

## ITEM 128-1506-R0705

### PROGRAM DESCRIPTION

**1. Briefly describe the proposed new program. Please indicate if it is an expansion of an existing program, a new program; cooperative effort with another institution, business or industry; or an on-campus or off-campus program. Attach any formal agreements for this cooperative effort.**

The purpose of this proposed conversion of the Associate of Applied Science Degree in Medical Office Technology Medical Assistant Option in the Department of Business Technology to an Associate of Applied Science Degree in Medical Assistant in the Department of Health Programs is to allow for program growth through the benefit of collaboration with the other health programs housed in the Health Programs Department. The students, faculty, and healthcare industry will benefit from a comprehensive allied health education program that is consistent with the other health programs.

**2. Summarize a needs assessment conducted to justify the proposal. Please include how the assessment plan was developed or executed and the data derived from the effort.**

The Medical Office Technology Medical Assistant Option is a program that presently exists under the Department of Business Technology. The number of admitted students is expected to rise to 15 annually. By moving to the Department of Health Programs in the College of Technology, the course will better serve the students due to the relationships and experience with work-based learning opportunities within the Department, as well as establish clinical affiliate sites.

**3. Explain how the program relates to the Role and Scope of the institution as established by the Board of Regents.**

Institutional Mission – Montana Tech of The University of Montana is a specialty institution emphasizing science and engineering, with occupational programs through graduate work. MT Tech strives to assist every student attain success in their academic, professional, and individual goals.

The College Of Technology offers a wide array of programs from certificate to AAS Degrees. Many of the COT programs articulate into university level programs. The COT is sensitive to the economic needs of the region and provides opportunities for students to learn skills and techniques necessary for the challenges of our society.

Montana Tech's vision provides for hands-on learning, which is integral in this allied health program.

**4. Please state what effect, if any, the proposed program will have on the administrative structure of the institution. Also indicate the potential involvement of other departments, divisions, colleges, or schools.**

The impact on the administrative structure will involve placing the program within the Health Programs of the College of Technology. The budgetary support would be provided within that structure.

Faculty for the Medical Assistant Program consists of Health Programs Coordinator, an existing position, as well as faculty from the Department of Business Technology. Other courses are components of the general education requirements in which all faculties currently exit. The Health Programs Coordinator is a non-tenured position.

**5. Describe the extent to which similar programs are offered in Montana, the Pacific Northwest, and states bordering Montana. How similar are these programs to the one herein described?**

Medical Assistant Programs which currently exist in Montana are located at MT Tech of The University of Montana (this program), Montana State University-Great Falls College of Technology, University of Montana-Missoula College of Technology, and Flathead Valley Community College. In the region, a program of Idaho State is housed in Eastern Idaho Technical College.

**6. Please name any other accrediting agency(ies) or learned society(ies) that would be concerned with the particular program herein proposed. How has this program been developed in accordance with criteria developed by said accrediting body(ies) or learned society(ies)?**

The program was developed in 2003 with intent to eventually pursue accreditation through the Commission on Accreditation for Allied Health Professionals (CAAHEP) through the American Association of Medical Assistants.

**7. Prepare an outline of the proposed curriculum showing course titles and credits. Please indicate any plans for expansion of the program during its first three years.**

<b>Curriculum</b>			
<u>Fall Entry</u>			
<u>1<sup>st</sup> Semester</u>		<u>2<sup>nd</sup> Semester</u>	
BUS 0102	Accounting Procedures I	3	BUS 0116 Basic Medical Records 3
BUS 0120	Keyboarding I	3	HLTH 0103 Medical Terminology 3
ENGL 1046	English Composition	3	HSS 1216 Principles of Speaking 2
MATH 0102	Intermediate Algebra	3	IT 1416 Microcomputer Software 3
NURS 0103	Anatomy & Physiology	4	PSYC 1000 General Psychology 3
HLTH 0101	Intro to Healthcare Careers	2	HLTH 0104 Medical Ethics 2
<b>TOTAL</b>		<b>18</b>	<b>TOTAL 18</b>
<u>3<sup>rd</sup> Semester</u>		<u>4<sup>th</sup> Semester</u>	
BUS 0114	Beginning Medical Transcription	2	BUS 0247 Medical Coding & Billing II 3
BUS 0207	Medical Coding & Billing I	3	NURS 0210 Pharmacology 3
BUS 0230	Medical Office Procedures	2	BUS 0261 Health Services Acctg Soft. 3
HLTH 0205	Fundamentals of Med Assist I	4	HLTH 0207 Fundamentals of Med Asst II 4
HLTH 0206	Med Asst Practicum I	2	HLTH 0208 Med Assist Practicum II 3
HLTH 0102	Soft Skills	1	M.T. 0220 Employment Strategies 2
<b>TOTAL</b>		<b>14</b>	<b>TOTAL 18</b>

