

Medical Assistant Advisory Committee

Meeting Date: November 10, 2025

External Participants:

Sarah Real – Practice Administrator, Sycamore Primary Care and Pediatrics

Sophie McCartney - Clinical Operations Coordinator, Sycamore Primary Care and Pediatrics

Traci Wassner - Clinical Operations Coordinator, Northwestern Medicine

Amy Johnson - Manager, Clinical Practice, Northwestern Medicine

- Upcoming Curriculum Changes
 - Reviewed current program sequence, no changes to the order of courses.
 - Currently working to shift some topics covered within courses in spring semester to be best prepared for externship experience.
 - Considering variable credit for phlebotomy skills in second semester based on feedback from prior students.
- Externship Planning
 - 160 hours total, 4 weeks, 40 hours each week; start-end times set by each site.
 - Dates for this Spring: April 13 – May 8, 2026 (could also utilize May 11-15).
 - Johnson (Northwestern) shared that it is helpful for her to have externship requests about 2 months in advance.
- Partner Updates
 - McCartney (Sycamore Primary Care) always has openings and knows of other sites that have openings. Medical Assistants from her team are often able to move on to other positions in specialty offices.
 - McCartney discussed how she orients students and how they do their externship. She complimented our students and how well they do onsite and strongly recommended a primary doctor facility for externships.