

Maine EMS Education Committee Minutes  
 April 09, 2008

**Present:** Joanne LeBrun, Carol Pillsbury, Liz Delano, Tiffany Bonbard, Paul Salway, Donnie Carroll, Steve Corbin, Bill Zito, Drexell White, Butch Russell, Carrie Adams, Brian Chamberlin, Brian Langerman, Eric Wellman, Daryl Boucher, Patrick Underwood, Jay Bradshaw, Dan Batsie – Chair, Rick Petrie, Jan Brinkman

TOPIC	DISCUSSION/ACTIONS TAKEN	FUTURE ACTION
1. Meeting called to order at 0930 by Dan Batsie	Introductions Thank you to the OPS team members for joining us at today’s meeting.	n/a
2. Acceptance of Minutes	<b>Motion to accept minutes from last meeting (03/12/08) (Boucher, Wellman)- approved</b>	n/a
3. Unfinished Business (Training Standards Manual)(TSM)	Daryl Boucher presented the revised draft of the Training Standards Manual (Course Approval Process). The subcommittee that worked on this document researched and reviewed standards of other allied health programs that have CAHEP approval and used them to base the model standard for courses for EMS. Although the Ed. Comm. gave approval for the document last month, Daryl explained that the reason for OPS team to join us today was for final review and hopeful approval before sending the document to the Board for review. This new process would remove the Regional Offices from the regulatory process of course/curriculum approval and it would eliminate a course by course approval and go to an institution approval (reviewed every 3-5 years and/or with course curriculum change).	

	<p>This document is only referencing course approval for Maine EMS at this time – not National Accreditation or National Registry standards. We are awaiting the final National Accreditation piece of the puzzle which is currently at NHTSA for approval.</p> <p>Donnie Carroll asked about where/how the Regional Offices would be affected/involved in the new process (referencing pg. 5 #2d). Daryl explained that, as mentioned above, right now this document only references course approval for Maine EMS. Although CaHEP approval will technically not include pg. 5 #2d, it does allow for organizations/adult ed. programs to “piggyback” onto one of the sponsoring agencies mentioned as #2a – 2c.</p> <p>On page 4: under Initial and Continual Approval – discussion on the wording of 2<sup>nd</sup> paragraph under B. Committee feels that there needs to be clarification in the wording of “Any anticipated change in ownership, pattern of organization, curricular change, leadership or instructor shall be...”.</p>	<p><b>Project goal:</b> To take the Regional approval process and transfer it to the state level.</p> <p><b>Action:</b> Start waiting list for future discussions with Ed. Comm. and OPS regarding the ongoing process from this document.</p> <p><b>Project goal:</b> Clarification on wording before document is presented to the Board.</p> <p><b>Action:</b> Daryl will rewrite and send edit to Ed. Comm. before document goes to the Board.</p> <p><b>Project goal:</b> Look at the need to match MEMS I/C levels with the levels broken</p>
--	---	--

	<p>On pages 7 – 9: the document talks about Resources and we have chosen to separate the Coordinators from Instructors and also identify didactic instructors and clinical coordinators (and the fact that they do not have to be MEMS I/C's).</p> <p>On page 9: discussion about the Curriculum – still need to maintain DOT National Standard Curriculum. Concerns about records and clinical hours have to be kept for period of 7 years.</p> <p>On pages 9 -10: discussion about Outcomes Assessment – The document states that the organizations must produce an annual report that outlines program and student outcomes and thresholds. Donnie asked who will this report go to? This is undecided as yet. We are waiting for direction from OPS or Board about this (should report go to Ed. Comm., OPS team, or MEMS Education Coordinator?).</p>	<p>down in this document.</p> <p><b>Action:</b> This shall be a wait list topic as the document progresses.</p> <p><b>Project goal:</b> Maintain electronic records to save paper resources and space.</p> <p><b>Action:</b> To develop an electronic spreadsheet summary that proves student met all course criteria (i.e. specific categories, med. admin., intubations, etc.). Should training institutions, regional offices, or Education Committee develop this spreadsheet?</p> <p><b>Project goal:</b> To use annual reports for program QA/QI purposes.</p> <p><b>Action:</b> Each training institution and region should develop their own report.</p>
--	--	--

	<p>On page 11: discussion about Process for Approval – who will do the on site survey if necessary? MEMS Board should decide who will be responsible for this.</p> <p>On page 11: discussion about the withdrawal of approval and the wording of this on current document</p> <p>On page 12: the Appendices are not complete. The Self-Assessment/Site Visit has not been drafted yet. The Licensure Course Approval document has been revised. The Clinical Behavioral Objectives (CBO's) be reviewed for possible revision.</p> <p>Final discussion was on the time line for implementation. Jay reminded us that this will involve a Rules change and because of this it will take several months.</p>	<p><b>Project goal:</b> To reword this section to meet legal standards prior to presentation to the Board.</p> <p><b>Action:</b> Drexell will work with Daryl on the rewording of this section.</p> <p><b>Project goal:</b> To develop the self-assessment/site visit document. To update the CBO's as needed to match TSM document.</p> <p><b>Action:</b> Ed. Comm. and OPS to review CBO's for possible revision/updating.</p> <p><b>Joint meeting adjourned at 1123 hrs.</b></p>
--	---	---

Maine EMS Education Committee Minutes  
April 09, 2008

<p>4 Unfinished Business (Protocols)</p>	<p>Discussion about the protocols included: do services have to carry Combivent? (concern about peanut allergy) Resolution is that services may carry either DuoNeb or Combivent or both.</p> <p>Asked about developing a protocol FAQ page regarding the updates and concerns.</p> <p>Amiodarone concern brought up again – the fact that the protocol book does not consistently list the infusion mix (amiodarone 150 mg with 50 mL D5W infused over 10 minutes). Need to add to FAQ list.</p> <p>Dan will send out an updated Lesson Plan for the Train-the-Trainer classes.</p>	<p><b>Project goal:</b> Develop a protocol FAQ list.</p> <p><b>Action:</b> Jan will start FAQ page and ask Drexell to put on MEMS website.</p> <p><b>Meeting adjourned at 1209 hrs.</b></p>
<p>5. Next meeting</p>	<p>Wednesday, May 14, 2008 at 0930 hrs.</p>	