**Total credits = 66**

Medical assistants are trained in administrative skills and clinical skills to assist healthcare practitioners with administering to the needs of patients. Medical Assistants assist with medical examinations and treatments and work as part of the team in a medical office environment. Medical Assistants work under supervision to take medical histories, obtain vital signs, give medications and injections, draw blood, perform diagnostic tests and office laboratory procedures, sterilize instruments and maintain equipment. Additionally they must understand the principles of medical ethics and medical legal issues facing healthcare providers.

Clinical internship with this program has specific requirements. Students must show proof of freedom from tuberculosis annually; begin the Hepatitis B vaccine series with 2 doses completed prior to clinical; complete CPR (adult and child) and First Aid training. Students will be required to purchase scrub uniforms, stethoscopes, and blood pressure cuffs, as well as miscellaneous lab supplies. Lab fees will be assessed for malpractice insurance and other costs.

### **FACULTY AND STAFF REQUIREMENTS**

**1. Please indicate, by name and rank, current faculty who will be involved with the program proposed herein.**

Current faculty to be involved are:

Linda Granger, BA, Department Head and Instructor Business Technology

Diane Murray, BA, MS, Instructor Business Technology

Karan Kunz, RN BSN, Health Programs Coordinator

Alice McDonough, BA, M.Ed, Instructor Business Technology

Susan Leland, BS, MS, Instructor of Mathematics

Vicki Petritz, BS, MS, Instructor Business Technology

**2. Please project the need for new faculty over the first five-year program. Include special qualifications or training. If present faculty are to conduct the new program, please explain how they will be relieved from present duties.**

The Associate of Applied Science Degree in Medical Office Technology Medical Assisting Option in the Business Technology Department of MT Tech of The University of Montana College of Technology was implemented in 2003. Thus, the courses are part of the current workload for the above faculty. Karan Kunz will be contracted for the clinical coursework.

**3. Please explain the need and cost for support personnel or other required personnel expenditures.**

No additional costs will be incurred.

### **CAPITAL OUTLAY, OPERATING EXPENDITURES, AND PHYSICAL FACILITIES**

**1. Please summarize operating expenditure needs.**

The current College of Technology operational dollars within the Business Technology and Health Programs will cover the cost of the program.

**2. Please evaluate library resources. Are they adequate for operation of the proposed program? If not, how will the library need be strengthened during the next three years?**

The program is currently serviced by resources in the library. No new library sources will be required.

**3. Please indicate special clinical, laboratory, and/or computer equipment that will be needed. List those pieces of equipment or computer hardware presently available in the department.**

The current classrooms and nursing lab will be adequate. Physician offices will provide practicum experiences for the students.

**4. Please describe facilities and space required for the proposed program. Are current facilities adequate for the program? If not, how does the institution propose to provide new facilities?**

Current classrooms and facilities are adequate.

#### **EVALUATION OF PROPOSED PROGRAM**

**1. Please name faculty committees or councils that have reviewed and approved the program herein proposed.**

Montana Tech College of Technology Business Advisory Committee  
Montana Tech Curriculum Review Committee  
Montana Tech Full Faculty

**2. If outside consultants have been employed, please list the names of these consultants, their current positions and titles. Append copies of their written reports (this is a requirement of new doctoral programs).**

No outside consultants were employed