



## Advisory Committee Meeting Minutes

*See last page for the purpose of the program's Advisory Committee, including a description and list of responsibilities.*

<b>SPONSOR / INSTITUTION NAME:</b>	Northwest Community Healthcare		
<b>CoAEMSP PROGRAM NUMBER:</b>	600790	<b>DATE, TIME, + LOCATION OF MEETING:</b>	March 10, 2022   0900-1030   Virtual
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>	DC Scott Motisi, PM		

ATTENDANCE			
Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an 'x' for each person present	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Matthew T. Thomas, MD, FACEP	X	Northwest Community Healthcare/NWC EMSS
Employer(s) of Graduates Representative	Cf. Tom Krueger (LRW) DC Scott Mackeben, PM (PFD) DC Scott Motisi, PM (BCFPD) – chair Chief Drew Smith Benny Yee, PM (LZFD) Adam Zambreno, PM	X X X X X X	Lincolnshire Riverwood FPD Palatine FD Barrington Countryside FPD Prospect Heights FPD Lake Zurich Fire/Rescue Department Superior Ambulance
Key Governmental Official(s)	Leslee Stein-Spencer		Illinois Department of Public Health Div. of EMS
Police and Fire Services	Cmdr. Mike Carlson Jeff Hall, PM Kyle Marcussen, PM	X X	Elk Grove Police Department Lake Zurich Fire Rescue Department Schaumburg Fire Department
Public Member(s)	Larry Lincoln		
Hospital / Clinical Representative(s)	Keith Hill, RN Virginia Logan, RN Dr. Karin Buchanan, RN Bill Toliopoulos, RN (ECRN)	X X X X	Ascension Saint Alexius Medical Center Ascension Resurrection Medical Center Ascension Saint Alexius Medical Center Ascension Resurrection Medical Center
Other	Adam Sielig, PM (PBPI) Markus Rill, PM (CARS) (graduate) Douglas Schuberth, PM (R&D)	X X X	Arlington Heights Department Prospect Heights Fire Department Schaumburg Fire Department

<sup>1</sup> The best practice is that the chair is not the Program Director. The Advisory Committee is *advising* the program.

Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an ‘x’ for each person present	Agency/Organization
	Scott Renshaw, PM (R&D) Dan Sacomano (EMD) Brian Stennett, PM (Emerg. Prep)	X X X	Buffalo Grove Fire Department Northwest Central Dispatch Northwest Community Healthcare/Palatine FD
Faculty <sup>2</sup>	Kourtney Chesney, RN, PM	X	Northwest Community Healthcare
Sponsor Administration <sup>2</sup>	Kim Maguire (NCH) Dr. Kim Chavis (Harper College)		Northwest Community Healthcare Harper College
Student (current)	Colin White		
Graduate	Aaron Losoff, PM Mike Liska, PM	X X	Mount Prospect Fire Department Elk Grove Fire Department
Program Director, <i>ex officio</i> , non-voting member	Connie Mattera, MS, RN, PM	X	Northwest Community Healthcare
Medical Director, <i>ex officio</i> , non-voting member	Matthew Jordan, MD, FACEP	X	Northwest Community Healthcare

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	Called to order by Chief Motisi at 0900	No		
2.	Roll call	Quorum present	No		
3.	Review and approval of meeting minutes	Motion: Approve 1-13-2022 Advisory Board minutes: Yee (LZFD), 2 <sup>nd</sup> by Hall (LZFD); Motion carried.	No		
4.	<p><b>Endorse the Program’s minimum expectation</b> [CAAHEP Standard II.C. Minimum Expectation]</p> <p><input type="checkbox"/> “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”</p> <p><input type="checkbox"/> Establish / review additional program goals<sup>3</sup></p>		No		

<sup>2</sup> Additional faculty and administration are ex-officio members.

<sup>3</sup> Additional program goals are not required by the CAAHEP Standards. If additional program goals are established, then the program must measure them.

