

Guidelines & Training Committee
Meeting Minutes
July 16, 2001

Call to Order: John Brandrup called the meeting to order at 7:05p.m.

Present: Dave Morris, John Brandrup, Amy Simmons, Michael Brewster, Lori Knowles, Tim Short, Robert Usher, Tina Skinner. Excused: Eddie Allen, Verna Mae Bretschneider, Wanda Gardner.

Guests Present: None

Approval of Minutes: Minutes of June 18, 2001 meeting were distributed to member through mail. Accepted

ALS Field Internship Extension Requests: None

ALS Instructor/Coordinator Requests: Request by Britten Hottel, ALS Preceptor waiver - Approved - must take orientation with Tina and then take full class when offered.

Sub-Committee Reports:

ALS Field Internship Program: All changes have been made by Dr. Garth, and Preceptor Updates will be scheduled and dates were discussed. All current Preceptors must attend one of the updates. Dr. Garth has mandated that all new ALS candidates cannot begin their interventions until they have passed the state certification. If the course they are taking has been pre-approved by the OMD, then ALS candidates may practice ALS skills while doing their clinical ambulance ride-alongs and while under a REMS preceptor. A discussion was held concerning ALS Preceptees performing their internship while in response vehicles or on Fire apparatus. The committee felt that all precepting hours should be on an ambulance. Tina will research this.

REMS Protocol Update: Draft #2 Section V Medical Patient Care - Updates requested by Dr. Garth were discussed along with revisions requested by the committee. Changes are to be submitted to Dr. Garth for Approval. A suggestion was made that future meetings to discuss mass protocol changes be held over a lunch meeting and if possible include Dr. Garth.

Unfinished Business: None.

Program Audits: This committee is responsible for auditing at least 50% of the classes offered in our district. Tim Short is to audit the LOW Class.
Robert Usher is to audit the Spotsylvania Class.

New Business: **Erin McCrocklin** - requests waiver of 1 year EMT policy to take ALS course. Denied
Chris Corbin - requests waiver of 1 year EMT policy to take ALS course - Granted base upon prior ALS certification.

Motion to allow anyone who has had prior EMT certification and is requesting to be waived for 1 year experience, be automatically waived in lieu of experience.

FY 2002 Training Calendar - Paramedic Refresher Course - Quick Course offered in Culpepper in September, a long course in REMS starting in October, another Quick course in REMS in February, and a long course in Rappahannock with the start date to be determined.

The Stafford Intermediate class starting in August, and a REMS CT class beginning in September need to be added to the calendar.

A discussion about the airway classes was held and the committee determined that the airway class should be included in ALS courses and should be eliminated as a separate item from the training calendar.

The committee recommends moving the BTLS course from August to November followed by a PBTLS course in December. The EMT-B evaluator course is to be moved from November to December.

The committee approved the training calendar from July through December with modifications.

BOD Action Item: On a motion by R. Usher, 2nd by A. Simmons, the committee requests that ACLS, PALS, and BTLS curriculum be added to all future ALS certification classes with the requirement that passing scores must be obtained for each of these to remain in or test out of these ALS classes.

Adjournment: Meeting adjourned at 10:30p.m.

**Guidelines and Training Committee
Meeting Minutes
March 11, 2002**

Call to Order: Kelly Southard called the meeting to order at 1910 hours.

Present: John Brandrup, Mark Garnett, Michael Brewster, Kelly Southard, Wanda Gardner, Tim Short, Verna Mae Bretschneider, Greg Leitz

Excused: David Morris, Eddie Allen, Robert Usher, Lori Knowles

Guest's Present: None

Approval of Minutes: Minutes of the February 11, 2002 meeting were reviewed. Motion by John Brandrup to approve, seconded by Verna Mae Bretschneider. Motion passed.

