Advisory Committee Meeting Minutes

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| **PROGRAM COMMITTEE NAME**: | | | | Surgical Technology | | | | | | | | | | |
| **CHAIRPERSON:** | | Debbie Inman | | | | | | | | | | | | |
| **MEETING DATE:** | | 3/28/12 | | | **MEETING TIME:** | 12:00 p.m. | | | **MEETING PLACE:** | | | Allied Health 162 | | |
| **RECORDER:** | | Kim Lacey, Executive Secretary | | | | | | | **PREVIOUS MEETING:** | | | 3/8/11 | | |
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| **MEMBERS PRESENT** | | | | | | | | | | | | | | |
| **List all members of the committee, then place an X in the box left of name if present** | | | | | | | | | | | | | | |
|  | **NAME** | | **TITLE** | | | | | **EMPLOYER INFO** | | | **PHONE** | | | **EMAIL** |
| X | Debbie Inman | | Chief Financial Officer | | | | | Quail Creek Surgical Hospital | | | 806.354.6107 | | | [debbie.inman@physurg.com](mailto:debbie.inman@physurg.com) |
| X | Miri Cook | | RN, OR Supervisor | | | | | Northwest TX Surgery Ctr. | | | 806.354.7950 | | | [miri@soncysurgerycenter.com](mailto:miri@soncysurgerycenter.com) |
| X | Alisha Bailey | | Scrub Tech | | | | | Pampa Regional Med Ctr. | | | 806.663.5614 | | | N/A |
| X | Schuyler Fulton | | ARRT RT ( R ) CVT | | | | | Pampa Regional Med Ctr. | | | 806.663.5614 | | | N/A |
| X | Saundra Thornton | | Retired Surgical Technician | | | | | N/A | | | 214.929.8053 | | | [saundra.thornton@att.net](mailto:saundra.thornton@att.net) |
| X | Cara Segura | | Certified Surgical Technician | | | | | Quail Creek Surgical Hospital | | | 806.604.4106 | | | [benjaminsegura@att.net](mailto:benjaminsegura@att.net) |
| X | Judy Kelln | | Nursing Manager, OR | | | | | Baptist St. Anthony’s Hospital | | | 806.212.5721 | | | [judy.kelln@bsahs.org](mailto:judy.kelln@bsahs.org) |
| X | Anabelle Balderrama | | Student Representative | | | | | Amarillo College | | | 806.477.0101 | | | N/A |
| X | Jamie Overton | | Student Representative | | | | | Amarillo College | | | 806.570.7880 | | | [lil-horn23@hotmail.com](mailto:lil-horn23@hotmail.com) |
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| **EX-OFFICIO’S PRESENT** | | | | | | | | | | | | | | |
| X | Lisa Holdaway | | Program Director | | | | | Amarillo College | | 806.356.3663 | | | | [leholdaway@actx.edu](mailto:leholdaway@actx.edu) |
| X | Holly Bentley | | Clinical Manager/Staff | | | | | Amarillo College | | 806.356.3663 | | | | [hbentley@actx.edu](mailto:hbentley@actx.edu) |
| X | Bill Crawford | | Dean of Health Sciences | | | | | Amarillo College | | 806.354.6070 | | | | [wecrawford@actx.edu](mailto:wecrawford@actx.edu) |
| X | Cherie Clifton | | Advisor for Health Sciences | | | | | Amarillo College | | 806.354.6007 | | | | [caclifton@actx.edu](mailto:caclifton@actx.edu) |
| X | Melinda Jones | | Part-Time Faculty | | | | | Amarillo College | | 806.584.4578 | | | | [melinda7@cartewright.com](mailto:melinda7@cartewright.com) |
| **AGENDA ITEM** | | | | | **ACTION DISCUSSION INFORMATION** | | | | | | | | | **RESPONSIBILITY** |
| Call to order | | | | | Inman called the meeting to order. | | | | | | | | |  |
| Minutes | | | | | The minutes of the March 8, 2011, were approved with no corrections. | | | | | | | | | Voting members |
| Health Science Advisor Report | | | | | Clifton reported that enrollment is down college wide by around 5% than last spring. A new program (Student Support Services) offers students unique resources at West Campus. It is one of six of its kind in the nation and designed to help health science majors. It is for first-generation students, low-income students, and students with a registered disability. Summer and fall registration will start April 9. Spring Fling for all faculty, staff and students, is April 26 at West Campus with food, fun, games and everyone is invited! | | | | | | | | | Cherie Clifton |
| Student Representative(s) Reports | | | | | The students are doing well and are enjoying their classes and clinical experiences. They are involved in several fund raisers to raise money to go to the AST National Conference in May. | | | | | | | | | Anabelle Balderrama & Jamie Overton |
| Special Guest Report | | | | | Thornton reported that she is involved in helping Lisa and Holly prepare a continuing education course called Central Processing. The advisory committee members are very excited about this CE course! | | | | | | | | | Saundra Thornton |
| Director’s Report | | | | | Holdaway reported that there are 21 students currently in the program. The students will take their certification exam on May 3 and graduation is May 11 at the Civic Center. The program is finalizing paperwork and approval from the ARCSTSA to begin using the new core curriculum from AST. This change will require changing paperwork and case load to simplify the case count (120 cases). As soon as it is implemented Holdaway will meet with the facilities staff for a review. Remember that the Employer Surveys are an important part of this program. When filling out the surveys the graduates are ENTRY LEVEL surgical technicians. Currently, students seem to be overwhelmed with lecture, lab, and clinic, plus working at their own jobs that clinical hours will be reduced from 24 hours per week to 16 hours per week. Summer classes begin Mary 22 which will be five weeks of class then five weeks of clinic. Holdaway will be taking 6 students to the AST National Conference in May and fundraising is going on. The college will fund airfare and the conference fee for the students. From now on students will be wearing their white lab coats to clinic. The Professional Readiness class is going well and would like volunteers to come and talk with the students about employment and expectations. In order to implement a safer way to prevent sharp’s injuries, the program will implement the NEUTRAL ZONE to the students. This is a standard that AORN recognizes. When a needle stick occurs Amarillo College has a policy…Holdaway gave all members the policy checklist handout when a needle stick occurs. | | | | | | | | | Lisa Holdaway |
| Faculty & Staff Report | | | | | Bentley reported that if students are sick and must miss clinic they are to call their facility by 6:30 a.m., also students are only allowed a 30 minute lunch. Bentley also reiterated what Holdaway said about the neutral zone.  Jones reported that the students are doing well and will be excited to see them graduate. She is also excited about the CEU, Central Processing Course. Jones thanked the facilities for their support of the program. | | | | | | | | | Holly Bentley & Melinda Jones |
| Affiliation Reports | | | | | BSA - Nothing to report. There’s one Surgical Technology opening.  Northwest Texas Surgical Center – Nothing to report  Pampa Regional Medical Center – Nothing to report  Quail Creek Surgical Hospital – Appreciates the students and there are no job openings at this time. | | | | | | | | | Judy Kelln  Miri Cook  Alisha Bailey & Schuyler Fulton  Debbie Inman |
| Adjournment | | | | | Being no further business the meeting was adjourned at 1:00 p.m. | | | | | | | | | Debbie Inman |
| **Chairperson Signature: Debbie Inman** | | | | | | | **Date: 3/28/12** | | | | | | **Next Meeting: Spring 2013** | |