

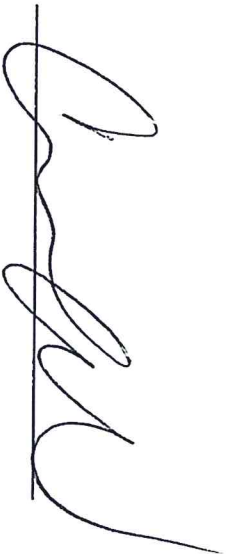
Fall 2021 OAC Meeting

Committee Member Roster

Program: NTCC PCT Program

Campus: Florida Parishes

Associate Provost Approval (signature):



Name	Employer	Title	Business Address	Contact Information (phone #/email address)
1. Todd Acosta, RN	Hood Memorial Hospital	Chief Nursing Officer	301 Walnut Street Amite, Louisiana 70422	985-284-2424 toddacosta@hoodmemorial.com
2. Sharon Birch, RN	Safety Risk Manager/Liaison	St. Helena Parish Hospital and Nursing Home	32 N. 2nd Street Greensburg, LA 70441	225-222-6111 ext. 292 sbirch@shosp.org
3. Sharon Gabriel, RN	DON	Hood Memorial Hospital	301 Walnut Street Amite, Louisiana 70422	985-284-2424 sharong@hoodmemorial.com
4. Lora Brown RN	DON	Villa Feliciana Medical Center	5002 Hwy. 10 Jackson, LA 70748	225-634-4017 Lora.Brown@LA.GOV
5. Tammy Miller, RN	DON	St. Helena Parish Hospital and Nursing Home	32 N. 2nd Street Greensburg, LA 70441	225-222-4102 Tmiller@shosp.org

6. Kevin Smith, RN	DON	Tangi Pines Nursing Center	709 E. North Place Amite City, LA 70422	985-748-9464 don@tangipines.net



**Occupational Advisory Committee (OAC) Meeting
PCT (CNA, EKG, Phlebotomy) Parishes Campus
December 10th, 2021**

Welcome and Call Meeting to Order

Discussion of Minutes of Last Meeting

Old Business:

New Business:

1. Business and Industry Update
2. Curriculum Review
 - i. Review of Admissions
 - ii. Review of Program Content
 - iii. Review of Program Length
 - iv. Review of Delivery Modes Offered
 - v. Review of Equipment and Materials
3. Program Review
 - i. Discuss Program Assessment Plan
 - ii. Student Evaluation
 - iii. Discuss Program Health Index Results
4. Action Items & Action Report (Industry Prompted Action Items)
 - i. Action items requested of the Program of Study from the OAC
 - ii. Report on progress related to action items established at the previous OAC meeting.

Adjourn

Upon the conclusion of each meeting, meeting minutes should be compiled that includes a detailed summary of discussion within each agenda item. Minutes should document meeting attendance, the date and time the meeting was held, and include an approved OAC member roster.

MINUTES

PCT (CNA, EKG, and Phlebotomy) Greensburg Campus Occupational Advisory Committee Meeting Minutes Fall 2021 December 10, 2021 at 1115

Members Present: Tammy Miller, RN; Kevin Smith, RN; Ken Dunham, RN; Pam Braden, LPN; Janet Alessi, RN; Kelly Clifton, RN

Members Absent: Todd Acosta, RN; Sharon Gabriel, RN; Tammy Miller, RN; Sharon Birch, RN; Christi Marceaux, RN, MSN

Call to Order

Members were welcomed by Kelly Clifton, and introduced everyone and the facility at which they were employed. The meeting was brought to order at 1115.

Old Business

Minutes of Spring 2021 Meeting

Motion for Old Business minutes to be approved was moved by Pam Braden, LPN and seconded by Kelly Clifton, RN. Motion passed without opposition.

New Business

Admissions requirements

Ken Dunham handed out the admission requirements and explained all of the requirements needed to enter PCT, CNA, EKG tech, and Phlebotomy. Mr. Dunham explained all admission requirements are currently the same requirements that have been in place. Admission requirements were approved as presented.

