

**Guidelines and Training Committee  
Meeting Minutes  
September 8, 2003**

- Call to Order:** Chairman, Kelly Southard, called the meeting to order at 1905 hours.
- Present:** Kelly Southard, Lori Knowles, Mike Brewster, Verna Mae Bretschneider, Wanda Gardner, Ray Tricarico, Tina Skinner (staff)
- Excused:** Robert Usher, Mark Garnett, Kaye Horst, Greg Leitz, John Brandrup
- Guests Present:** Randy Nelson, Noah Nelson

**Approval of Minutes:** Minutes of the July 14, 2003 meeting were reviewed. Motion by Lori Knowles to approve as submitted. Seconded by Wanda Gardner. Minutes approved as submitted.

**Staff Report:** Tina reported for Jenni who is out of town. She expressed thanks to Lori and Wanda for their work in preparing the rollout material for the new protocols and to Stafford County career people who stuffed the protocols and revisions into binders.

Tina and Jenni recently attended a meeting on the new ALS programs funding. It appears that more funds will be available overall. Need to keep an eye out for the instructor rollouts the State will be sponsoring to review new process.

All regional councils are invited to a meeting in October in regard to the new scanners for CEU's. The council will be acquiring scanners for this area to use. The new system will be used at this year's EMS Symposium.

Protocol Trainer Rollouts – 1 Train the Trainer class has been done. Most of the Stafford County Career people have been trained on the new protocols. 300-400 books have been distributed so far. Dr. Garth has announced that starting October 1, 2003, the agency's can begin to use the new protocols if they have been through the training. Tina will set up schedule for the hospital pharmacy to issue the new drug boxes to those agencies that show proof of training. November 1, 2003 will be the deadline for having all people trained and switched over to the new protocols.

**ALS Field Internship Extension Requests:**

Denise Livesay – Request for extension of 6 months. Motion by Mike Brewster to approve an additional 6 months starting at the end of her current time. Seconded by Lori Knowles. Motion approved. Recommended that she change lead preceptors if she chooses due to the scheduling conflicts she has encountered under her current arrangement.

**ALS Instructor / Coordinator Requests:** Linda Harris – reviewed her information. She has been teaching actively for the EMS council. Motion by Ray Tricarico to endorse her for ALS Coordinator status. Seconded by Mike Brewster. Motion passed.

**Exemption Requests:**

There were 13 requests for exemptions from the 1-year EMT requirement before taking an ALS class. Noah Nelson was present to request an exemption to attend an Intermediate class and spoke on his behalf. There was quite a bit of discussion regarding the number of requests and how they should be handled. A large number of them involved people who had not been EMT's for very long. After

**Exemption Requests:** continued

much discussion, the committee decided in an effort to be consistent with previous requests, and fair to all, to consider granting an exemption only if the person was within 6 weeks of the 1-year requirement or had previously been ALS certified and that the person had been actively running. They must meet these requirements by the start date of the course and must also submit a letter of their intent and have a written endorsement from their Chief or Training Officer.

Motion by Wanda Gardner to deny all requests not meeting the above guidelines including a couple that had been approved by Kelly during a previous phone poll. Seconded by Verna Mae. Motion passed with Wanda abstaining from the vote.

Tina was asked to send out a memo reminding everyone of the guidelines for taking classes in this region and a reminder of the rules for eligibility.

**Sub-Committee Reports:**

**Skill Performance Guidelines Update:**

Skills Performance Guidelines from the OMD Committee: Kelly reported that the OMD committee has completed their requirements for skills performance/testing/test waivers. They have asked the committee to assist in the implementation guidelines and procedures for this. A work group of Kelly, Wanda, Lori and Ray will work on these and report back to the committee. The OMD committee would like to fully implement this program within six months.

**Unfinished Business:**

1. Protocol Rollout Training Update: Tina had reported on this during her staff report.
2. Protocol Advanced Skills Training: Lori has completed Skills Sheets for Nasal Intubations and Needle and Surgical Cric's. She is still working on the Medically Assisted Intubations. These are all conditional skills that require the OMD to sign-off on for each provider qualified. There was some discussion about who would do the required training for these skills. Would like for the different OMD's to be actively involved in the training. Would also like to get some people involved who have a lot of experience performing these skills. The Sub-committee is still working on this.

**New Business:**

1. Review of Requirements for enrolling in ALS classes: Already discussed under the exemption requests.
2. Susan Dietrich CT Class: - Waiting to hear the results of the State investigation which is not complete. No action at this time.
3. HOBET Testing: - There was some discussion on the lack of usefulness of the testing for our classes. Motion by Lori and seconded by Wanda to recommend to the OMD's to consider stop using this testing as a requirement for initial ALS certification courses. Motion approved.

**New Business:** continued

4. ALS Courses: - Lori brought up the idea of having a checklist of items to go through when courses are announced to ensure that they are in full compliance with our guidelines. This would identify any potential problems early in the process so they could be corrected.
5. Lori requested to have Linda or Jenni go through the minutes from the committee meetings since January of 2000 and compile an index of topics and policies that have been addressed/approved during that time for future reference.
6. Kelly asked for the committee to come up with some goals and objectives for the committee for the upcoming year. See attached.

**ALS / Basic Program Audit Update:**

Reviewed Audit Schedule:

REMS EMT-B Course - Lori Knowles  
REMS EMT-B Refresher  
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

**REMS BOD Action Items:** None

**Goals and Objectives for 2003-2004**

1. Compile policies and procedures of committee into an indexed document for reference.
2. Monitor at least 50% of the training classes being taught in the region.
3. Fully implement the new protocols and provide training for all providers.
4. Implement skills requirements and training for new special skills under the new protocols.
5. Implement a skills drill program for BLS and ALS providers.
6. Continue to identify and evaluate the training needs of the various providers and agencies in the council region.

The next meeting will be Monday, **November 10, 2003, 1900 hours, location TBA**

**Adjournment:** Meeting adjourned at 2106 hours.