

**Guidelines and Training Committee
Meeting Minutes
January 12, 2004**

Call to Order: Chairman, Kelly Southard, called the meeting to order at 1900 hours.

Present: Kelly Southard, Lori Knowles, David Morris, Mark Garnett, Michael Brewster

Excused: Jenni-Meade Carter (staff), was not able to attend due to prior work commitments. Verna Mae Bretschneider, Kaye Horst, Ray Tricarico and Robert Usher were also excused.

Guests Present: None

Approval of Minutes: Minutes of the November 10, 2003 meeting were reviewed. Correction to minutes - Wanda Gardner will be monitoring the REMS EMT-B course. Motion by Lori Knowles to approve as submitted. Seconded by Davis Morris. Minutes approved as corrected.

Staff Report: Jenni had provided a copy of her report for the committee members.

ALS Field Internship Extension Requests: None

ALS Instructor / Coordinator Requests: None

Exemption Requests: Troy Webber - requesting to be exempted from the 1-year EMT requirement to take the BGVRS CT course. Student falls within the 6-week time period of being certified for a year. Motion by Mark Garnett to approve. Seconded by David Morris. Motion approved.

Reviewed a copy of a letter regarding David Sawdy to be reconsidered to be allowed into a CT class. He had been an EMT for 6 months at the time the class started. Motion by David Morris to deny as he does not fall within the requirements. Seconded by Mike Brewster. Motion passed

David and Robert have talked several times regarding review of the 1-year requirement to take ALS classes. They are still working on revised guidelines and will report at the next meeting.

Sub-Committee Reports:

Skills Performance Guidelines: Kelly has not received any comments from anyone regarding the proposed guidelines. He will try to meet with Ray Tricarico and have a draft document for the next regular board meeting for review and comment.

REMS Protocol Committee: Lori reported that there are some mistakes in the protocols which need to be addressed and corrected. She has received nothing in writing yet. She needs the items in writing in order to address them. Some items that were discussed included the magnesium sulfate drip which calls for the solution to be mixed in a 250 cc bag which we don't use and it does not address IV administration. David Morris has few items he had seen

REMS Protocol Committee – continued

including: Pacing is not mentioned in the Asystole protocol and Medical control must be called before epi SQ can be given in an Anaphylaxis case. David had found these items during some training sessions. No one has heard for any other problems yet. Lori asked for all problems/suggestions be forwarded to her so they can be corrected and addressed.

Unfinished Business: Protocol Advanced Skills Training - as reported at the last regular Board meeting, the committee recommended that this training take place at the agency level with the agency's OMD overseeing the project for that agency. No further action would be required at this time by the training committee.

New Business: Patient refusal protocol changed by Dr. Garth. The document was changed so that Medical Control does not have to be called for every case. It does emphasize that Medical Control is available for consultation and should be used when needed. The committee suggests that in section 1.1.2 - management - the requirement for a complete primary assessment be done on all patients to be amended to include language "if allowed by the patient". There was some concern regarding patient's who will not allow any type of evaluation or assessment to be done on them. There was some discussion regarding contacting the state office to do a training video on patient refusals.

Mark Garnett reported FYI that he had asked for the OMD's to look at the issue of taking patient's to the closest hospital.

ALS / Basic Program Audit Update:

Reviewed Audit Schedule:

REMS EMT-B Course - Wanda Gardner
REMS Enhanced Course - Wanda Gardner
Culpeper County Enhanced Course - Ray
Stafford EMT-B Course -
LOW EMT-B Course - Verna Mae & Wanda
Wanda's CT Course - Kelly
Bowling Green VRS CT Course - Jenni
REMS EMT-B Course (starts Feb 2.)
Caroline High School EMT-B - David Morris

REMS BOD Action Items: None

The next meeting will be Monday, **March 8, 2004, 1900 hours, location TBA**

Adjournment: Meeting adjourned at 1930 hours.