

## Advisory Committee Minutes

<b>PROGRAM COMMITTEE NAME:</b>		Occupational Therapy Assistant			
<b>CHAIRPERSON:</b>	Ty Lemaster				
<b>MEETING DATE:</b>	4-20-2022	<b>MEETING TIME:</b>	4:00 PM	<b>MEETING PLACE:</b>	Allied Health Bldg. Room 163
<b>RECORDER:</b>	Janet Barton			<b>PREVIOUS MEETING:</b>	4-21-2021

**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	Ty Lemaster	COTA	NWTXHS		<a href="mailto:tylemaster48@hotmail.com">tylemaster48@hotmail.com</a>
X	Rena Hutches	PTA	BSA	806-212-2679	<a href="mailto:Rena.hutches@bsahs.org">Rena.hutches@bsahs.org</a>
	Jeff Sumpter	CPA	Hudgins, Crosier, and	806-433-8464	<a href="mailto:jsumpter@hcspsc.com">jsumpter@hcspsc.com</a>
X	Misty Forbes	COTA	PRMC	806570-3735	<a href="mailto:natmisfor@aol.com">natmisfor@aol.com</a>
X	Brian Tremillo	COTA	BSA		<a href="mailto:briantremillo12@gmail.com">briantremillo12@gmail.com</a>
	Ryan Gerber	Assist Dir. PMR, OTR	NWTH	8064330767	<a href="mailto:ryan.gerber@nwths.com">ryan.gerber@nwths.com</a>
	Hailey Forbes	COTA	Dimmitt Hosp		<a href="mailto:haileyf12@gmail.com">haileyf12@gmail.com</a>
X	Taylor Ramos	COTA	Care Options for Kids		<a href="mailto:t.ramos@cofk.com">t.ramos@cofk.com</a>
	Lindsey Stiner	COTA	Therapy 2000		<a href="mailto:Lindsey.stiner@pss-texas.com">Lindsey.stiner@pss-texas.com</a>
X	Mary Crow	OTR	Castro Healthcare	806-674-8730	<a href="mailto:mary.crow@cchdonline.com">mary.crow@cchdonline.com</a>
	Thamee Htwe	COTA	Avaana/The Medical	602-554-5065	<a href="mailto:thameehtwe8314@gmail.com">thameehtwe8314@gmail.com</a>
X	Brooke Ledwig	COTA	Craig	806-690-7445	<a href="mailto:brooke.ledwig@gmail.com">brooke.ledwig@gmail.com</a>

**EX-OFFICIO'S PRESENT**

[illegible]

AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
Call to Order	Introductions	Ty Lemaster
Approval of Minutes	Approval of minutes with correction to previous year minutes. With correction: Ty stated OTA Instructors are doing a great job, <b>corrected to:</b> Ty stated OTA students are doing a great job.	Brooke Ledwig 1 <sup>st</sup> , Taylor Ramos 2 <sup>nd</sup> , All approved.
Health Science Advisor Report	Kim Boyd spoke for Javier - We are taking applications now for fall classes. Javier is registering students and getting them signed up for the HESI. He is also making sure that students who are graduating have everything in order.	
Student Report	No students present	
Director's Report	Mission of program – Attract, retain and graduate and maintain those records. After COVID, a lot of students not sure if they want to be in healthcare. It has affected applicant. Impact of COVID has been significant. We will have students with no prior healthcare experience. The students may need more support and asking the members to be more patient and be prepared. Faculty have completed a lot of professional development training, supervisory training. Faculty are working toward a fully realigned curriculum. Sheree also serves on the Roster of Accreditation Evaluators for ACOTE. Sheree asked the committee if there is equipment that is used in clinical settings that AC needs to get to teach our students to please let her know. Sheree is working with multiple grads from past years who did not pass exam the 1 <sup>st</sup> time. She was a presenter @ACES and is a mentor for a graduate working on Master's degree. Strategic Plan: <a href="https://www.actx.edu/strategic/">https://www.actx.edu/strategic/</a> <b>Completion:</b> 90% complete over several years, past 5 years. 2022 fall cohort to be 12. Meeting 80% benchmark for pass rate on NBCOT (national cert exam). <b>Labor market</b> – our graduates may have to move out of town to get a job. <b>Learning:</b> Align our curriculum according to standards. <b>Equity:</b> Expects all students to master how they will handle an ethical dilemma. Purchased adaptive clothing for both male and female. Students have access to disability services. <b>Financial:</b> OTA shares equipment with the PTA program. Have not exceeded budget. <b>HESI A2</b> – Using scores from 4 categories: Reading, Math, A&P, general knowledge and separate part for critical thinking. Award points in groupings.	
CORE COTA Faculty	Monica thanked the group for feedback. She thanked Brooke for the ZOOM videos. Monica also thanked Brooke for letting them talk to the students. Monica stated she appreciates the members for recognizing the importance of Soap Notes. Please continue to give us your feedback.	
Faculty Report	Simone Buys – 10 out in field work now. Excited because they got straight A's.	

