

**IMPERIAL COMMUNITY COLLEGE DISTRICT**  
**REVIEW OF CAREER TECHNICAL EDUCATION TRAINING PROGRAMS**  
**2016**

**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. nd rewarding fields of solar systems installation, operation, and maintenance technology.

**A. Degree**

None.

**B. Certificate**

Certificated of Achievement, Medical Assistant

**II. Career Opportunities**

Medical Assistant

**III. Industry Certification/Accreditation**

None at this time. One part-time faculty member is interested in pursuing program accreditation; however there are no funds and no other faculty to assist in this endeavor at this time.

**IV. Industry Recognized Credentials (IRC)**

Options for certification are:

Certified Medical Assistant (CMA) from American Association of Medical Assistants

Registered Medical Assistant (RMA) from American Medical Technologists

National Certified Medical Assistant (NCMA) from National Center for Competency Testing (NCCT)

Certified Clinical Medical Assistant (CCMA) from National Health Career Association (NHA)

**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	2012	Average Job Openings per Year
Medical Assistant	1208.00	319092	220	10*

\*State Employment Development  
Occupational Employment Projections 20012-2022  
Imperial County  
<http://www.labormarketinfo.edd.ca.gov/CommColleges/>

**B. Employment Trends Assessment**

The LMI data indicates only 10 positions open per year. Local agencies, such as the Clinica de Salud has indicated that the need for MA's is increasing. New or alternate roles; i.e. medical scribing, are often medical assistants. In addition, the evolving changes in the industry related to the Affordable Care Act (Obama Care) has progressively increased the need for medical assistants.

**VI. Other Regional Programs**

Within the last two years, the El Centro Union High School District has aligned with an agency to provide adult education and Medical Assistant is one option. In addition a few of the local high schools are offering medical assistant courses.

**VII. Employment and Completion**

(Based on State Core Measures Report, 2012-2013, 2013-2014 & 2014-2015)

**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
2014-2015	Medical Assistant	Not Listed	Not Listed	Not Listed
2013-2014	Medical Assistant	18/18	100%	90.17%
2012-2013	Medical Assistant	26/26	100%	93.91%

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](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 Resistance Rate	State Avg. Completion Rate
2014-2015	Medical Assistant	Not Listed	Not Listed	Not Listed
2013-2014	Medical Assistant	12/18	66.67%	80%
2012-2013	Medical Assistant	20/26	76.92%	87.79%

PERKINS IV Program Performance Trend Report  
Core Indicator Three – Persistence and Transfer

[https://misweb.cccco.edu/perkins/Core\\_Indicator\\_Reports/Summ\\_coreIndi\\_TOPCode.aspx](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.

Fiscal Year Planning	Program	Placements	IVC Placement Rate	State Avg. Completion Rate
2014-2015	Medical Assistant	Not Listed	Not Listed	Not Listed
2013-2014	Medical Assistant	16/16	100%	72.81%
2012-2013	Medical Assistant	24/24	100%	66.99%

PERKINS IV Program Performance Trend Report  
Core Indicator Four – Employment

[https://misweb.cccco.edu/perkins/Core\\_Indicator\\_Reports/Summ\\_coreIndi\\_TOPCode.aspx](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	Fill Rate
AHP070	2014-2015	1	35	125%
AHP070	2013-2014	2	30	122.92%
AHP070	2012-2013	2	23	92%

Course	Year	Sections	Avg. Class	Fill Rate
AHP072	2014-2015	1	34	121.43%
AHP072	2013-2014	2	29	114.00%
AHP072	2012-2013	2	23.5	94%

Course	Year	Sections	Avg. Class	Fill Rate
AHP074	2014-2015	1	34	121.43%
AHP074	2013-2014	2	28	103.77%
AHP074	2012-2013	2	22.5	90%

Course	Year	Sections	Avg. Class	Fill Rate
AHP080	2014-2015	1	38	135.71%
AHP080	2013-2014	1	38	135.71%
AHP080	2012-2013	1	46	184%

Course	Year	Sections	Avg. Class	Fill Rate
AHP082	2014-2015	1	36	128.57%
AHP082	2013-2014	1	35	125%
AHP082	2012-2013	1	43	172%

Course	Year	Sections	Avg. Class	Fill Rate
AHP084	2014-2015	1	33	117.86%
AHP084	2013-2014	1	39	78.00%
AHP084	2012-2013	1	26	104%

Course	Year	Sections	Avg. Class	Fill Rate
AHP086	2014-2015	1	35	125%
AHP086	2013-2014	1	41	82.00%
AHP086	2012-2013	1	25	100%

Course	Year	Sections	Avg. Class	Fill Rate
AHP100	2014-2015	10	40	89.56%
AHP100	2013-2014	9	41	96.87%
AHP100	2012-2013	8	34	123.74%

#### IX. Completions

	2014-2015		2013-2014		2012-2013	
	Degrees	Certificates	Degrees	Certificates	Degrees	Certificates
Medical Assistant	0	31	0	36	N/A	11

#### X. FTES/FTEF Analysis

Year	FTES	FTEF	FTES/FTEF
2014-2015	85.44	5.48	15.59
2013-2014	95.03	6.23	15.25
2012-2013	81.79	5.3	15.43

#### XI. Facility Utilization Plan

Currently the course work is offered wherever a classroom is open that fits the schedule of the Medical Assistant faculty and with evening access to the nursing labs. There is no dedicated room to simulate a physician or clinic office.

**XII. SWOT Analysis**

<b>Strengths</b> High fill rates. Every semester students are turned away due to the inability to ensure clinical placement The number of certificates achieved each year and the fact that the program has been in place for more than 15 years The faculty are currently working in the field or in a field directly related. .	<b>Weaknesses</b> Only part-time faculty and only available after their primary job roles resulting in an all evening and weekend program No dedicated skills lab – they must utilize the RN program labs which are not designed to simulate a physician office or clinic
<b>Opportunities</b> One opportunity would to achieve program accreditation status Another opportunity would be to offer a degree option for completers	<b>Threats</b> Other programs have full-time faculty or part-time faculty that have no other jobs, thus the completion time for their programs are considerable less, which might be more appealing to students.

**XIII. Program Evaluation**

The Medical Assistant program has very strong participation and fill rates. Perkins and labor market data is also strong. The program, however, does not have a strong performance in completions.

**XIV. Recommendations**

It is recommended that the Medical Assistant program continue at Imperial Valley College with mitigation to assess the low number of students completing their degrees and certificates.