

**Southeast Tech**  
Academic Affairs Update  
New Program Approval and Location Expansion Approval  
**EXECUTIVE SUMMARY**

**Purpose:**

To request approval from the Board on the addition of a new academic program and location expansion of our academic programs to Huron, SD.

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**Associate of Applied Science in Respiratory Therapist**

Southeast Tech has been working with Avera McKennan Hospital and University Health Center on the design of an associate degree in respiratory therapy. The Respiratory Therapist associate degree training stresses the integration of knowledge and skills required to competently perform critical care services to patients. Respiratory Therapists are allied health specialists who play a crucial role within the health care team. Working closely with physicians and other health care professionals, they care for patients with respiratory and cardiovascular conditions.

**Location Expansion to Huron, SD**

Southeast Tech in conjunction with Huron Regional Medical Center is wanting to expand the Medical Assisting program to be offered in Huron, SD at the Huron Community Center. Medical Assistants are collaborative members of the health care team, working under the supervision of a physician. MA's provide direct patient care by assisting with activities of daily living, giving medications in various ways including injections and performing many other cares necessary for patient treatment and care. MAs work in many settings that provide a number of scheduling options, clinics, home healthcare, government and private facilities.

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**Administrative Recommendation to School Board:**

To acknowledge the Academic Affairs report and approve Southeast Tech's request to offer an Associate of Applied Science in Respiratory Therapist and approve the expansion of the Medical Assisting diploma to Huron, SD at the Huron Community Center.



# RESPIRATORY THERAPY

AAS



**SOUTHEAST**  
Technical College

**THE  
SMART  
WAY UP**



# NEW PROGRAM APPLICATION

## FALL 2021

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# RESPIRATORY THERAPY ASSOCIATE OF APPLIED SCIENCE

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## Executive Summary

Southeast Tech was approached by Avera McKennan Hospital and University Health Center in the fall of 2019 to assist with meeting the ever-growing needs of certified and trained Respiratory Therapists in South Dakota. Avera McKennan Hospital and University Health Center, a division of Avera Health, has been the leading provider of health services in South Dakota, Minnesota, Iowa, Nebraska, and North Dakota through a network of six regional centers. The Avera network covers 35 hospitals, 215 primary and specialty care clinics, 40 senior living facilities in addition to home care and hospice, sports and wellness facilities, and home medical equipment outlets. The partnership between Southeast Tech and Avera will ensure each medical facility is adequately staff with highly qualified and trained Respiratory Therapists.

## Identification and Description of the Program

The Respiratory Therapist associate degree training stresses the integration of knowledge and skills required to competently perform critical care services to patients. Respiratory Therapists are allied health specialists who play a crucial role within the health care team. Working closely with physicians and other health care professionals, they care for patients with respiratory and cardiovascular conditions. Under the supervision of a physician, they are involved with the assessment, treatment, diagnostic testing, rehabilitation, and prevention of conditions that affect the respiratory and cardiovascular systems. Employment opportunities are found in hospitals, clinics, home health care agencies, product support and sales, education, rehabilitation and continuing care, and health/disease prevention programs.

## Objectives and Purpose of the Program

- Evaluate data to assess the cardiopulmonary status of a patient and appropriateness of prescribed respiratory care.
- Develop respiratory care plans in a variety of settings and modify if necessary.
- Initiate appropriate therapeutic interventions, monitor patient responses, and modify therapy to achieve goals.
- Promote cardiopulmonary wellness, disease prevention and management, and patient/family/community education.
- Perform diagnostic and therapeutic procedures in a safe and effective manner.
- Apply problem-solving strategies in the patient care setting.
- Demonstrate effective oral and written communication skills.
- Conduct themselves in an ethical and professional manner.

## Methods of Attaining the Objectives of the Program

### RESPIRATORY THERAPIST

The program consists of classroom lectures, practical skills labs, laboratory simulations, and pre-hospital and hospital clinical experiences. Students who successfully complete the program, with a grade point of 2.5 or better in all required courses, will be eligible to take the National Registry.

