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GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
16 EDISON DRIVE  
AUGUSTA, MAINE  
04330

MICHAEL F. KELLY  
COMMISSIONER  
  
JAY BRADSHAW  
DIRECTOR

**Examination Committee Meeting  
Tuesday, February 15, 2000  
Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** J. Vaniotis, E. Ekholm, J. LeBrun,  
**Absent:** T. Beals, B. Zito, R. Doughty, D. Bahr  
**Staff:** D. White

**1. Call To Order** - The meeting was called to order at 9:50 a.m.

- A. Introductions - None
- B. Assign Timekeeper - J. Vaniotis
- C. Additions/Deletions to the Agenda - Other - CLEAR (D. White)

D. White noted that D. Kinney had informed him that she would be unable to attend the meeting.

**2. Minutes - January 18, 2000, meeting minutes - review for acceptance**

***Motion: To accept the minutes of the January 18, 2000 meeting (LeBrun;Ekholm - motion carries)***

**3. Old Business**

**A. Examination Process/*Examination Administrators Manual***

D. White distributed the final version of the text for the manual. Work continues on the appendices. Specific comments/ requests:

- 1. Check with the Attorney General as to the legality of putting social security numbers on exam applications.
- 2. Reproduce answer key transparencies for Intermediate and Paramedic levels.
- 3. Complete written and practical candidate orientation checklists

## **B. Examiner Training**

Points of discussion in regards to Examiner training included:

1. the need to identify examiner qualifications
2. the need to identify system expectations of examiners.
3. a concern that we shouldn't limit examiner training to "one way only". Allow flexibility for different way to accommodate the training.
4. who pays any costs associated with examiner training.
5. that not only do examiners need the technical (subject area) knowledge to objectively evaluate candidate performance, they must also possess the interpersonal skills to interact appropriately with the exam candidates.
6. that examiners must be able to deal with the stresses of being an examiners (e.g . flunking 3 or 4 persons and then feeling the need to pass the next candidate; difficult candidates).
7. the possibility of doing a right way/wrong way video.
8. creating an evaluation form which could be used by Exam Administrators; Examiners, and Candidates.
9. situations/actions which may disqualify examiners, to wit:
  - i. intoxication at an exam
  - ii. sexual harassment
  - iii. uncooperative attitude
  - iv. an examiner who never fails people.

There was continued discussion regarding the concept of mentoring examiners. Use of mentoring could be for persons seeking to become examiners and for current examiners as a way of providing feedback.

Discussion to continue at next months meeting.

## **C. Enhanced Intermediate - Blueprint for Written Exam**

D. White reported that E. Delano will provide the committee with the enhanced Intermediate test questions for the March, 2000, meeting.

**D. Exam Committee Priorities/Planning - Tabled**

**E. Exam Accommodation Policy - Tabled**

**F. Other - CLEAR**

D. White reported that Maine EMS will be obtaining a membership to The Council on Licensure Enforcement and Regulation (CLEAR). CLEAR provides information and education to government agencies; their annual conferences include tracks for Board member, testing and disciplinary actions. Maine EMS' membership will commence with the new fiscal year.

**4. New Business**

**5. Next Meeting**

**The next meeting will be held on March 21, 2000, from 9:30 a.m. to 12:30 p.m. at Maine EMS in Augusta.**

**A. Set Agenda - Next agenda to include:**

1. Examination Process/*Examination Administrators Manual*
2. Examiner Training
3. Enhanced Intermediate - Update
4. Exam Committee Priorities/Planning
5. Exam Accommodation Policy

**6. Adjournment** - The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Drexell White