

# Faculty Qualifications



**Revised: Feb 2016**

# *San Joaquin Valley College*

## **STATEMENT OF PURPOSE**

Minimum faculty qualifications at *San Joaquin Valley College* establish standards which will assure that faculty are qualified by academic background and experience to carry out their institutional and program responsibilities and their potential to contribute to the mission and goals of the college.

While teaching effectiveness is the principle criterion for the selection of teaching faculty, knowledge of the subject matter or service to be performed is the foundation. Discipline expertise is essential as faculty members are responsible for curriculum development and assessment of student learning through the Program Review process.

*San Joaquin Valley College* is dedicated to providing educational programs which meet the highest standards of quality and provide the training and skills required to compete in today's work force. A trained, competent, and professional instructor is the first step in achieving this goal.

## **VOCATIONAL COURSES IN THE MAJOR**

This listing is intended as an "overview" of the minimum requirements for faculty in the various programs. A more detailed listing of requirements is found in the job descriptions for the individual programs and courses.

<sup>1</sup>Degree must be from an accredited college or university in major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: It is recommended that the applicant uses the International Education Research Foundation at [ierf.org](http://ierf.org) and requests a "General Report." The cost of the report is at the applicant's expense.)

# *San Joaquin Valley College*

## Business Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for licensure/certifications</u>
<b>Business Administration</b>	Instructor	Associate Degree	Additional experience or training in subject area	
	Advanced Accounting Instructor	Associate Degree	<ul style="list-style-type: none"> <li>• Accounting experience or certification</li> </ul>	

<sup>1</sup>Degree must be from an accredited college or university in major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: It is recommended that the applicant uses the International Education Research Foundation at [ierf.org](http://ierf.org) and requests a "General Report." The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for licensure/certifications</u>
<b>Medical Office Administration (On-Ground Only)</b>	Instructor	Associate Degree	<ul style="list-style-type: none"> <li>Computer skills to include MS</li> <li>Office medical terminology proficiency</li> <li>Coding and billing experience</li> </ul>	
	Instructor for HCM40, HCA102, MOP120, MOP140		<ul style="list-style-type: none"> <li>Coding certification (CPC or CPB) preferred</li> </ul>	<b>American Association of Professional Coders (AAPC)</b> <a href="http://aapc.com">aapc.com</a>

<sup>1</sup>Degree must be from an accredited college or university in major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: It is recommended that the applicant uses the International Education Research Foundation at [ierf.org](http://ierf.org) and requests a "General Report." The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for licensure/certifications</u>
<b>Clinical Medical Assisting</b>	Instructor	Associate Degree	<ul style="list-style-type: none"> <li>Certified Medical Assistant or Registered Medical Assistant (Licensed Vocational Nurse or Registered Nurse may be considered with MA experience)</li> <li>Knowledge of <b>back</b> office skills required</li> <li>Certified, registered or licensed Phlebotomy Technician preferred (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA)</li> <li>CPR/First Aid certified (AHA preferred)</li> </ul>	<p><b>CA Med Board:</b> A medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3) <a href="http://mbc.ca.gov/allied/medical_assistants_questions.html#2">mbc.ca.gov/allied/medical_assistants_questions.html#2</a></p> <p><b>Approved Organizations and Certifications:</b></p> <p><b>American Association of Medical Assistants</b> <a href="http://aama-ntl.org">aama-ntl.org</a></p> <ul style="list-style-type: none"> <li>CMA certification</li> <li>State Chapter certification                             <ul style="list-style-type: none"> <li>CSMA (AAMA) certification</li> </ul> </li> </ul> <p><b>American Medical Technologists</b> <a href="http://americanmedtech.org">americanmedtech.org</a></p> <ul style="list-style-type: none"> <li>RMA certification</li> </ul> <p><b>California Certifying Board of Medical Assistants (CCBMA)</b> <a href="http://ccbma.org/">http://ccbma.org/</a></p> <p><b>National Center for Competency Testing (NCCT) <u>OR</u> Multi-skilled Medical Certification Institute (NCCT is the overseeing agency for this institution in California)</b> <a href="http://ncctinc.com">ncctinc.com</a></p> <ul style="list-style-type: none"> <li>NCMA certification</li> </ul> <p><b>National Healthcareer Association (NHA)</b> <a href="http://www.nhanow.com">www.nhanow.com</a></p> <ul style="list-style-type: none"> <li>CCMA – Certified Clinical Medical Assistant</li> <li>CPT – Certified Phlebotomy Technician</li> <li>CMAA – Certified Medical Administrative Assistant</li> </ul> <p><b>California Department of Public Health</b> <a href="http://www.cdph.ca.gov/programs/lfs">www.cdph.ca.gov/programs/lfs</a></p> <ul style="list-style-type: none"> <li>Laboratory Field Services</li> <li>Certified Phlebotomy Technician</li> </ul>
<b>Clinical Administrative Medical Assisting</b>	Instructor	Associate Degree	<ul style="list-style-type: none"> <li>Certified Medical Assistant or Registered Medical Assistant (Licensed Vocational Nurse or Registered Nurse may be considered with MA experience)</li> <li>Knowledge of <b>front and back</b> office skills required</li> <li>Registered Phlebotomy Technician preferred (AMT, NPA, ASCLS, ASPT, NCCT, or NHA)</li> <li>CPR/First Aid certified (AHA preferred)</li> </ul>	<p><b>CA Med Board:</b> A medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3) <a href="http://mbc.ca.gov/allied/medical_assistants_questions.html#2">mbc.ca.gov/allied/medical_assistants_questions.html#2</a></p> <p><b>Approved Organizations and Certifications:</b></p> <p><b>American Association of Medical Assistants</b> <a href="http://aama-ntl.org">aama-ntl.org</a></p> <ul style="list-style-type: none"> <li>CMA certification</li> <li>State Chapter certification                             <ul style="list-style-type: none"> <li>CSMA (AAMA) certification</li> </ul> </li> </ul> <p><b>American Medical Technologists</b> <a href="http://americanmedtech.org">americanmedtech.org</a></p> <ul style="list-style-type: none"> <li>RMA certification</li> </ul> <p><b>California Certifying Board of Medical Assistants (CCBMA)</b> <a href="http://ccbma.org/">http://ccbma.org/</a></p> <p><b>National Center for Competency Testing (NCCT) <u>OR</u> Multi-skilled Medical Certification Institute (NCCT is the overseeing agency for this institution in California)</b> <a href="http://ncctinc.com">ncctinc.com</a></p> <ul style="list-style-type: none"> <li>NCMA certification</li> </ul> <p><b>National Healthcareer Association (NHA)</b> <a href="http://www.nhanow.com">www.nhanow.com</a></p> <ul style="list-style-type: none"> <li>CCMA – Certified Clinical Medical Assistant</li> <li>CPT – Certified Phlebotomy Technician</li> <li>CMAA – Certified Medical Administrative Assistant</li> </ul> <p><b>California Department of Public Health</b> <a href="http://www.cdph.ca.gov/programs/lfs">www.cdph.ca.gov/programs/lfs</a></p> <ul style="list-style-type: none"> <li>Laboratory Field Services</li> <li>Certified Phlebotomy Technician</li> </ul>

<sup>1</sup>Degree must be from an accredited college or university in major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: It is recommended that the applicant uses the International Education Research Foundation at [ierf.org](http://ierf.org) and requests a "General Report." The cost of the report is at the applicant's expense.)