## Description of Labor Market Demands in the United States and South Dakota

### EMPLOYMENT PROJECTIONS FOR RESPIRATORY THERAPISTS

South Dakota				
Program Title & Matching SOC* Code	SOC* Title	2018 Base Number of Jobs	2028 Projected Number of Jobs	Percent Change
Respiratory Therapists				
29-1126	Respiratory Therapists	336	430	27.98%

United States				
Program Title & Matching SOC* Code	SOC* Title	2018 Base Number of Jobs	2028 Projected Number of Jobs	Percent Change
Respiratory Therapists				
29-1126	Respiratory Therapists	134,000	162,000	21%

<https://www.bls.gov/oes/current/oes291126.htm>

<https://www.onetonline.org/link/summary/29-1126.00>

SOC\* - Standard Industrial Classification

Source: Labor Market Information Center from the South Dakota Department of labor Bureau of Labor Statistics and the U.S. Department of Labor

## Student Needs

This program will provide students with an opportunity to enter an expanding industry that has many different entry points, areas for growth, and training that meets industry need. The majority of students will enter industry as a respiratory therapist who will be able to provide patient support care.

## Industry Support

Southeast Technical College has consulted with Avera McKennan Hospital and University Health Center. There is support and a need for Southeast Tech to develop and offer a respiratory therapy program in

Sioux Falls. The program would help fill a huge void in the region and provide opportunities for rural communities in southeast South Dakota to develop highly qualified medical personal to assist in serving local communities.

## Population to be Served by the Program

This program will be available to all students who successfully meet Southeast Technical College admission criteria established for the program. No restriction will be made regarding race, creed, gender or age.

Southeast Technical College will recruit both traditional and nontraditional students from a variety of backgrounds including both traditional and non-traditional.

## Program Capacity

Starting Semester	Delivery Format	Capacity
Fall 2021	Traditional Day	25
Fall 2022	Traditional Day	40

## Projected Three-Year Budget Plan

	FY 20	FY 21	FY 22
Instructor Salary/benefits	\$68,000	\$69,500	\$72,500
Adjunct Faculty	\$12,000	\$12,000	\$12,000
Equipment	\$75,000	\$25,000	\$25,000
Supplies	\$30,000	\$10,000	\$10,000
Travel - In District			
Travel - Out-of-District			
Accreditation/Dues/Fees		\$7,500	\$14,500
Training	\$2,500	\$2,500	\$2,500
<b>Totals</b>	<b>\$187,500</b>	<b>\$126,500</b>	<b>\$136,500</b>

## FTE/Equipment

Southeast Tech will work in partnership with Avera McKennan Hospital and University Health Center to identify equipment needed for administering the academic program. Avera has agreed to donate some of the specific respiratory equipment in support of the program. The campus will utilize Perkins funds to supplement additional equipment need to deliver the learning objectives. The remaining equipment needs can be satisfied with existing equipment used in support of the numerous healthcare programs that Southeast Tech offers.

## Program Competencies and Entry and Exit

### ENTRY AND EXIT POINTS

**Entry point:** Starting in the Fall 2021 semester entry will happen at the start of the fall semester each academic year.

**Exit point:** Graduation with an associate degree after two years.

## Statement of Non-Duplication

The Associates of Science in Respiratory Therapy is not a program that is offered by the other Technical Colleges in South Dakota.

## Curriculum Design

See Appendix A for Curriculum Sequence

## Wage Factor

Wages for Respiratory Therapists				
South Dakota				
Program Title & Matching SOC* Code	SOC* Title	2018 Average Wage	Starting Wage Range	
			10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile
29-1126	Respiratory Therapists	\$18.50	\$20.25	\$21.77
United States				
Program Title & Matching SOC* Code	SOC* Title	2018 Average Wage	Starting Wage Range	
			10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile
29-1126	Respiratory Therapists	\$19.10	\$21.03	\$24.73

SOC\* - Standard Industrial Classification

\*Data source: South Dakota Department of Labor and Bureau of Labor Statistics

## Suggested CIP Code

CIP CODE: 51.0812

### TITLE: RESPIRATORY THERAPIST

**Definition:** A program that prepares individuals to administer general respiratory care procedures under the supervision of respiratory therapists in a variety of clinical settings. Includes instruction in patient data collection and monitoring, airway management, installation of nebulizers and other respiratory

