactory performance by the trainee of at least 10 each of intramuscular, subcutaneous, and intradermal injections, and 10 skin tests and/or at least 10 venipuncture and 10 skin punctures.

Training in the above shall include instruction and demonstration in:
- Pertinent anatomy and physiology appropriate to the procedures;
- Choice of equipment;
- Proper technique including sterile technique;
- Hazards and complications;
- Patient care following treatment or tests;
- Emergency procedures; and
- California law and regulations for medical assistants.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

This equipment will provide an opportunity for students to practice injection technique in a safe and supervised environment providing realistic experiences prior to providing care for patients in the externship course.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

The purchase of this equipment will benefit a minimum of 80 students per year enrolled in program lab courses. Planned curriculum revisions include development of an open skills lab which will provide access to many more program students. This equipment will be used for both scheduled courses and open labs. Providing the community with highly trained entry-level medical assistants will promote community health and serve as an effective marketing tool for future students.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Use of this equipment will prepare students for successful completion of the program capstone clinical course, MEDA 210L. The learning outcomes of this externship course are:

1. Students will practice, under supervision, in a medical office, assisting in the care of patients.
2. Activities will include: documentation on patient charts; assisting with patient histories; performing common laboratory procedures within the medical assistant scope.
of practice; and performing common office procedures within the medical assistant scope of practice.
As noted above, supervising practice in the lab setting using appropriate equipment will provide training necessary to provide safe care to patients.

5. Additional Justification for this item:
The program will be seeking accreditation status. Student access to industry-standard equipment and training are included within accreditation standards.

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**I. Instructional Equipment/Materials Requirements**

<table>
<thead>
<tr>
<th>Importance:</th>
<th>Priority:</th>
<th>To Support Annually:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>02</td>
<td>80 Students</td>
<td>Under $200 Each</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**
Infant mannequin

**Qty.** | **Unit Cost:** | **Tax:** | **Shipping:** | **Total:**
---|---|---|---|---
4 | $100.00 | $40.00 | $40.00 | $480.00

**One-time expenses:** (e.g. construction, electrical, installation)
N/A

**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)
Maintenance to be managed by the program lag technician.

**Item to be shared with the following Department/Program: (Include any shared expenses)**
N/A

**Do you have space for this equipment?**
Yes

**Justification for Item (See Rating Rubric)**

1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   While not specifically cited in regulatory language, training of medical assistants includes providing knowledge and skills for patients throughout the entire lifespan. At present there are no infant models upon which the students can practice techniques designed to promote safety and skill competency when working with real life patients.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Providing access to these models will allow students to practice their skills in a supervised and safe environment. These skills can then be utilized in their program clinical course when they are caring for actual patients.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   Having the opportunity to practice care of a small infant will enhance learning opportunities for students while in the program and provide well trained graduates for employment in local health care facilities.
4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Practice in lab courses serve to prepare students for their capstone program course, MEDA 210L, where they are placed in community health care sites caring for real life patients. Positive feedback from students and their preceptors will provide evidence that their prior preparation was appropriate and adequate in order to provide safe and effective health care.

5. Additional Justification for this item:
Non-Instructional Requests

Part I: Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair

MEDA-2011

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, PRAC.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>100 Students</td>
<td>Faculty Computer</td>
</tr>
</tbody>
</table>

Type: Replacement
Status: New and will be ongoing

Description and part number for ordering:

Computer, keyboard and mouse

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,000.00</td>
<td>$90.00</td>
<td>$200.00</td>
<td>$1,290.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

The current computer in the coordinator's office is a loaner which replaced a nine-year old computer which could not support current software.

Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

A new computer is needed for the use of the medical assistant instructor/coordinator. The current computer is a loaner and is used in place of an old computer which could not support software and activities required to oversee this program.

2. How will access for students be improved?

The program coordinator is responsible for primary oversight of the program including program review, assistance in curriculum development, assistance in scheduling and working with students. It is very difficult to undertake these tasks without appropriate technology support especially with coexisting problem of no clerical support for the program at the Indian Valley Campus.

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, PRAC.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>80 Students</td>
<td>Faculty Computer</td>
</tr>
</tbody>
</table>

Type: New
Status: New and will be ongoing

Description and part number for ordering:

Computer, keyboard and mouse.
If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

There is no computer currently in the space assigned to program adjunct faculty.

Item to be shared with the following Department/Program: (Include any shared expenses)
This "office" space is shared with adjunct faculty in the dental assisting program.

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?
The requested computer systems will be used by adjunct faculty in the medical assisting and dental assisting program to support teaching responsibilities.

2. How will access for students be improved?
Students have more limited access to adjunct faculty than full time. In programs where the majority of faculty are adjunct, it is important to have technological support that facilitates communication. Classroom management relies heavily upon technology which is difficult when the workspace lacks computer access.

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, PRAC.