Agenda Item		Discussion	Action Required	Lead	Goal Date
5.	<p><b>Endorse the Program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions</b>                      [CAAHEP Standard III.C.2. Curriculum]</p> <p><input checked="" type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G)</p> <p><input type="checkbox"/> Review formative graduate tracking reports</p>	<p>The Board again affirmed their request to maintain high standards while students are in the Capstone experience. All patient care contacts and skills performed continue to be entered into the Fisdap software by the students and validated by the course Clinical Coordinator. The Clinical Coordinator cycles back to run each student’s tracking reports on a regular basis and communicates with them in writing if anything is late, missing, or trending lower than expected performance par levels.</p>	No		
6.	<p><b>Review the program’s formative report and outcomes</b>                      [CAAHEP Standard IV.B. Outcomes]</p> <p><input checked="" type="checkbox"/> Current report/ outcome data results</p> <p><input type="checkbox"/> Graduate Survey results</p> <p><input type="checkbox"/> Employer Survey results</p> <p><input type="checkbox"/> Resources Assessment Matrix results</p> <p><input checked="" type="checkbox"/> Attrition rate to date</p>	<ul style="list-style-type: none"> <li>– Connie discussed current class progress (assessment results; attrition; progress towards goals).</li> <li>– Twenty-three students enrolled in EMS 212 (Medical Emerg) and 21 completed the class. Two students experienced personal issues that impacted their academic performance and it was mutually determined that withdrawal from the program at this point was in their best interest.</li> <li>– After concerning erosion of performance in EMS 211, the group rebounded modestly in EMS 212. Higher quiz scores offset Mod exam scores that again trended lower than previous cohorts to bring their semester average within expected levels.</li> <li>– Twenty-one students enrolled in EMS 213 (Trauma, special pt populations, Ops, Emerg Prep) and 21 successfully completed the course. Continued improvement in quiz scores was accompanied by a slight improvement in the Mod Exam scores, but still less than previous cohorts. Individualized interventions continue to be offered and field preceptors have been asked to be observant for clues that suggest need for diligent mentoring.</li> </ul> <p>See below for comparison to previous years</p> <p>Preceptor and internship course materials and documents were updated. Copies are available upon request. Three classes were conducted (3 hours each) in February and 61 medics attended. Some were from agencies that may not host a student this year but wanted the education. In other instances, agencies are ensuring that they have adequate numbers of approved secondary preceptors in case they need a substitute based on staffing needs. All students and hospital EMS Coordinators/educators who will conduct the phase meetings were oriented to the goals, objectives, performance expectations and paperwork and all students were approved to start the Field Experiences within one week of the assigned start date. Successful launch!</p>	No		
7.	<p><b>Review the program’s other assessment results</b>                      [CAAHEP Standard III.D. Resource Assessment]</p> <p><input checked="" type="checkbox"/> Long-range planning</p>	<p>The Fall 2022 semester academic calendar has been drafted in full compliance with the updated EMS Education standards and the Board’s recommendations from the Jan. meeting.</p>	No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<input type="checkbox"/> Student evaluations of instruction and program <input type="checkbox"/> Faculty evaluations of program <input type="checkbox"/> Course/Program final evaluations <input type="checkbox"/> Other evaluation methods	Student Admission Requirements were co-updated by representatives of Harper College and the Program Director and are posted to the Harper website and the Pre-entrance testing for the fall cohort began in February.			
8.	<b>Review program changes (possible changes)</b> <input checked="" type="checkbox"/> Course changes (schedule, organization, staffing, other) <input type="checkbox"/> Preceptor changes <input type="checkbox"/> Clinical and field affiliation changes <input checked="" type="checkbox"/> Curriculum changes <ul style="list-style-type: none"> <li>o Content</li> <li>o Sequencing</li> </ul>	Connie met with Harper College representatives in regards to the timing of EMS 218. The Dean discovered that we did not have adequate credit hours awarded for that class as clinical rotations have been spread more evenly between the fall and spring semesters. She suggested that a curriculum change be submitted to seek 1 additional credit hour and to extend the timing of EMS 218 across the full spring semester.	Yes	Mattera and Gentile	May 2022
9.	<b>Review substantive changes (possible changes)</b> [CAAHEP Standard V.E. Substantive Change] <input type="checkbox"/> Program status <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sponsor administrative personnel <input type="checkbox"/> Program personnel: PD, LI, other <input type="checkbox"/> Addition of distance education component <input type="checkbox"/> Addition of satellite program	Vasilios (Bill) Toliopoulos, BA, RN has been hired as a new EMS Educator. He has been a contract in-station educator for over a year and will now be assisting with System entry, precepting labs in the paramedic class (mentored by Kourtney), and will continue to conduct CE while he completes his PHRN credential. Not a substantive change in program leadership, but great news for the program!	No		
10.	<b>Other identified strengths</b>	Provider and hospital leaders, educators, and preceptors of exceptional quality that collaborate with the program to assist each student in optimizing their professional growth and development. We are optimistic that this cohort of students will navigate the internship well and look forward to their return to seminar hours in May.	No		
11.	<b>Other identified weaknesses</b>	None at this time.	No		
12.	<b>Identify action plans for improvement</b>	None at this time.	No		
13.	<b>Other comments/recommendations</b>		No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
14.	Staff/professional education	Faculty continue to orient to new national guideline releases for airway and pain management, cardiac arrest and heart failure, and trauma triage.	No		
15.	CoAEMSP/CAAHEP updates	Annual report due by May 15th	Yes	Gentile Mattera	May, 2022
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	CoA resubmission due May 1, 2022	Yes	Mattera	May 2022
17.	Other business	This meeting was a subset of the EMS System Advisory Board meeting and much additional information was discussed; see the Full Board minutes.	No		
18.	Next meeting(s)	May 12, 2022	No		
19.	Adjourn	1052	No		