	<p>Simone stated if anyone needs anything to please let her know. Simone thanked Janet for her work on getting affiliation agreements. Simone is looking for placements out of town. She talks to students about where they want to go and then if needed initiates an agreement. We need more long term care facilities. Would like to get Reliant. We have been good on placements right now. We did Have enough facilities including Pro-Steps, Care Options and Turn Center. Having the Level One experience is important. Able to switch to four days out in the clinic and one day at Opportunity School. Crystal on list for Pedi? Can't do level one at Therapy 2000. Simone stated they are taking 12 students this year so we will need more sites and educators. We started a field work educator survey. Moved to google. Simone thanked Taylor for being a guest Lecturer.</p>	
<b>Affiliation Reports</b>	<p><b>Ty Lemaster – NWTXH</b> – Ty stated COVID drastically reduced in-patient rehab. Getting back to normal. They doing some remodeling now. Should be done by mid-September.</p> <p><b>Brian – BSA</b> – Brian stated they have not taken students in the last three years but had before that. Sheree asked if he has any suggestions for us on how we can improve preparation or what you would like to see students learning. Brian stated as far as acute care, students need to be more familiarized with precautionary training especially in the ICU portion...what to expect.</p> <p><b>Misty Forbes – PRMC</b>-Had a student this spring. Misty mentioned there has been a significant improvement in documentation so the changes that were made have helped. Misty also stated the students excel at the end and are timelier on their documentation. She also agrees with the precautions such as cardiac precautions. Sheree stated she went over some precautions today and students were assigned more for the next class meeting.</p> <p><b>Taylor Ramos – Care Options for Kids</b> – Taylor stated she has taken several students. Wonderful students. Two of the students are now co-workers. Taylor mentioned that students have done well on documentation. They are getting exposure to other types of notes and documentation systems in the clinical setting. Taylor stated she adjusted structure to help students learn the facility documentation system as that system is really different.</p> <p><b>Ty</b> –they get so busy with the patients, they shorten documentation as much as possible. He shows students how to document their way for a couple of weeks. He makes them go back to SOAP notes for the last three weeks.</p> <p><b>Sheree</b> – we will continue teaching SOAP notes because it's a basic system widely recognized. Gives students the required entry level skill and highly incorporates the OT Framework. Welcome ideas on what systems are used so that perhaps we can get systems for AC students to use. How can we get electronic availability?</p> <p><b>Simone</b> - asked Misty what program they use. She stated MEDI Tech system for</p>	