Priority: To Support Annually: Category
02 100 Students Office Supply Budget

Type Status
Not Applicable New and will be ongoing

Description and part number for ordering:
Materials for supporting faculty and coordinator office; marketing and student recruitment.

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

N/A

Item to be shared with the following Department/Program: (Include any shared expenses)

N/A

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?
There is currently no budget to support the faculty offices for this program. Brochures marketing the program have been developed through the office of the Dean of Workforce Development but office supplies needed to support faculty responsibilities in and out of the classroom are not available due to lack of funds.

2. How will access for students be improved?
Providing adequate support, including non-instructional supplies to faculty will allow
for a more organized program. Funding for marketing supplies will aid in increasing enrollment into the program.
II. Miscellaneous Instructional Materials Account
This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.
Note: This is for things to help faculty teach – not necessarily used directly by students, such as supplemental materials, audio/visuals/maps, subscriptions, etc.

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000.0</td>
<td>0.0</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

What kind of things do you generally use this money for?
Instructional DVDs to enhance classroom and laboratory learning.

Justification for Item (See Rating Rubric)
1. Who will use these materials? How? Will it be shared with other disciplines?
These materials will be used by faculty for classroom instruction and made available for additional review by students.

2. How will these materials benefit student learning?
These materials will provide additional methods to help student attain the knowledge and skills needed in training for a medical assistant.
I. Consumable Instructional Operating Supplies

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.

Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.

Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

Importance:
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>80 Students</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

Broad Category (for example in Chemistry - "Chemicals")
Medical supplies for program lab courses

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
<th>Amount of Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000.0</td>
<td>800.0</td>
<td>3200.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>How Long?</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Item to be shared with the following Department/Program: (Include any shared expenses)
N/A

Justification for Item (See Rating Rubric)

1. Is it necessary for students to succeed in a series of courses?

This is an "A" level request. The current supply budget for the medical assisting program is inadequate to purchase necessary supplies for course lab experiences. Changes have been made to these lab courses to bring them in compliance with state regulations resulting in the need for additional supplies including those used for teaching injections. These supplies are disposable which means they must be replaced on an ongoing basis and be available amounts for student practice. The lab courses serve to provide supervised training and practice in preparation for the capstone clinical externship course, MEDA 210L.

2. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Approving this request will mean a minimum of 80 students each year in the medical assisting program will have access to an adequate supply of industry-standard supplies with which to meet training needs.

A program that produces highly trained graduates prepared to assume entry level positions are an effective marketing tool. Approving this request will facilitate one program goal, which is to train future medical assistants that are recruited and sought for positions in local health care sites.

3. What student learning or other outcomes are expected? Is it important to the achievement
of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Approval of this request will allow students to meet learning outcomes dealing with knowledge and skills within the medical assistant scope of practice as identified by state regulations. It will also help to prepare them for their clinical externship course, both at entry and in completion of course learning outcomes. The student learning outcomes for this course (MEDA 210L) are indicated below:

1. Students will practice, under supervision, in a medical office assisting in the care of patients.
2. Activities will include: documentation on patient charts; assisting with patient histories; performing common laboratory procedures within the medical assistant scope of practice; and performing common office procedures within the medical assistant scope of practice.
Non-Instructional Support Staff
MEDA-2011

I. Current Support Staff

II. Request for additional support staff (clerical, lab tech, IS, comp tech, tutor, etc.)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>Full-Time</td>
<td>37.5</td>
<td>50 Classes</td>
</tr>
</tbody>
</table>

**Justification:** Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

Three of the four health science programs are located at the Indian Valley Campus. In addition, several of the Early Childhood Education courses are taught at that site. The department has a single administrative assistant, based at Kentfield, to meet the support needs for all of these programs, faculty, staff and students. Each of the health science programs contain courses that require health clearances/CPR/background checks prior to enrollment into the class. This documentation must be collected, reviewed and managed to meet facility clinical requirements and contractual obligations. Providing this service to students in an accurate and timely manner is critical to maintain program enrollment, meet student learning needs, and avoid potential litigation. The lack of a health science administrative assistant based at the Indian Valley results in reduced services at that site. The workload of the single department administrative assistant is excessive, and while she does an excellent job, her workload and responsibilities far exceed that of others in similar positions. A full time administrative assistant at the Indian Valley Campus would provide greater access to students especially since most of the faculty in the health science programs are adjunct with limited office hours. The health science area has a high volume of phone calls, many of which, are seeking information about the programs. The availability of a full time administrative assistant to respond to these calls will benefit both the programs and the college by increased enrollment. Support services including managing health based documentation along with providing a centralized and secure site for these documents will facilitate student enrollment and decrease an onerous workload for the program coordinators.

**Shared Resources:** If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

This position will serve faculty, staff and students in the Dental Assisting, Medical Assisting, Fire Technology and Early Childhood Education programs. Approximately 50 class with over 300 students would be served by this position. Having this individual based at the same location of the program faculty and students will greatly improve access to students and improve safety concerns related to confidential information required for coursework.