*assistance devices, application and monitoring of breathing gases, equipment operation and maintenance, safety and sanitation procedures, and applicable regulations*

## Appendix A - Curriculum Design

### AAS RESPIRATORY THERAPIST CURRICULUM

<b>Core Program Courses</b>	<b>43 Credits</b>
RTXXX Cardiopulmonary Disease	2 Credits
HC117 Medical Language	1 Credit
RTXXX Respiratory Care Clinical Rotation I	3 Credits
RTXXX Fundamentals of Respiratory Care I	3 Credits
RTXXX Respiratory Physiology	3 Credits
RTXXX Respiratory Pharmacology	3 Credits
RTXXX Introduction to Mechanical Ventilation	2 Credits
RTXXX Cardiopulmonary Diagnostics	4 Credits
RTXXX Polysomnography	3 Credits
RTXXX Fundamentals of Respiratory Care II	4 Credits
RTXXX Respiratory Care Clinical Rotation II	3 Credits
RTXXX Fundamentals of Respiratory Care III	4 Credits
RTXXX Respiratory Care Clinical Rotation III	3 Credits
RTXXX Respiratory Care Practicum	1 Credit
RTXXX Respiratory Care Seminar	4 Credits
<b>General Education Requirements</b>	<b>19 Credits</b>
<b>ENGLISH (Choose One)</b>	<b>3 Credits</b>
ENGL100 Communication in the Workplace	3 Credits
ENGL101T Composition	3 Credits
<b>MATHEMATICS (Choose One)</b>	<b>3 Credits</b>
MATH103T Math Reasoning	4 Credits
MATH114T College Algebra	3 Credits
<b>NATURAL SCIENCE</b>	<b>8 Credits</b>
HC118 Anatomy & Physiology with Lab	4 Credits
CHEM106T Chemistry Survey with Lab	4 Credits
<b>HUMANITIES (Choose One)</b>	<b>3 Credits</b>
PSYC101T General Psychology	3 Credits
SOC150T Social Problems	3 Credits
<b>STUDENT SUCCESS</b>	<b>2 Credits</b>
SSS100 Student Success Seminar	2 Credits

## Appendix B - Letters of Support

### **Avera Heart Hospital**

Dr. Michael E. Gibbs, FACHE	President and Chief Executive Officer
Ms. Cheryl Osmond, RN, BS, MS	Vice President, Client Services
Ms. Peggy Goos, MS RRT	Respiratory Therapy Process Improvement Director
Ms. Lorna Musilek, SHRM-SCP	Human Resources Director

### **Avera St. Luke's**

Mr. Chris Malsom, RRT	Respiratory Therapist
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### **Select Specialty Hospital of South Dakota**

Mr. Dan Gran	Chief Executive Officer
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### **Sanford Children's Specialty Clinic**

Dr. Stephen E. Messier, MD, FAAP	Medical Director
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10/16/20

Mr. Nick Wendell  
Executive Director  
South Dakota Board of Technical Education  
C/O Southeast Technical College  
2320 N. Career Ave  
Sioux Falls, SD 57107

RE: Letter of support for development of a Respiratory Therapy program at Southeast Technical College

Dear Mr. Wendell:

Health care is definitely changing as an industry. Epidemics such as COVID and vaping may lead to an increase in chronic respiratory disease over the next several decades. As a nation, we will need skilled respiratory therapists to act as respiratory care managers in both the inpatient and outpatient value based care environments.

The Avera Heart Hospital relies on a skilled respiratory therapy workforce to help manage the acute pulmonary needs of our patients. These health care professionals have unique skills that provide life-saving care to patients of all ages. They are vital to the care of our most critical heart and pulmonary patients.

As advancements continue in the field of pulmonary medicine, the need for a skilled RT work force has never been greater. New modes of conventional and high frequency ventilation, new inhaled medications, and new delivery methods for more common medications push us to use the expertise of the RT. Unfortunately, due to a dwindling workforce, the RTs are asked to do more and more each day that pull them out of various areas of the hospital. This increase in demand for their services can only be met with an increase in skilled workers, which is why we are in favor of development of a respiratory therapy program at your institution in South Dakota.