Minutes prepared by Connie J. Mattera, MS, RN, PM Date May 10, 2022

Minutes approved by Advisory Committee Date Sept. 8, 2022

PM class Mod/Final Exam results year/ year						PM Semester Averages year over year						
Year Mod Exam ave. scores	EMS 210	EMS 211	EMS 212	EMS 213	EMS 216	Year Semester averages	EMS 210	EMS 211	EMS 212	EMS 213	EMS 216	Cum GPA
	Prep	Resp/Card	Med Emerg	Trauma; Sp. Pop.	Seminar		Prep	Resp/ Cardiac	Med Emerg	Trauma; Sp. Pop.	Seminar	
F16-S17 N=29-28	93	93.56	90.45	92.26	91.11	F15-S16 N=30	91.78	92.28	88.89	92.05	91.62	91.40
F17-S18 N=27	93.3	93.56	91.96	91.13	92.27	F16-S17 N=29-28	91.9	91.25	89.4	92.15	92.42	91.42
F18-S19 N=28	93.8	94.17	91.84	94.35	91.74	F17-S18 N=27	91.16	91.72	88.95	92.02	92.59	91.23
F19-S20 N=30-24	92.1	92.65	91.68	92.11	90.12	F18-S19 N=28	93	93.07	90.77	93.85	93.1	92.83
F20-S21 N=18-16	92.6	93.7	91.3	93.2	89.75	F19-S20 N=30-24	93	91.94	92.72	92.51	90.12	92.29
F21-S22 N=24-20	93	89.1	88.8	91.9		F20-S21 N18-16	91.96	90.43	89.69	92.27	91.28	91.13
						F21-S22 N 24-20	91.4	89.45	90.5	91.9		

**PURPOSE OF THE ADVISORY COMMITTEE**

The Advisory Committee must be designated and charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change, and to review and endorse the program required minimum numbers of patient contacts. [CAAHEP Standard II.B. Appropriate of Goals and Learning Domains]

Additionally, program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with the mission of the sponsoring institution(s), the expectations of the communities of interest, and nationally accepted standards of roles and functions. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program. [CAAHEP Standard II.A.]

**Responsibilities of the Advisory Committee**

- Review and endorse the minimum program goal.
- Review and endorse the required minimum numbers of patient/skill contacts for each of the required patients and conditions.
- Verify that the Paramedic program is adhering to the National Emergency Medical Services Education Standards.
- Review Program performance based on outcomes thresholds and other metrics (at a minimum credentialing success, retention, and job placement).
- Provide feedback to the Program on the performance of graduates as competent entry level Paramedics (for employers).
- Provide feedback to the Program regarding clinical and field opportunities and feedback on students in those areas.
- Provide recommendations for curricula enhancements based on local needs and scope of practice.
- Assist with long range planning regarding workforce needs, scheduling options, cohort size, and other future needs.
- Complete an annual resource assessment of the program.