Staff Report: Wanda is finishing the CT class in Fredericksburg and is 1 month into the Orange CT class. She is planning a BTLS class in Culpeper in April, a PEPP class on May 18 and 19 in Culpeper and a BTLS Instructor class at MWH on March 23.

The Amissville ALS recert class has been pushed back. Only three people had signed up at the original start date. Will re-advertise and hold in a month.

Wanda to meet with Tom Nevetral, OEMS ALS Training Specialist, regarding the accreditation process. Will need to start this no later than April 1 to be able to teach EMT-I courses. Caroline County would like to be the site for a class in the Fall.

ALS Field Internship Extension Requests: Request received from Angela Litton (Cardiac Technician) for a 60-day extension. Motion by John Brandrup to grant extension, seconded by Mark Garnett. Motion passed.

ALS Instructor/Coordinator Requests: Received recert requests from Ken Pitts, Wanda Gardner, Charles Williams, John Brandrup, Sal Marini, Ray Tricarico, and Greg Leitz. Motion by Mike Brewster to approve all recert requests. Seconded by Tim Short. Motion passed. Greg Leitz will get his paperwork copies to the office this week.'

Request from Greg Williams from Fauquier County for initial certification. His application did not have the required resume' and copies of ALS certifications. Wanda had called him prior to the meeting requesting the various missing items and has not received them. Motion by John Brandrup to table the application until the next meeting. Seconded by Mike Brewster. Motion passed.

Sub-Committee Reports:

REMS Protocol Update: Wanda reported for Lori Knowles. The committee met with Dr Garth on February 14. Another section was completed. Looked at the Culpeper Protocols and found they addressed what to do in various situations in a similar manner to the proposed protocols. Other areas were different. Still need 2 to 3 more meetings

to tie things together. Also need to get back with Dr. Garth. John expressed concerns from Fredericksburg Rescue that the process has taken over a year so far.

Unfinished Business:

Initial Certification ALS Courses – Wanda presented a copy of proposed prerequisites and class policies for ALS classes sponsored and taught by the Council. There was some discussion on the math test requirement and the committee felt some remediation should be offered to help with the applicants math skills if they fail the math pre-test and then they should be allowed to re-test one time.

It was decided that we should give out information ahead of time about the general test content to allow students to brush up on weak areas.

Motion by John Brandrup and seconded by Verna Mae Bretschneider to bring proposed policy to the Board at the April 17 meeting with the revisions noted above. Wanda will revise the document. Motion passed.

New Business:

ALS Training Funds – Wanda presented some information on the costs for the various classes. Discussion about continuing to look at the situation including establishing a cost per class, student costs, minimum class sizes, etc. This is approximately a year away. Will continue to look into this matter.

Verna mentioned a stethoscope class to be sponsored by Hospice of the Rapidan. Looking to see how much interest there would be. Suggested doing during EMS week. Decided this was probably too busy of a time. She will let us know more details later.

ALS/EMT Basic Program Audit Update:

Reviewed Audit schedule:

Fredericksburg CT class is over. –John has turned in report.

Culpeper EMT Class – finished, Tim did not audit.

REMS Paramedic Refresher – Lori Knowles

EMT Class in Orange – Kelly Southard

Stafford EMT Class – None

Caroline EMT Class – This class was cancelled

Caroline EMT Class, Ladysmith – new class, Wanda Gardner/Lori Knowles

Caroline EMT Class, Sunday Class – Mark Garnett

Spotsylvania and Stafford EMT Classes – none, just did classes there.

Weekend Paramedic Recert. In Fredericksburg – Tim Short will not be able to do this class

Stafford Paramedic Class – none

Rappahannock Paramedic Refresher – Starting in April, Tim Short

Day EMT class – Wanda Gardner

REMS BOD Action Items: Proposed Prerequisites and Class Policy for Advanced Life Support Classes.

The next meeting will be Monday, **May 13, 2002 at 1900 hours**. Location TBA

Adjournment: Meeting adjourned at 2033 hours.