Thank you for your consideration of this matter.

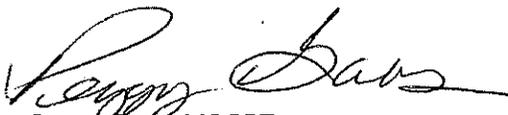
Very Respectfully,



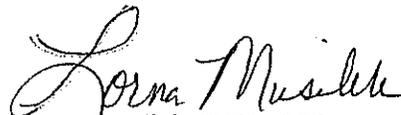
Michael E. Gibbs, FACHE  
President and CEO



Cheryl Osmond, RN, BS, MS  
Vice President, Clinical Services



Peggy Goos, MS RRT  
Respiratory Therapy/Process Improvement Director



Lorna Musilek, SHRM-SCP  
Human Resource Director

10/20/2020

[www.averastlukes.org](http://www.averastlukes.org)

Mr. Nick Wendell  
Executive Director  
South Dakota Board of Technical Education  
C/O Southeast Technical College  
2320 N. Career Ave  
Sioux Falls, SD 57107

RE: Letter of support for development of a Respiratory Therapy program at Southeast Technical College

Dear Mr. Wendell:

Health care is definitely changing as an industry. Epidemics such as COVID and vaping may lead to an increase in chronic respiratory disease over the next several decades. As a nation, we will need skilled respiratory therapists to act as respiratory care managers in both the inpatient and outpatient value based care environments.

As a Respiratory Therapist who manages multiple departments at Avera St. Luke's hospital in Aberdeen, South Dakota, I rely on a skilled respiratory therapy workforce to help manage the acute pulmonary needs of my patients. These health care professionals have unique skills that provide life-saving care to patients of all ages. They delicately care for the airways of our tiniest babies, providing recommendations on their therapy needs. Furthermore, after we collaborate to develop a plan, they carry it out with skill and care.

As advancements continue in the field of pulmonary medicine, the need for a skilled RT workforce has never been greater. New modes of conventional and high frequency ventilation, new inhaled medications, and new delivery methods for more common medications push us to use the expertise of the RT. Unfortunately, due to a dwindling workforce, the RTs are asked to do more and more each day that pull them out of various areas of the hospital. This increase in demand for their services can only be met with an increase in skilled workers, which is why I am in favor of development of a respiratory therapy program at your institution in South Dakota.

Thank you for your consideration of this matter.

Very Respectfully,



Chris Malsom, RRT

Dan Gran, CEO  
Select Specialty Hospital  
1305 W 18<sup>th</sup> Street  
Sioux Falls, SD 57117

Nick Wendell

Executive Director

South Dakota Board of Technical Education

C/O: Southeast Technical College

2320 N Career Avenue

Sioux Falls, SD 57107

RE: Letter in support of proposed AAS Respiratory Therapy program at Southeast Technical College

Dear Mr. Wendell:

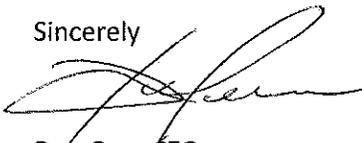
As CEO of Select Specialty Hospital in Sioux Falls, I am in a unique position to see the ever growing need for qualified professional healthcare specialists such Respiratory Therapists. We are currently searching for several therapists to fill the openings of our growing department. Due to the national pandemic, as well as a very limited number of therapists available within the state and region we have had to turn to hiring agency therapists from around the country. Being able to recruit and retain talented qualified staff to fill my open FTE's from a local school would be ideal.

The respiratory therapists on my staff are uniquely trained to handle the chronically critically ill patients that we take care of in our facility. Under the guidance of a pulmonary physician they use established protocols to care for our mechanically ventilated with artificial airways. They are also uniquely qualified to provide teaching to patients that are being discharged back to their community to properly care for themselves to keep from being readmitted.