Program Content

Program content was handed out to all in attendance. Mr. Dunham explained the program content, what are the expectations of the students, and all assistance readily available to students to help them succeed. Mr. Dunham explained course alignment with the other NTCC campuses and how is a benefit to students involved. Ms. Miller asked if we taught about neglect, abuse, types of abuse, soft skills, and attitude especially towards the patients. Ms. Miller was informed that all of the aforementioned skills are started in the first courses the student take and the skills are expected in every course afterwards until the students graduate. Ms. Miller was pleased to hear this information. Program content was approved as presented.

Program Length

Mr. Dunham presented the different program length information: CNA 1 semester; PCT 2 semesters; EKG Tech 1 semester; Phlebotomy 1 semester. The programs do not include summer semesters but some of the courses are taught in the summer if interest is high enough. Mr. Dunham also informed the committee of certification needed for CNA and Phlebotomy in order

for the students to obtain gainful employment after the program is complete. Each program consist of theory and clinical components. Program Length was approved as presented.

Delivery Modes

All methods of engagement and teaching are used in all courses. The methods ensure all learners have the opportunities to learn in ways that suit them best. Power points, handouts, videos, lecture, hands-on activities, and online assignments though ATI and Canvas (LMS) are all of the methods used on this campus. All power points, handouts, videos, and assignments are placed on Canvas for easy student availability. Delivery Modes was approved as presented.

Equipment and Materials

A tour of the lab was given. All changes were noted. New equipment was shown. Mrs. Clifton explained that new equipment was on its way and where it would be used. Equipment and materials were approved as presented.

Program Review

Mr. Dunham then asked the members what changes or suggestions they had to help NTCC produce a better PCT, CNA, EKG, or Phlebotomy student. Ms. Miller restated the need for students to understand all forms of abuse and neglect. She informed the committee that all medication errors must be report to DHH of Louisiana now and that Louisiana has been found to under report issues in their nursing homes. Program review was approved as presented.

Action Items & Action Report (Industry Prompted Action Items)

The PCT, CNA, EKG, and Phlebotomy Program action plans were presented and discuss. The action plans showed the students were meeting the goals set per the PCT, CNA, EKG and Phlebotomy staff. Action items and action report were approved as presented.

PCT (CNA, EKG, Phlebotomy) Advisory Board meeting was adjourned at 1155.

Respectfully submitted,



Ken Dunham, RN

Spring 2022 OAC Meeting

Committee Member Roster

Program: NTCC PCT Program

Campus: Florida Parishes

Associate Provost Approval (signature): _____

Name	Employer	Title	Business Address	Contact Information (phone #/email address)
1. Todd Acosta, RN	Hood Memorial Hospital	Chief Nursing Officer	301 Walnut Street Amite, Louisiana 70422	985-284-2424 todda@hoodmemorial.com
2. Sharon Birch, RN	Safety Risk Manager/Liaison	St. Helena Parish Hospital and Nursing Home	32 N. 2 nd Street Greensburg, LA 70441	225-222-6111 ext. 292 sbirch@shosp.org
3. Sharon Gabriel, RN	DON	Hood Memorial Hospital	301 Walnut Street Amite, Louisiana 70422	985-284-2424 sharong@hoodmemorial.com
4. Chastity Crain, RN	DON	Villa Feliciana Medical Center	5002 Hwy. 10 Jackson, LA 70748	225-634-4017 Chastity.Crain@LA.GOV
5. Tammy Miller, RN	DON	St. Helena Parish Hospital and Nursing Home	32 N. 2 nd Street Greensburg, LA 70441	225-222-4102 Tmiller@shosp.org

6. Kevin Smith, RN	DON	Tangi Pines Nursing Center	709 E. North Place Amite City, LA 70422	985-748-9464 don@tangipines.net
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**Occupational Advisory Committee (OAC) Meeting
PCT (CNA, EKG, Phlebotomy) Parishes Campus
May 23, 2022**

Welcome and Call Meeting to Order

Discussion of Minutes of Last Meeting

Old Business:

New Business:

1. Business and Industry Update
2. Curriculum Review
 - i. Review of Admissions
 - ii. Review of Program Content
 - iii. Review of Program Length
 - iv. Review of Delivery Modes Offered
 - v. Review of Equipment and Materials
3. Program Review
 - i. Discuss Program Assessment Plan
 - ii. Student Evaluation
 - iii. Discuss Program Health Index Results
4. Action Items & Action Report (Industry Prompted Action Items)
 - i. Action items requested of the Program of Study from the OAC
 - ii. Report on progress related to action items established at the previous OAC meeting.