	<p>documentation. Misty mentioned she struggles with their documentation on assessing balance and manual muscle testing.</p> <p><b>Mary Crow – Castro County Healthcare-</b> Mary stated she did take a student. She mentioned the student was prepared in general. She can tell pretty quickly where they excel.</p> <p><b>Brooke Ledwig – The Craig -</b> Brooke stated she was Fieldwork Educator for one student. The student had good documentation, very detailed. She mentioned it is hard to teach time management...challenging. The last few students have been eager to learn and want to be hands on. Student is learning how to prioritize goals to get the patient home.</p> <p><b>Rena Hutches – BSAHS –</b> Rena stated BSA had one OTA student in Acute Care. Student welcomes feedback. As far as documentation, Rena stated she is never going to meet documentation goals. Stay with SOAP Note teaching, writing. Then students can learn how to enter info in facility system. Using EPIC, it is a big program, will have a learning curve. We will never find a perfect documentation program.</p> <p>Ty - first couple of weeks with students one of the issues is the ice breakers. Once he teaches them a few ice breakers, their treatments improve.</p> <p>Mary stated that a couple of companies she works for are pushing point of care documentation. Mary asked if Sheree, Simone and Monica can work with students on this documentation. Sheree stated yes, they will work on this with students. Sheree also said students get pressured to create notes in less and less time across the program.</p> <p>There was good conversation as a group about documentation, teaching the importance of documentation. Is there a good program that could be used such as MEDI Tech or EPIC, Tele Health?</p> <p>There was also discussion as a group about teaching students how to use Ice Breakers to be more relaxed with the patient but also to have the patient be comfortable with the student. Students are graded in lab practicals on being able to provide an introduction and explaining the procedures with the patient. Students also get training on talking to nurses and others about medications and treatment for the patient. Work on not being timid.</p>	
<b>Associate Dean of Health Sciences</b>	<p>Kim Boyd – Kim mentioned that all Health Sciences programs are required to use the HESI. All HS applicants must take the test. One of the tests is over Critical</p>	

	<p>Thinking. This test is an indicator of a student's success. It is not being used to eliminate a student but to see where a student might need assistance. Kim stated she would like to re-test students on critical thinking after they graduate to see if scores are higher. Rena asked if she can get in complio to print information. Kim stated we can teach the students how to send information to fieldwork educators.</p> <p>Complio- fully on Complio. Students have access to their information for life. Students have the ability to enter their immunizations, including COVID requirements.</p>	
<b>Perkins Basic Grant Project Director</b>	<p>Dr. Carter – Dr. Carter mentioned Perkins Grant Funds. Provides funds for work based learning. A lot of the equipment we have is purchased with Perkins money. Dr. Perkins stated the name of the current Advisory committee will be changing to BLCs (Business Leadership Council). Members will have input on curriculum, new equipment needs, and future improvements. We want to have Earn and Learn Internships and apprenticeships. Dr. Carter stated this new process will not affect Accreditation. This past year, Perkins provided \$750,000 for equipment for several programs. To get funds it has to be requested. Rena asked if Perkins covers computers for students. Dr. Carter stated it is a possibility to get lap tops for student use. Dr. Carter mentioned they will be sending surveys to industry leaders. Please fill it out and send back.</p>	
<b>Adjournment</b>		
Date: 7-6-2022	Executive Secretary Signature: <i>Janet Barton</i>	Next Meeting: Spring of 2023

**Occupational Therapy Assistant  
ADVISORY COMMITTEE MEETING  
AGENDA – April 20, 2022**

1. Welcome & Introductions- Ty Lemaster
2. Approval of Minutes
3. Health Science Advisors –Javier Herrera, Jessica Sanchez
4. Affiliation Reports
  - a. Ty Lemaster - NWTXHS
  - b. Misty Forbes – PRMC
  - c. Brian Tremillo – BSAHS
  - d. Taylor Ramos – Care Options for Kids
  - e. Lindsey Stiner – Therapy 2000
  - f. Mary Crow - Castro County Healthcare
  - g. Brooke Ledwig – The Craig
  - h. Rena Hutches - BSAHS
5. VPAA Office – Tentative
6. Perkins Basic Grant Project Director – Dr. Adrine Harrell-Carte
7. Senior Director of Work Based and Experiential Learning – Barbara Wahi
8. Assoc. Dean Health Sciences – Kim Boyd
9. Director's Report – Sheree Talkington
  - a. Strategic Plan 2025 <https://www.actx.edu/strategic/>
  - b. Perkins Equipment
  - c. Program Data
10. Faculty Report
  - a. Simone Buys – Instructor/Clinical Coordinator
  - b. Monica Thompson – Part Time Instructor
11. Adjournment