

JOINT MEETING OF MAINE EMS EDUCATION & EXAM COMMITTEE**MINUTES**

Date: Wednesday, July 27, 2005
Education Members: D. Batsie, D. Boucher, B. Chamberlin, B. Davis, L. Delano, P. Marcolini (Chairperson-Education Committee), D. Palladino, R. Petrie, B. Zito,
Absent: M. Barter, R. Chase, D. Cornelio, S. Stewart-Doré, S. Latulippe, D. Robishaw, D. Russell, J. Wellman,
Exam Members: K. Roderick, G. Utgard, J. Vaniotis (Chairperson-Exam Committee)
Absent: T. Coleman, R. Doughty, R. Hawkes, J. LeBrun, T. Norsworthy, T. Weed
Staff: D. White, J. Bradshaw
Guests: Steve Corbin
Timekeeper:
Scribe: D. White
Meeting Opened at: 9:30 A.M.

Introductions

Committee members and guests introduced themselves.

Fee Structure and Process

The initial discussion centered around how the costs for the integrated practical exam (IPE) would be collected and the process of payment to the course sponsor and to Maine EMS.

B. Davis indicated that the Community College based courses could add-on an additional fee to a student's course fees to cover the cost of the IPE.

Several options for fee collections were considered. There was also discussion concerning funding for support of the written exam, but ultimately the group decided to limit the fee consideration to only the cost of the IPE as the written exam issue needs to be reviewed by the Operations Team.

Ultimately, the model created by the group is as follows:

1. Maine EMS establishes a per course fee to cover the cost of State evaluation for initial licensure courses. This fee will be a standard fee that is assessed to each approved licensing program, regardless of size
2. Course Sponsor applies for course approval. Upon approval, Maine EMS is notified of the course and invoices the course sponsor for the State evaluation fee.
3. Course Sponsor sets course fees to include funds needed to conduct the IPE and to cover the cost of the State evaluation fee.
4. Course sponsor pays State evaluation fee invoice
5. Maine EMS coordinates with the course sponsor and Instructor Coordinator to establish the date of the IPE
6. Instructor Coordinator conducts IPE; State Evaluator is onsite
7. IPE is complete. State Evaluator is reimbursed by Maine EMS

The group also determined that each course sponsor would collect the IPE and State evaluation fees from students during the fall 2005 transition period – some retroactively because course announcements and brochures have been published and course signups are in progress. Spring 2006 course announcements and brochures will include the IPE fees.

IPE Process

The group began discussion on the actual IPE process and came to consensus that the appropriate committee should address IPE process issues. It was decided that the:

- Education Committee will work on Instructor Coordinator training concerning the IPE
- Exam Committee will:
 - Create a State Evaluator Position Description
 - Create the Process and Forms for the IPE
 - Create standards for pass/fail and retests

The group was in favor of allowing the IPE to be either station-based or scenario-based. The standardization for both will be use of a common skill set such as the Maine EMS or NREMT skill sheets.

Next Meeting

The next meeting of the group will be on Tuesday September 6, 2005 from 9:30 to 12:30 p.m.

Adjournment

The meeting was adjourned at 12:06 p.m.