We are currently facing a crisis as we have never seen before. The average age of our healthcare workers is climbing at a steady rate. I favor the development of a new respiratory therapy program at Southeast Technical College. Being able to recruit and retain locally is good for us, Sioux Falls hospitals, and South Dakota as a whole.

I thank you for considering this matter and look forward to being able to hire new graduates from this program.

Sincerely



Dan Gran CEO

Select Specialty Hospital



Sanford Children's Specialty Clinic  
1600 W 22<sup>nd</sup> St  
Sioux Falls SD 57117  
August 12, 2020

Mr. Nick Wendell  
Executive Director  
South Dakota Board of Technical Education  
C/O Southeast Technical College  
2320 N. Career Ave  
Sioux Falls, SD 57107

RE: Letter of support for development of a respiratory program at Southeast Technical Institute.

Dear Mr. Wendell:

Health care is definitely changing as an industry. Epidemics such as COVID and vaping may lead to an increase in chronic respiratory disease over the next several decades. As a nation, we will need skilled respiratory therapists to act as respiratory care managers in both the inpatient and outpatient value based care environments.

As a medical director of the busiest NICU in South Dakota, I rely on a skilled respiratory therapy workforce to help manage the acute pulmonary needs of my patients. These health care professionals have unique skills that provide life-saving care to patients of all ages. They delicately care for the airways of our tiniest babies, providing recommendations on their therapy needs. Furthermore, after we collaborate to develop a plan, they carry it out with skill and care.

As advancements continue in the field of neonatal pulmonary medicine, the need for a skilled RT workforce has never been greater. New modes of conventional and high frequency ventilation, new inhaled medications, and new delivery methods for more common medications push us to use the expertise of the RT more and more in the NICU. Unfortunately, due to a dwindling workforce, the RTs are asked to do more and more each day that pull them out of the NICU and to other areas of the hospital. This increase in demand for their services can only be met with an increase in skilled workers, which is why I am in favor of development of a respiratory therapy program at your institution in South Dakota.

Thank you for your consideration of this matter.

Very Respectfully,

Stephen E. Messier MD FAAP  
Medical Director  
Sanford Boekelheide NICU  
Sanford Children's Hospital



# MEDICAL ASSISTANT

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## DIPLOMA



**SOUTHEAST**  
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# ADDITIONAL LOCATION APPLICATION

## FALL 2021

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### Diploma in Medical Assisting

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# MEDICAL ASSISTING DIPLOMA

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## Executive Summary

The Huron Regional Medical Center (HRMC) is requesting Southeast Technical College to offer the Medical Assisting (MA) program due to the area's MA shortage. HRMC recognized the fact that graduates receiving MA degrees at the technical colleges and/or the four-year colleges in South Dakota are not willing to move into the region; therefore, HRMC realized the necessity of "growing their own" medical assistants. The collaboration with HRMC has been a success venture with Southeast Tech. We are currently offering LPN and RN courses in Huron at the Huron Community Center. HRMC then realized that this same "grow your own" philosophy was necessary in meeting the MA needs of the region. With the RN and LPN program already a success, HRMC again reached out to Southeast Tech to request that we again collaborate on the MA program.

Southeast Technical College requests approval to add Huron Community Campus located in Huron, SD. (939 Ohio Avenue SW, Huron, SD 57350) as an additional location of Southeast Technical College. Southeast Tech will be offering its MA Diploma program which will be twelve months in length. This program will be offered in the following instructional delivery models during the 2021 academic year:

- Southeast Tech main campus located in Sioux Falls, SD
- Huron Community Center located in Huron, SD
- Some courses included in the program are also offered in on-line and in a hybrid format.

Southeast Tech is an excellent fit for this new program as we currently offer nineteen health science programs at our main campus and the LPN and RN program are being offered in Huron. This additional location will allow students to earn an MA diploma. These students will be eligible to sit for the CMA (AAMA) Examination and become Certified Medical Assistants. Graduates will be employed in:

- Specialty clinics
- General clinics
- Home health care
- Hospice
- Assisted living

## Identification and Description of the Program

Medical Assistants are collaborative members of the health care team, working under the supervision of a physician. MA's provide direct patient care by assisting with activities of daily living, giving medications in various ways including injections and performing many other cares necessary for patient treatment and care. MAs work in many settings that provide a number of scheduling options, clinics, home healthcare, government and private facilities. Schedules may include evening, night and weekend shifts

due to the nature of the cares provided. MAs are an essential part of the health care team and have a positive influence in the lives of clients.

