

**IMPERIAL VALLEY COLLEGE DISTRICT
REVIEW OF CAREER TECHNICAL EDUCATION TRAINING PROGRAMS
2013**

MEDICAL ASSISTANT

I. Program Description

This certificate is designed for the student who is interested in becoming a medical assistant in a physician's office or outpatient clinic. The curriculum provides training in administrative and clinical tasks specific to the work of the medical office. Administrative duties include communication with the medical staff and patients and record keeping. Clinical duties include assisting with patient examinations and treatments; diagnostic testing; and preparation and administration of medications. The certificate requires two clinical externships in a medical office setting and the student must submit evidence of a physical exam and background check prior to the externship.

A. Certificate
Certificated of Achievement, Medical Assistant

II. Career Opportunities

Medical Assistants

III. Industry Certification/Accreditation (to be completed by faculty)

California Certifying Board for Medical Assistants (not required but highly recommended)

IV. Industry Recognized Credentials (IRC) (to be completed by faculty)

California Certification for Medical Assistants: A=administration, C=Clinical, AC= both

V. Labor Market Demand

The Medical Assistant program at Imperial Valley College meets a documented labor market demand. Employment trends for this field are derived from a variety of sources. These are listed below:

A. Employment Trends:

Occupation	TOP Code	SOC Code	2008	Average Job Openings per Year
Medical Assistant	1208.00	319092	230	10*

*Same data as 2012. No updates from State Employment Development
Occupational Employment Projections 2008-2018
Imperial County

<http://www.labormarketinfo.edd.ca.gov/CommColleges/>

B. Employment Trends (Faculty Assessment):

MAs still needed and getting jobs Affordable Care Act will greatly increase outpatient care and need for Mas. The need is growing. Faculty regularly get requests from hiring physicians.

VI. Other Regional Programs

There are no other similar training programs in Imperial Valley. IVROP has MA administrative only.

VII. Employment and Completion

(Based on State Core Measures Report, 2011-2012, 2012-2013 & 2013-2014)

Core 2: Completions. Measures completions for Career Technical Education student concentrators. Receipt of a certificate or degree or enrollment in a California four-year public university with or without a degree is considered a completion.

Fiscal Year Planning	Program	Total Completions	IVC Completion Rate	State Avg. Completion Rate
2013-2014	Medical Assistant	18/18	100%	90.94%
2012-2013	Medical Assistant	26/26	100%	93.91%
2011-2012	Medical Assistant	30/30	100%	96.83%

PERKINS IV Program Performance Trend Report
Core Indicator Two – Total Completions – Certifications, Degrees and Transfer
https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Core 3: Persistence and Transfer. The percent of Career Technical Education student concentrators (students who have successfully completed a minimum of 12 units of related Career Technical Education coursework) who persist in education at the community college level or transfer to a two or four-year institution.

Fiscal Year Planning	Program	Persistence	IVC Persistence Rate	State Avg. Persistence Rate
2013-2014	Medical Assistant	12/18	66.67%	79.07%
2012-2013	Medical Assistant	20/26	76.92%	87.32%
2011-2012	Medical Assistant	22/25	88%	96.83%

PERKINS IV Program Performance Trend Report
Core Indicator Three – Persistence and Transfer
https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Core 4: Student Placement. The percent of Career Technical Education students who have earnings the following year (as found in the unemployment insurance base wage file) or are in an apprenticeship program, or the military.

Year	Program	Placements	IVC Placement Rate	State Avg. Placement Rate
2013-2014	Medical Assistant	16/16	100%	75.78%
2012-2013	Medical Assistant	24/24	100%	67.14%
2011-2012	Medical Assistant	28/28	100%	61.06%

PERKINS IV Program Performance Trend Report
Core Indicator Four – Employment
https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Pursuant to the FCMAT report, CTE programs are also being evaluated for student demand, certificate and program completion, local labor demand, and a facility utilization for CTE programs in the new CTE building.

VIII. Enrollment Trends

Course	Year	Sections	Avg. Class	CAP	Fill Rate
AHP070	2012-2013	2	23	25	92%
AHP070	2011-2012	2	21.5	20	107.50%
AHP070	2010-2011	2	25.5	20	127.50%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
AHP072	2012-2013	2	23.5	25	94%
AHP072	2011-2012	1	31	20	155.00%
AHP072	2010-2011	2	23.5	20	117.50%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
AHP074	2012-2013	2	22.5	25	90%
AHP074	2011-2012	2	30.5	28	107.02%
AHP074	2010-2011				

Course	Year	Sections	Avg. Class	CAP	Fill Rate
AHP080	2012-2013	1	46	25	184%
AHP080	2011-2012	2	17.5	20	87.50%
AHP080	2010-2011	1	31	20	155%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
AHP082	2012-2013	1	43	25	172%
AHP082	2011-2012	1	31	20	155%
AHP082	2010-2011	1	25	20	125%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
AHP084	2012-2013	1	26	25	104%
AHP084	2011-2012				
AHP084	2010-2011	1	24	20	120%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
AHP086	2012-2013	1	25	25	100%
AHP086	2011-2012				
AHP086	2010-2011	1	23	20	115%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
AHP100	2012-2013	8	34	27	123.74%
AHP100	2011-2012	9	35	29	117.74%
AHP100	2010-2011	7	40	27	148.95%

IX. Completions

	2012-2013		2011-2012		2010-2011	
	Degrees	Certificates	Degrees	Certificates	Degrees	Certificates
Medical Assistant	N/A	6	N/A	0	N/A	18

X. FTES/FTEF Analysis

Year	FTES	FTEF	FTES/FTEF
2012-2013	81.79	5.3	15.43
2011-2012	67.45	4.8	14.05
2010-2011	64.36	3.9	16.50

XI. Facility Utilization Plan (to be completed by faculty)

A future goal would be to have a dedicated classroom/lab.

XII. SWOT Analysis (to be completed by faculty)

Strengths • <i>Competent, experienced faculty</i> • <i>Good retention</i> • <i>Good student success/completion rates</i>	Weaknesses • <i>Need better resources, equipment, supplies</i>
Opportunities • <i>ACA will increase need for MAs and a possible change in the current scope of practice</i> • <i>Faculty will increase efforts to encourage qualified students to apply for IVC Certificates (many who are qualified do not apply)</i>	Threats • <i>Rise of private on-line programs for the administrative portion of MA</i> • <i>Increased state funding would be needed for any program growth</i>

XIII. Program Evaluation (to be completed by EWD office)

XIV. Recommendation (to be completed by EWD office)