

Patient Care Technician

Advisory Committee Meeting Minutes
2017 - 2018

CHAIRPERSON: Clarissa Lochte		
MEETING DATE: October 18, 2017	MEETING TIME: 11:00 AM	MEETING PLACE: MSC-Bluebonnet Room
RECORDER: Vanessa Verjan		NEXT MEETING: November 9, 2017

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Arimendi, Cristina Amistad NRC	Case, Hanna Uvalde Health Care	Garza, Alma Our Health Center
Lochte, Clarissa Amistad NRC	Scott, Dawn Uvalde Memorial Hospital	

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Alvarez, Isabel Health Science Technology Instructor	Galindo, Diamantina Medical Assistant/Phlebotomy Instructor	Gonzalez, Luis Emergency Medical Technician Coordinator
Guzman, Johnny Dean of Applied Science	Martinez, Maria E. Nursing Instructor	Page, April Emergency Medical Technician Instructor
Ruiz, Luis R. CTE Counselor	Suarez, JJ Division Chair	Verjan, Vanessa Administrative Assistant

AGENDA/MINUTES:

Agenda Item	Action/Discussion/ Information	Responsibility
Meeting to Order/Welcome Remarks & Introductions:	Meeting was called to order at 12:34 PM Administration, Faculty and guests (committee members) introduced themselves. Everyone was thanked for attending the meeting.	JJ Suarez
Appointment/Continuation of New Chairperson	Cristina Arimendi nominated Clarissa Lochte to be chairperson. Dawn Scott seconded the motion. All approved. Motion carried by acclamation.	Committee
SWTJC Technical Programs Advisory Committee Guidelines Review	JJ Suarez explained the guidelines/functions of the Advisory Committee. The committee must meet at least once a year and have a quorum present. However, contact with members throughout the year via e-mail, fax or phone is strongly recommended. It is imperative that SWTJC Technical Programs are aware of what it is that employers are looking for in the graduates, as well as keeping up with new technology, program improvement suggestions, and representing the needs of students from special populations. **Guidelines were included in packet for members**	JJ Suarez

Patient Care Technician

Advisory Committee Meeting Minutes
2017 - 2018

Reading & Approval of Minutes	None.	
Old Business:	None	
Continuing Business:	None	
New Business:		
<p>1. Proposal of Program</p> <p>2. Course Objectives/Outcomes - I. Alvarez/D. Galindo</p> <p>3. Degree Plan – J. Suarez</p>	<p>Dean Guzman shared with the committee the list of courses provided to the members. These courses are taught through Workforce training and Dual Credit. These programs are expanding, and there is a need for them. Dean Guzman would like to propose to start the Patient Care Technician Program.</p> <p>Isabel Alvarez and Diamantina Galindo went over the course objectives.</p> <p>1st Semester:</p> <ul style="list-style-type: none"> • NURA 1307 Body System • HITT 1305 Medical Terminology • MDCA 1205 Medical Law and Ethics • NURA 1401 Nurse Aide for Health Care • NURA 1160 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide <p>2nd Semester:</p> <ul style="list-style-type: none"> • MDCA 1352 Medical Assistant Laboratory Procedures • PLAB 1323 Phlebotomy • NUPC 1320 Patient Care Technician/Assistant • MDCA 1210 Medical Assistant Interpersonal and Communication Skills • MDCA 1317 Procedures in a Clinical Setting <p>Mr. Suarez informed the committee that these courses would qualify for financial aid.</p>	<p>Johnny Guzman</p> <p>Isabel Alavarez Diamantina Galindo</p> <p>JJ Suarez</p>
Curriculum Decisions:	Hanna Case motion to accept the proposal program. Seconded by Alma Garza. Motion carried by acclamation.	Action Item Accepted
Discussion/Other:	<p>Dean Guzman clarified to the members that this program will allow the students to have four different areas (Nurses Aid, Medical Assistant, EKG, and Phlebotomy) to work at. This will help the student be marketable.</p> <p>The program will be set as a block schedule. A block schedule is when a program will teach the courses at a set time for the entire program. It also focuses on a class for a few weeks and then continues to the next course.</p> <p>The requirements to enter the program are:</p> <ul style="list-style-type: none"> • Current TB Test • Hepatitis Vaccine • Background Check • CPR Certified • Resume 	Johnny Guzman

Patient Care Technician

Advisory Committee Meeting Minutes
2017 - 2018

	Diamantina Galindo informed the committee that in order to sit for testing for the phlebotomy, students are required to have 40 live punctures. Students practice in a lab within our students and bring in volunteers.	
Adjournment	Motion to adjourn was made by Cristina Arimendi; seconded by Alma Garza. All in favor, meeting was adjourned at 12:58 PM.	

Lunch was provided

RECORDER SIGNATURE: 	DATE: October 25, 2017	NEXT MEETING: November 9, 2017
---	---------------------------	-----------------------------------