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Tech</td>
<td>Hourly</td>
<td>15</td>
<td>80 Students</td>
</tr>
</tbody>
</table>

**Justification:** Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

The Medical Assisting Program contains laboratory classes where students practice skills prior to care of actual patients. The lab contains a large amount of equipment which must be maintained and supplies which must be managed, secured and ordered. In addition, the lab technician assists the faculty in preparing the lab for classes and
clean up after the practicums. This is work which would fall upon the instructor in addition to all their other responsibilities. Currently, this position is funded with grant monies but there needs to a consistent and permanent funding source.

**Shared Resources:** If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

| Purpose: Tutoring | Type: Hourly | Approx. hours per week: 8 | To support: 80 Students |

**Justification:** Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

The medical assisting program provides training in an entry-level health care career. This program has a very diverse student population including individuals with varying levels of academic preparation and needs. The attrition rate in some courses is as high as 50% especially those with more complex content like pharmacology. Many students come to the program with limited reading comprehension skills, language barriers and difficulty managing an academic program. Student tutors have been available on a limited basis but there is a greater need especially in courses like pharmacology and human diseases. Student tutors with knowledge in these areas who can be available at the unique times needed by these students have not been identified. This funding would be used to employ a medical assistant or health care worker with knowledge and skills in the area of medical assisting to share with students in tutoring sessions.

**Shared Resources:** If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.
Instructions: after reviewing your data and reports from all other sections of your program review, use this form to briefly summarize all of the information you have provided by closing with your concluding remarks (e.g. an executive one-page summary) for your entire program review.

I. Assessment of Previous Program Reviews:
1. What resources have you been granted from your previous program reviews?
2. Please assess how these resources have been used to improve access, learning outcomes and student success in your program?
3. What changes have you implemented based on previous program reviews?
4. What results have you found?

This area is difficult to address being new in this role. It would appear that no requests were addressed from the 2010 review which was incomplete. Upon assumption of this role as program coordinator, changes were made in course curriculum to meet regulation standards which in turn prompted completion of this review as funding is now required to support this mandatory changes. The anticipated outcome is a better prepared graduate qualified for an entry-level position as a medical assistant.

II. Requests Summary:
1. Please summarize the main requests you have made in this program review in order of your priority starting with the most important one.
2. Summarize briefly why you want each one.
3. Summarize your overall rationale.

There are three requests essential to maintain a high quality program: equipment for the laboratory courses; supplies for laboratory courses; and faculty computers. The current budget for this program is inadequate to meet training needs identified in state regulations. In a competitive job market, program graduates must excel in skills desired by employers and providing adequate and updated equipment will aid in attracting new students to the program.

With the high reliance upon computer technology, both in and out of the classroom, program faculty must have access to computers in their offices to support their teaching responsibilities.

Students cannot learn essential skills without appropriate equipment and supplies. State regulations specifically address knowledge and skills required in injection techniques for the medical assistant. These skills cannot be taught without appropriate equipment and supplies.

Career program like medical assisting, include classroom and laboratory instruction. Laboratory instruction requires funding to purchase equipment and supplies that provide a realistic learning environment to safely prepare graduates to provide care to individual in the local community. A lack of these materials will reflect negatively upon the quality of the program and the graduates thus decreasing their employment potential and possibly resulting in a negative perception of the program which in thru could negatively impact future enrollment.

III. Other concluding remarks.
1. Please rank the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

The requested equipment and supplies have been ranked within the request. It is difficult to place a lower priority upon the equipment and supplies related to injection instruction as this has been missing from the curriculum but is required by state regulations and needed to meet safety standards for clinical placement. The technology requests are also of high priority since they are essential to provide support to the program and program students.

2. Please comment if additional units, faculty, or staff have been requested.

An administrative assistant serving this program along with Dental Assisting, Fire Technology and ECE has been requested. This position is a critical need as there is not adequate clerical support for these programs nor for the faculty. Health science programs have complex requirements requiring a large volume of documentation for each student to meet regulatory and contractual requirements.

3. Other comments
Area Directors and Deans Comments
MEDA-2011

1. Please rank the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

I agree with the requests and the ranking for instructional equipment, technology requests and instructional materials. The current equipment and supplies along with the program budget is inadequate to meet required training needs. Programs that train students to provide health care must provide practice training in a safe and supervised environment prior to caring for patients in the community. The appropriate way to meet this need is with use of supplies and equipment that provide realistic learning opportunities.

2. Please comment if additional units, faculty, or staff have been requested.

The administrative assistant is a critical need for this program and the others located at IVC. There is an excessive workload for the single department administrative assistant in the health sciences department but the needs of the faculty at IVC cannot be adequately met without someone on site with the time to support the programs.
The need for tutoring services is great to improve student retention and overall learning.

3. Please itemize expenses currently covered by external funds that may revert back to general funds.

The program has a small amount of funding for supplies from VTEA but it is still inadequate to meet the needs of the program.

4. Other comments