NEW PROGRAM PROPOSAL: AAS AND DIPLOMA IN MEDICAL ASSISTING ACTION
HAZARD COMMUNITY AND TECHNICAL COLLEGE Agenda Item I-4d
September 15, 2017

Recommendation
That the Board of Regents approve an Associate in Applied Science (AAS), a Diploma in Medical Assisting, and certificates in Medical Office Insurance Billing and Coding, Medical Office Administrative Assistant, and Electrocardiograph Technician for Hazard Community and Technical College (HCTC) to be implemented in fall 2018

Rationale
• The proposed AAS degree is consistent with the missions of the Kentucky Community and Technical College System (KCTCS) and Hazard Community & Technical College (HCTC) and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan.
• The Medical Assisting Program at HCTC will prepare graduates for work in physician offices, outpatient clinics, and other ambulatory health care facilities. Graduates will be prepared to take the certification examination of the Registered Medical Assistant through American Medical Technologists.
• National standards will require Medical Assistants to sit for the national registry and to have graduated from an accredited program. This allows community colleges to align with the workforce needs in the industry.
• According to the Kentucky Labor Market Information (KYLMI) system, Medical Assisting has a nationally bright outlook in terms of employment. The KYLMI reports that there is an expected increase of 24% for jobs for Medical Assistants from 2014-2024. According to Kentucky Workforce and Education Statistics, there are over 200 medical assisting positions within 50 miles of the college.
• The general education courses needed for the Associates in Applied Science in Medical Assisting Degree program are currently offered at HCTC. The program will be housed in currently existing classroom and laboratory space. Any additional faculty and equipment required by the program will be purchased using Perkins Grant, institutional funds and generated tuition dollars.
• The proposed Associate in Applied Science Medical Assisting Degree program is consistent with the missions of KCTCS and Hazard Community and Technical College and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan. There is an approved curriculum for the degree program. Local and state needs support the establishment of this degree program.

Background
According to the Kentucky Public Postsecondary Education Diversity Policy and Framework for Institution Diversity Plan Development, HCTC has automatic eligibility.

An executive summary of the proposal is attached. A copy of the full proposal has been forwarded to each member of the Board’s Academic Affairs and Curriculum Committee.
EXECUTIVE SUMMARY

Associate in Applied Science, Diploma and Certificates in

Medical Assisting

Hazard Community and Technical College

A Proposal for Initiation of a New Degree Program

A. Centrality to the Institution’s Mission and Consistency with State’s Goals

HCTC is a comprehensive, public community and technical college that empowers diverse learners, building self-confidence and leadership capacity for lifelong personal success and community enhancement. A member of KCTCS, HCTC primarily serves Eastern Kentucky as a collaborative catalyst for blending Appalachian traditions with diverse global innovations. Hazard Community and Technical College (HCTC) strives to be a world-class learning institution that inspires hope and transforms lives through progressive, learner-focused opportunities.

The Associate in Applied Science Degree in Medical Assisting supports the HCTC mission, KCTCS mission and Strategic Agenda 2016-2022, and relates to the Council on Postsecondary Education statewide Strategic Agenda 2016-2021 which states, “The strategic agenda advances an ambitious goal—to raise the percentage of Kentuckians with a high-quality postsecondary degree or certificate to 58 percent by the year 2025. Achieving this goal is critical if the Commonwealth hopes to accelerate job creation, grow the economy, and expand our tax base through the contributions of a more skilled, productive workforce. Additionally, high levels of educational attainment are correlated with better health; more informed, engaged citizens; and the kind of business and cultural endeavors that attract vibrant, creative and entrepreneurial people to the state.” National standards will require Medical Assistants to sit for the national registry and to have graduated from an accredited program. This allows community colleges to align with the workforce needs in the industry. In addition, Policy Objective 7 of the Kentucky Council on Postsecondary Education (CPE) strategic agenda is to “Support KCTCS’s role of a high-quality, low-cost provider of postsecondary education, technical training, and transfer opportunities as a key point of access for students with multiple developmental education needs.” This strategy is supported by the objectives of the Medical Assisting program by graduating competent students who understand the need for excellent pre-hospital care services and by maximizing the impact of postsecondary education’s contribution to improving the health of the people in Kentucky.

The addition of the Medical Assisting degree to the existing programs at HCTC will serve to attract those interested in Medical Assisting and function in partnerships with existing community medical organizations and initiatives. HCTC’s mission as a promoter of health
education will be dedicated to preparing our students to meet the challenges of obtaining degrees to perform as Medical Assistants and function as highly motivated learners who will excel in their profession. The proposed program with its embedded credentials addresses the above components of the mission statement. This program conforms to the mission of HCTC and KCTCS by providing workers with technical skills needed to compete and succeed into today’s allied health workforce.

B. Program Quality and Student Success

The Associate in Applied Science in Medical Assisting Degree program prepares students to assist in medical facilities providing basic medical checks and performing various office functions. Graduates will be able to find employment in hospitals, doctors’ offices and other clinical settings.

C. Program Demand/Unnecessary Duplication

HCTC is proposing the AAS in Medical Assisting, and associated Diploma and Certificates in order to meet regional demands of employers. Careers in the allied health field including medical assisting are expected to be among the fastest growing occupations in HCTC’s service area over the coming years. The proposed Associate in Applied Science in Medical Assisting Degree program will provide residents an additional pathway into the healthcare industry and will enhance other allied health offerings.

According to the Kentucky Labor Market Information (KYLMI) system, Medical Assisting has a nationally bright outlook in terms of employment. The KYLMI reports that there is an expected increase of 24 percent for jobs for Medical Assistants from 2014-2024. According to Kentucky Workforce and Education Statistics, there are over 200 medical assisting positions within 50 miles of the college. An HCTC local needs survey was also completed and results reflect that there are 107 positions in a 50-mile radius.

One factor in adding new degree programs is that the region is still suffering from the loss of close to 8,000 mining jobs. These individuals have skills that lend themselves well to careers in allied health programs such as Medical Assisting. These individuals are naturally interested in technical programs so they can quickly obtain a degree and re-enter the workforce. The current allied health programs already have near maximum capacity. Adding the Medical Assisting program will offer another option.

D. Cost and Funding of the Proposed Program

The general education courses needed for the Associates in Applied Science in Medical Assisting Degree program are currently offered at HCTC. The program will be housed in currently existing classroom and laboratory space. Any additional faculty and equipment required by the program will be purchased using Perkins Grant, institutional funds and generated tuition dollars.
E. **Program Review and Assessment**

All programs at HCTC undergo an in-depth annual program review; the results are used to recommend improvements related to direction and vision, teaching effectiveness, curriculum refinements, budget needs, facility usage, safe laboratory practice and faculty and staffing requirements. The program will also conduct student surveys and evaluations, alumni surveys, and consultations with the regional advisory board. Assessments to evaluate instruction will be done through classroom climate surveys and faculty reviews.

The Medical Assisting Program at HCTC will prepare graduates for work in the physician offices, outpatient clinics, and other ambulatory health care facilities. Graduates will be prepared to take the certification examination of the Registered Medical Assistant through American Medical Technologists.

F. **Conclusion**

The proposed Associate in Applied Science Medical Assisting Degree program is consistent with the missions of KCTCS and HCTC and supports the statewide postsecondary education strategic agenda and the statewide strategic implementation plan. There is an approved curriculum for the degree program. Local and state needs support the establishment of this degree program. HCTC has the experience to implement the program successfully.