

COLLEGE OF MARIN
DENTAL ASSISTING ADVISORY COMMITTEE
MEETING MINUTES
Monday, September 19, 2016 – 5:45 PM
MCDS Muir Room

Our Mission: To support the College of Marin, Dental Assisting Program, be a valuable resource for them and encourage positive interaction with the Marin Dental community.

Structure: No hierarchy, chair facilitates, productive discussions, action plans, completed in 60"

Call to Order – 5:47 (Collins)

Attending: Kathleen Rooney, Director, Wende Bohlke, Instructor, Juanita Tyree, Instructor, Ana Seligman, Marin Community Clinics, Blanca Pareto at large, Christy Burton, Marin County Dental Assistants Association, Drs. Marty Rayman, Judy Husan, Gila Dorostkar, members MCDS and Tom Collins, Chair, MCDS

Thank you to all who attended the last meeting/graduation and Dr. Freeman for chairing

Establishment of a quorum confirmed by chair

Approval of the minutes from the last meeting (Juanita, 2nd by Wende, no opposed)

Ask for recording secretary – Wende volunteered

Finalize our agenda – call for additional agenda items (Collins) – none, albeit added discussion on increasing dental assistants for Marin County

Recap of MCDS –COM Dental Assisting Program Goals 2015-2016

- 1) Goal from 2015 – Align COM curriculum with actual materials being used. Survey Monkey on **Materials and Techniques** used by MCDS dentists, collected, analyzed and provided to COM. No further discussion. Topic completed.
- 2) Goal from 2015 Improving Internship Communications – how to improve communication between MCDS and COM during internships (5/16 votes) we created the **Doctors of Record** spreadsheet of contact information. Need to contact any doctors who provided internships who have not completed the agreement.
- 3) Goal from 2015-2016 Improve Internship Response Rate – only half of internship doctors return **Internship Program Evaluation Form**. We sent it out electronically and hard copy as well. Response rate went up enough little follow-up was needed with doctors. We also noted that doctors were unlikely to complete a fill-in form online and preferred hard copies. Action plan is to continue providing both
- 4) Goal from 2015-2016 Have the **COM Agreement** in place. COM requiring agreement with MCDS dentists. Generic agreement for hospitals revised to conform with solo dental practices, approved by the Board of Trustees and implemented. Some 47 agreements are signed or in progress. Outside of reminder, no additional action plan required
- 5) Goal from 2015-2016 **Teach in** days increased and new doctors stepping up to help. Kathleen noted we are currently at 5 teach-in days and are at maximum, thus no increase planned

Continuing MCDS-COM Dental Assisting Interface areas for 2016-2017:

- 1) Doctors of Record data spreadsheet needs to be updated this fall and add office manager or primary RDA as second contact for Internship Program Evaluation Form. Collins to update.
- 2) Internship Program Evaluation Form edits: No changes, per se but COM staff noted the importance of the comments section. Dr. Collins to edit to increase size if possible otherwise no further action required before January rollout.
- 3) New Agreement required of all offices going forward.

What goals/issues/ideas need to be addressed in 2016-2017, open discussion, ideas:

- 1) Teach in days, should we expand the use of MCDS doctors coming in to COM for additional exposure? 5 only
- 2) How can we avoid last minute needs for patients for Pit and Fissure requirements? Moved to next meeting.
- 3) Should UOP internship be reinstated or open to MCDS as was done in 2016? Benefits and costs. Collins emailed Maria DeGunther at UOP for a) desire of UOP to have, b) 1st or second week Jan, c) students be allowed to sit chairside. Email out 9-20-16. If not possible, Dr. Collins offered to set up a day for students to visit the university.

- 4) Added item: Dr. Gila reported perceived increase in need by MCDS dentists for dental assistants. Many opting not to practice in Marin due to traffic. Blanca and Christy added low wages a concern, yet Wende noted RDA are asking for higher wages and getting them. Discussed can the facility at IVC handle an increase in students, evening courses, career days at the local high schools, hosting an open house on campus to show prospective students what assisting is all about. Kathleen noted all graduates 2016 had jobs *before they* graduated. Juanita and Wende to work up posters, Christy and Wende to contact Novato and San Marin High, Dr. Collins to contact Terra Linda and San Rafael High School career counseling departments. Kathleen provided COM Outreach contact.

Calendar approved after researching impact by Veteran's Day

Nov 14, 2016 Monday 5:45pm COM IVC Faculty Room

Feb 13, 2017 Monday 5:45pm MCDS Muir Room

Apr 10, 2017 Monday 5:45pm COM IVC Faculty Room

June 22 2017 Friday, TBD pm short meeting, COM IVC Faculty Room then graduation

Adjournment at 6:45pm (0:58)

Wende Bohlke, RDHAP, recording secretary

Action Plan Summary:

Doctors of Record

List of doctors who have provided internships who have NOT signed agreements	Kathleen
Email those doctors to advise must have agreements now to COM Trustee approval	Tom
Update spreadsheet ready for start of 2017	Tom
Contact those offices to add infor of Office Manager or Lead Dental Assistant	_____

Program Evaluation Form

Make the comments section larger if possible, ready for January (9-22)	Tom
Kathleen and Wende reviewed. Completed(9-22)	Kathleen, Wende

UCSF/UOP/MCDS internships

Contact Maria DeGunter UOP re internships Jan-Feb (9-20), emailed both	Tom
Kathleen to review calendar and contact Maria at UOP re dates	Kathleen, Wende

Increasing pool of dental assistants in Marin County

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| 1) Dental Assisting Open House at IVC | |
| a. Posters: concept, discussion and distribution to dental offices | Juanita, Wende, Marty |
| b. Date of open house | Kathleen |
| 2) Career Days at High School | |
| a. Who is the contact for COM Outreach (provided 9-20) | Kathleen |
| i. Contact sent out to Anna Pilliton at COM Outreach 9-23 | Tom |
| ii. HS tours in progress, Anna to get Spring Health Fair date | Anna Pilliton, COM |
| b. Contact Novato High and San Marin High | Wende, Christy |
| c. Contacted Terra Linda HS (Paula Nichol) and San Rafael HS (Abby Fernandez) | _____ |
| For March 14 and March 16 respectively to be there | Tom |
| d. Contact Drake High | Gila |
| e. Contact Redwood High | Judy |
| f. Contact Tamalpais High | Gila |
| g. Create "take it on the road" packet for high school career day | _____ |
| 3) Possible use of existing COM facility and provide night courses | _____ |
| 4) Possible expand space at COM to increase class size | _____ |

Pit & Fissures Day at Marin Community Clinic

Ana, to Nov Agenda