Graduates are eligible to take the CMA (AAMA) Examination and be registered as an MA after approval by the South Dakota Board of Medical and Osteopathic Examiners or the respective board within their state of residence. Students who are not South Dakota residents or South Dakota residents who are seeking employment outside South Dakota should contact that state's respective board for any additional requirements.

## Objectives and Purpose of the Program

The primary objective of this program is to provide qualified Medical Assistants for the health systems in and around Sioux Falls and Huron. This objective will be met by providing an education that prepares the graduate to work in multiple settings through a curriculum that meets several industry needs.

Sanford Health Systems, Avera Health Systems, and Huron Regional Medical Center have clarified their facilities will start hiring Medical Assistants to help deliver effective patient care and provide effective and affordable healthcare.

A medical assistant, under the responsibility and direct supervision of a person licensed to practice medicine in the State of South Dakota, may perform the following duties:

Perform clinical procedures to include:

- Performing aseptic procedures;
- Obtaining vital signs;
- Preparing patients for examination;
- Phlebotomus blood withdrawal and non-intravenous injections; and
- Observing and reporting patients' signs or symptoms;
- Administering basic first aid;
- Assisting with patient examinations or treatment;
- Operating office medical equipment;
- Collecting routine laboratory specimens;
- Administering medications by unit dosage;
- Performing basic laboratory procedures; and
- Performing office procedures including general administrative duties:
- Patient record keeping;
- Electronic medical records entry and retrieval;
- Medical documentation including transcription or scribing.

## Methods of Attaining the Objectives of the Program

Upon receipt of approval from the South Dakota Board of Technical Education and the Medical Assisting Education Review Board, Southeast Tech will accept up to 24 students for the first class to begin in August, 2021. The marketing campaign to recruit students will include web, print and radio spots as well as working with the Huron Regional Medical Center.

The MA Program will be offered traditionally on campus at the Huron Community Campus. Students will attend instructor supervised clinical shifts at regional healthcare facilities. Courses will also be offered in traditional face-to-face, hybrid, and clinical formats. Southeast Tech has been a laptop required campus longer than any school in South Dakota. All classes utilize the Learning Management System, providing students with resources during class and supplemental material and information outside of the classroom.

The one-year Medical Assistant Diploma will consist of classes in anatomy, medical terminology, patient care, medical office procedures and essential medical assisting curriculum. The students will receive extensive laboratory time in hands-on applications to develop their skills and prepare them for employment.

The Medical Assistant program will be offered traditionally, during the day at Huron. Since this program will have common curriculum with other health programs at Southeast Technical College, students may be able to take portions of this curriculum in an online or hybrid format immediately. Southeast Technical College will look at moving the program to a hybrid format after completing one year of the curriculum.

During the development of the Medical Assistant program, Southeast Technical College obtained guidance from Huron Regional Medical Center, and Sanford and Avera Health Systems. Southeast Tech will develop a Medical Assistant advisory board to assist in the refinement of curriculum.

## Description of Labor Market Demands in the United States and South Dakota

### EMPLOYMENT PROJECTIONS FOR MEDICAL ASSISTANTS

South Dakota				
Program Title & Matching SOC* Code	SOC* Title	2018 Base Number of Jobs	2028 Projected Number of Jobs	Percent Change
31-9092	Medical Assistants	1,036	1,230	18.73%

United States				
Program Title & Matching SOC* Code	SOC* Title	2018 Base Number of Jobs	2028 Projected Number of Jobs	Percent Change
31-9092	Medical Assistants	156,063	167,582	7.4%

SOC\* - Standard Industrial Classification

Source: Labor Market Information Center, SD Department of Labor Bureau of labor Statistics, US Department of Labor

## Population to be Served by the Program

This program will be available to all students who successfully meet Southeast Technical College admission criteria established for the program. No restriction will be made regarding race, creed, gender or age.

