

**Guidelines and Training Committee
Meeting Minutes
November 10, 2003**

Call to Order: Chairman, Kelly Southard, called the meeting to order at 7:00p.m..

Present: Kelly Southard, Lori Knowles, Mike Brewster, Verna Mae Bretschneider, Wanda Gardner, Ray Tricarico, Kaye Horst, Robert Usher, David Morris, Jenni-Meade Carter (staff)

Excused: Greg Leitz

Guests Present: None

Approval of Minutes: Minutes of the September 8, 2003 meeting were reviewed. Motion by Wanda Gardner to approve as submitted. Seconded by Verna Mae. Minutes approved as submitted.

Staff Report: Jenni reported that the EMT and Paramedic Refresher classes had been completed.

The REMS office has sent out ALS Coordinator packets to all coordinators in the region to refresh them on the requirements to teach and coordinate in the council region.

There has been no word back from the OMD's yet regarding deleting the HOBET testing.

The site visit for our Intermediate accreditation will be November 19, 2003.

The Executive Committee upheld all of the rulings from the G&T committee in reference to the exemption requests from the September meeting. All appeals were also upheld. One OMD was sent an appeal. We have not received a written confirmation, but have been verbally told that the OMD will also uphold the decisions of the committee.

About 900 providers have now documented completion of the new protocol training. 1300 books are out. Some additional training has been done, but the documentation has not been received yet. Most agencies have exchanged their drug boxes.

Jenni had a list of people who have gone over ALS field internship time limits. They are being notified that they will need to start over, as they did not request an extension.

ALS Field Internship Extension Requests:

Letter being sent to 4 providers who have exceeded their time limits and have not requested extensions. Will need to start their Internships again.

ALS Instructor / Coordinator Requests: None.

Exemption Requests:

1. Joseph D. Sawdy – Cardiac Course – EMT < 1yr. – Does not meet guidelines. Not Approved
2. Edward Fuzy – Cardiac Course – EMT < 1yr. – will be within the 6-week guideline – approved.
3. Khary Stringer – Preceptor Course – Released ALS < 2 yrs. – Is released ALS in the REMS Council, was previously released as ALS and as a preceptor in another council. Motion to approve for him to take the next preceptor course by Mike Brewster, seconded by David Morris. Motion passed.

There was some additional discussion from the committee regarding the 1-year requirement to take ALS classes. It had been abolished before, but the class failure rates went up and it was reinstated. There was some discussion to keep it at 1-year with no exceptions, stay with what we have now, or make it more restrictive. Need to have a policy that is fair to everyone, easy to administer and not discourage people from taking classes in our region. After some more discussion, it was felt that more stringent and precise requirements were needed. Robert Usher and David Morris will look into this and come up with some recommendations for the next meeting.

Sub-Committee Reports:

Skill Performance Guidelines Update:

Skills Performance Guidelines from the OMD Committee: The committee reviewed the requirements sent back from the OMD committee. There was some discussion as to how they would be implemented. Generally, the agencies will be responsible for their own skills testing in conjunction and as approved by their OMD and will report their training back to the council office. Recommendation made to have EMT-Instructors do the BLS skills testing and Paramedics with ACLS, PALS or BTLS to do the ALS testing, or as approved by the OMD. Kelly asked for everyone to e-mail him with their comments and ideas so we could have a draft document for the next Board meeting to distribute for review and comment.

Unfinished Business:

1. Protocol Advanced Skills Training: Lori reported that she felt that this task was too much for the committee to handle and recommended that it go back to the OMD's and agencies to decide how they will do their training and then send the results in to the council for record keeping. Motion by Lori to have the individual agency OMD's and agency's do their own training and send completion documentation to the REMS office. Seconded by David. Motion passed.

New Business:

1. Proposed FY2005 Training Schedule – presented for review. Please make comments. Not set in stone until June when Actual Operating Budget adopted.
2. Concern was brought up about ALS Coordinators doing classes in the region and not adhering to our guidelines. There are students in one class that are going out to do field internships and there is no affiliation agreement between the course coordinator and the agency. There was some concern that this could adversely affect the students. Some agency's are in the process of getting the agreements done to protect their students in the class. Requested that the office send out reminder of guidelines for precepting/field internships and that all classes in the region needed to follow all of our guidelines as well as the state mandated guidelines.

ALS / Basic Program Audit Update:

Reviewed Audit Schedule:

REMS EMT-B Course - Lori Knowles
LOW EMT-B Course – Verna Mae & Wanda Gardner
Stafford EMT-B Course (Rockhill)
Wanda's CT Course – Kelly
Little Fork Enhanced Class – Ray
EMT Class at Colonial Forge High School
REMS Enhanced Class – Wanda
Bowling Green VRS CT Course – Jenni
Sal Marini's EMT-I Course (Stafford) – Robert Usher

REMS BOD Action Items: None

The next meeting will be Monday, **January 12, 2004, 7:00p.m, at the REMS Council Training Center.**

Adjournment: Meeting adjourned at 8:37p.m.