

**Guidelines and Training Committee
Meeting Minutes
July 14, 2003**

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

Present: Kelly Southard, Lori Knowles, Greg Leitz, John Brandrup, Mike Brewster, Verna Mae Bretschneider, Wanda Gardner, Jenni-Meade Carter (staff)

Excused: Robert Usher, Mark Garnett, David Morris,

Guests Present: None

Approval of Minutes: Minutes of the May 12, 2003 meeting were reviewed. Motion by Greg Leitz to approve as submitted. Seconded by John Brandrup. Minutes approved as submitted.

Staff Report: Jenni Reported that she had another draft of the ALS training funds disbursement. There will be three ways to get reimbursed. Students can apply for reimbursement, conducting a course with a pre-determined payout based on the number of students who pass. One-half is paid at the beginning of the class and the remaining is pro-rated based on the pass ratio. The final way will be with CE classes. The amount of classes needed will be based on the number of ALS providers per planning district and there has to be a certain number of classes based on that.

The OMD committee requirement to have ACLS and PALS to be released has been generating some complaints. There was some discussion and the committee members present still feel these classes are important and there was some concern about making these classes more available to the providers. Discussed putting at least 2 ACLS classes on the REMS schedule and try to have these classes at times more convenient to the providers. Also, we need to look into other places that these classes can be taken.

The bubble cards for CE's will be phased out and the office of EMS will be using scanners and barcodes. All providers will receive new certification cards with the barcodes. The course information will be programmed into PDA's and a site license will be needed to use the system. More details to follow.

The OEMS will be accepting web-based CE's for category 1 credits. Providers will only be allowed a maximum of 10 hours. Providers will need to go to an instructor after completing the courses to fill out the CE cards to send in for credit.

Reminder that Intermediates can only be precepted by I's and P's. Enhanced providers can be precepted by CT's, I's, or P's.

Tina has received a complaint about an EMT class that is not teaching according the curriculum and has been having disruptions in the class. She is investigating.

ALS Field Internship Extension Requests:

Daniel Miller – He is making a second request for an extension to his precepting time. It has been over a year since he completed the class. Motion by Lori Knowles for him to start over with his precepting. Seconded by Wanda Gardner. Motion approved.

ALS Instructor / Coordinator Requests: Todd Barb and Andrew Cox – reviewed their information. Both have been teaching actively for the EMS council. Motion by Greg Leitz to endorse both for ALS Coordinator status. Seconded by Lori Knowles. Motion passed.

Sub-Committee Reports:

REMS Protocol Update: Lori reported that after reviewing the protocols they noted that the spinal immobilization protocol had been omitted. This has been typed and is ready. Also, Valium will be put back into the protocols. The DOA management protocol has some conflicting information that needs to be corrected. The books are printed and they are waiting for all of the binders to come in. They will issue the new and corrected items to be inserted before distribution to the providers. Will need help doing this. Wanda has been working on the Power Point presentation for the new protocol training. She showed the committee members parts of the presentation that she has been working on. The minor typographical errors will not be corrected at this time and will have to wait until the next revision. 1200 copies have been made. When all copies are fixed and bound; they will start doing the training.

Skill Performance Guidelines Update: David has the examples of the skills sheets for the Paramedics to check them off on the new skills. He was unable to be at the meeting tonight. Also, they will need some qualified people to assist in this training. Also, the skills testing proposal sent to the OMD has been discussed and Kelly is waiting for a final comment from Dr. Garth regarding their decisions.

Unfinished Business:

1. FY 2004 Training Calendar: Jenni presented the calendar. Some class dates and locations have yet to be determined. Two ACLS classes will be added as discussed earlier. The Paramedic recert classes will be designed to meet the new National Registry requirements. Motion by Greg Leitz to approve. Seconded by Lori Knowles. Calendar approved as submitted and amended.
2. Protocol Training: Will be started as soon as the presentation is ready and the books are ready and revised.

New Business:

1. Protocol Addendums: After some discussion, all addendums will be issued with a revised date on them and will be inserted into the books to replace the old pages.

2. Susan Dietrich CT Class: Discussion regarding the concerns about this class. Motion by Lori Knowles to not allow her to do a CT class based on poor past performance in her EMT classes including poor pass/fail ratios.
3. Enhanced Course – Spotsylvania: Wanda advised that the class would be a regular CT course instead. There was more interest for this class.
4. EMT Consolidated Testing Survey: Lori mentioned a survey posted on VAVRS website regarding state testing. The EMT instructors need to get their input in on this survey. Jenni explained the survey was generated by the State CTS Committee which Linda Harris attends. Linda did mail survey out to instructors and has received many written comments. After some discussion, it was agreed upon that consolidated testing is putting a great burden on the councils. The committee agreed to have Linda Harris relay to the state committee that they felt EMT Instructors should be able to sign off on the skills testing based on their evaluations in class and to support written testing only. Also, that the current testing is expensive, labor intensive, time consuming, and is becoming more difficult to accommodate the volunteers. The committee also offered to be pilot committee to make more effort to monitor more classes with more emphasis on monitoring practical sessions for quality assurance.

ALS / Basic Program Audit Update:

Reviewed Audit Schedule: Jenni noted the only on-going EMT class at this time is Wanda Gardner's in Spotsylvania.

No new programs were identified at this time that need for auditing.

REMS BOD Action Items: None

The next meeting will be Monday, **September 8, 2003, 1900 hours, location TBA**

Adjournment: Meeting adjourned at 2031 hours.