Adjourn

MINUTES

PCT (CNA, EKG, and Phlebotomy) Greensburg Campus Occupational Advisory Committee Meeting Minutes Spring 2022 May 23, 2022 at 1013

Members Present: Tammy Miller, RN; Todd Acosta, RN; Chastity Crain, RN; Ken Dunham, RN; Kelly Clifton, RN

Members Absent: Sharon Gabriel, RN; Kevin Smith, RN; Sharon Birch, RN; Christi Marceaux, RN, MSN

Call to Order

Members were welcomed by Kelly Clifton, and introduced everyone and the facility at which they were employed. The meeting was brought to order at 1013.

Old Business

Minutes of Fall 2021 Meeting

Minutes from Fall 2021 meeting were read and discussed. A motion for Old Business minutes to be approved was moved by Chastity Crain, RN and seconded by Kelly Clifton, RN. Motion passed without opposition.

New Business

Admissions requirements

Ken Dunham showed the admission requirements needed to enter PCT, CNA, EKG tech, and Phlebotomy. He explained all of the admission requirements needed to enter PCT, CNA, EKG tech, and Phlebotomy. Mr. Dunham explained all admission requirements are currently the same requirements that have been in place. Admission requirements were approved as presented.

Program Content

Program content were shown to all in attendance. Mr. Dunham explained the program content with the expectations the students are required to meet, and all tutoring/assistance available to students to assist them in their success. Mr. Dunham explained the benefits of course alignment with the other NTCC campuses and how this helps the students and the instructors. Program content was approved as presented.

Program Length

Mr. Dunham presented the different program length information: CNA 1 semester; EKG Tech 1 semester; Phlebotomy 1 semester; PCT 2 semesters. The programs do not include summer semesters but some of the courses are taught in the summer if interest and demand are high enough; right now, the demands are very high. Mr. Dunham informed the committee of certification needs for CNA and Phlebotomy for the students to obtain employment after the

program is complete. Each program consists of theory and clinical components. Program Length was approved as presented.

Delivery Modes

All methods of engagement and teaching are used in all courses. The methods help all learners have the opportunities to learn in ways that suit them best. Power points, handouts, videos, in-person lecture, hands-on activities, and online assignments Canvas (LMS) are all of the methods used on this campus. All power points, handouts, videos, and assignments are placed on Canvas for easy student availability 24/7. Delivery Modes was approved as presented.

Equipment and Materials

Mr. Dunham discussed all of the new equipment. Mrs. Clifton explained a new Hoyer lift was on the way for the students to learn how to use before they enter the clinical setting. Equipment and materials were approved as presented.

Program Review

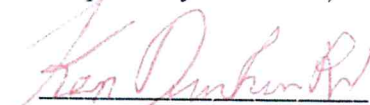
Mr. Dunham then asked the members what changes or suggestions they had to help NTCC produce a better PCT, CNA, EKG, or Phlebotomy student. All members stated that at this time they had no suggestions. Mrs. Clifton informed the committee at this time that she is transferring from the Greensburg Campus to the Livingston Campus in Walker. She expressed a desire to continue working with everyone on the committee even though she is changing campuses. Program review approved as presented.

Action Items & Action Report (Industry Prompted Action Items)

The PCT, CNA, EKG, and Phlebotomy Program action plans were presented and discuss. The action plans showed the students were meeting the goals set per the PCT, CNA, EKG and Phlebotomy staff. Action items and action report were approved as presented.

PCT (CNA, EKG, Phlebotomy) Advisory Board meeting was adjourned at 1045.

Respectfully submitted,



Ken Dunham, RN