Southeast Technical College will recruit students from a variety of backgrounds including both traditional and non-traditional.

## Program Capacity

Starting Semester	Delivery Format	Capacity
Fall 2021	Traditional Day	24
Fall 2021	Traditional Day	24

## Projected Three-Year Budget Plan

One full-time faculty position will be added. Additional coursework will be taught by adjunct faculty.

	FY 21	FY 22	FY 23
Instructor Salary/benefits	\$0	\$0	\$0
Adjunct Faculty	\$40,000	\$45,000	\$45,000
Equipment	\$10,000	\$6,000	\$6,000
Supplies	\$8,000	\$8,000	\$8,000
Travel - In District	\$1,000	\$1,000	\$1,000
Travel - Out-of-District	\$0	\$0	\$0
Accreditation/Dues/Fees	\$2,000	\$1,000	\$1,000
Training	\$1,000	\$1,000	\$1,000
Totals	\$62,000	\$62,000	\$62,000

## Program Competencies and Entry and Exit

### PROGRAM COMPETENCIES

Students enrolled in the diploma program will be able to complete required coursework in 12 months.

Program competencies at the Huron location will utilize Southeast Tech's existing approved MA Curriculum with the same expectations and assessments that are required for the on-campus program.

## ENTRY AND EXIT POINTS

**Entry dates:** Spring, 2020. Entry is desired at the start of the Spring semester, but students will be able to enroll in some classes at the start of the Fall semester.

**Exit point:** Graduation with a diploma after twelve months.

## Statement of Non-Duplication

The MA Diploma is also offered by Mitchell Technical, Western Dakota Technical, and Lake Area Technical. President Griggs has communicated with the presidents of the other technical colleges regarding Southeast Tech's partnership with the Huron Regional Medical Center (HRMC) and their request to have us expand our MA offering to Huron.

## Curriculum Design

See Appendix A for Curriculum Sequence

## Wage Factor

### WAGES FOR MEDICAL ASSISTANTS

South Dakota				
Program Title & Matching SOC* Code	SOC* Title	2018 Average Wage	Starting Wage Range	
			10th Percentile	25th Percentile
31-9092	Medical Assistants	\$14.37	\$12.01	\$13.02
United States				
Program Title & Matching SOC* Code	SOC* Title	2018 Average Wage	Starting Wage Range	
			10th Percentile	25th Percentile
31-9092	Medical Assistants	\$16.15	\$11.46	\$13.26

SOC\* - Standard Industrial Classification

\*Data source: South Dakota Department of Labor and Bureau of Labor Statistics

## Suggested CIP Code

### MEDICAL ASSISTANT: 51.0801:

A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

## Appendix A - Curriculum

### MEDICAL ASSISTING DIPLOMA PROGRAM

41 CREDITS

<b>Core Program Courses</b>		<b>41 Credits</b>
MA101	Medical Assisting I	4 Credits
MA101L	Medical Assisting I Lab	2 Credits
HC117	Medical Language	1 Credit
HC205	Pathophysiology	3 Credits
HCOS121	Insurance/Billing/Coding	3 Credits
MA121	Medical Assisting II	3 Credits
MA121L	Medical Assisting II Lab	2 Credits
MA122	Medical Office & Electronic Records	3 Credits
MA123	Medical Laboratory Techniques	1 Credit
MA123L	Medical Laboratory Techniques Lab	1 Credit
MA131	Medical Assisting Review and Practicum	6 Credits
<b>General Education Requirements</b>		<b>12 Credits</b>
<b>ENGLISH (SELECT 1)</b>		<b>3 Credits</b>
ENGL100	Communication in the Workplace	3 Credits
ENGL101T	Composition	3 Credits
<b>NATURAL SCIENCE</b>		<b>4 Credits</b>
HC118	Applied Anatomy/Physiology	3 Credits
HC118L	Applied Anatomy/Physiology Lab	1 Credit
<b>HUMANITIES (SELECT 1)</b>		<b>3 Credits</b>
PSYC100	Psychology at Work	3 Credits
PSYC101T	General Psychology	3 Credits
PSYC105	Child Psychology	3 Credits
SOC150T	Social Problems	3 Credits
SOC250T	Courtship and Marriage	3 Credits
<b>STUDENT SUCCESS</b>		<b>2 Credits</b>
SSS100	Student Success Seminar	2 Credits

### Admission Requirements:

- Background Check
- Drug Screen
- Immunizations
- Hepatitis B vaccination
- Tuberculosis testing

## Entrance Requirements:

ACT Exam: 18+

Or

Accuplacer Exam: Reading Score

And

High School or GED

Graduation Requirements:

Cumulative GPA of 2.0

## Appendix B - Letters of Support

HRMC FOUNDATION      MR. PAUL RANN, EXECUTIVE DIRECTOR

HURON MEDICAL CENTER      MR. ERICK LARSON, PRESIDENT AND CHIEF EXECUTIVE OFFICER



October 22, 2020

South Dakota Board of Technical Education  
925 East Sioux Avenue  
Pierre, SD 57501

Dear South Dakota Board of Technical Education Members and Staff,

On behalf of Huron Regional Medical Center Foundation (HRMCF), I write to express my full support for Southeast Technical College to expand their Medical Assisting program in Huron, SD.

The HRMC Foundation is focused on creating a Healthy Huron. We know the most essential component of achieving that goal is to ensure the availability of highly trained medical professionals to care for the community. During my time at HRMC Foundation, there has been a continuous shortage of medical professionals in our community, state and region. That is why last year, in collaboration with Southeast Technical College and numerous other community and healthcare organizations, we worked to bring the community together to support the expansion of the Nursing program in Huron. I have been very pleased with the progress of the LPN and RN programs, and feel it will be strengthened by the addition of an MA program in Huron.

Emerging research, current job openings and anticipated retirements continue to show a long-term need for medical professionals, and we believe it is vital to act now to take advantage of the healthcare education momentum in Huron. I want to emphasize that the success of this vital program will be fully supported by the HRMC Foundation.

Thank you for your consideration in granting STC permission to create a community-based MA Program in Huron.

Sincerely,

A handwritten signature in black ink, appearing to read "L. B. ...", is written over a horizontal line.

Board chairperson  
HRMC Foundation



# HRMC

## Huron Regional Medical Center

Nick Wendell, Executive Director  
South Dakota Board of Technical Education  
SD Board of Education  
800 Governors Drive  
Pierre, SD 57501

October 20, 2020

Dear Mr. Wendell and the South Dakota Board of Technical Education,

I am writing to communicate my support of expanding the Medical Assisting Program in Huron through a continued partnership with Southeast Technical College. In the approximately three years Huron Regional Medical Center (HRMC) has worked closely with Southeast Technical College, we have been pleased with our reciprocal relationship, and it makes sense for the program to expand.

In the greater Huron area, there is a continued shortage of medical professionals. To meet the growing needs of the rural medical community in South Dakota we are asking for Southeast Tech to assist us in growing our own local talent.

Director Wendell and the SD Board of Technical Education, please consider HRMC's formal request for permission and approval of expanding the Medical Assisting program in Huron. I cannot express enough the importance of having a local MA program for our rural population, as we have even greater challenges due to our remote geography.

As reports have shown an increase in Medical Assisting program interest, the time is now to create this opportunity. We have local support and dedication from long-term care facilities, medical clinics, the Greater Huron Development Corporation, the Huron Community Campus Educational Center, nonprofit organizations, as well as general businesses. For these reasons, I believe it is vital to act now.

Further, I would like to emphasize that my support and commitment to this very important effort is twofold. First, I have designated time, staff, resources, and finances to prove my dedication to this expansion. Secondly, HRMC has created many partnerships to ensure a successful and sustainable program. We are greatly encouraged by these partnerships, and would like to formally seek approval to expand Southeast Tech's MA program to Huron.

Thank you for your consideration in granting us permission to expand nursing education in Huron through Southeast Technical College. If you need further information, please do not hesitate to let us know.

Sincerely,



Erick Larson  
President/Chief Executive Officer  
Huron Regional Medical Center