



Advisory Committee Meeting Minutes

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

SPONSOR / INSTITUTION NAME:	Northwest Community Healthcare		
CoAEMSP PROGRAM NUMBER:	600790	DATE, TIME, + LOCATION OF MEETING:	September 8, 2022 0900-1030 Virtual
CHAIR OF THE ADVISORY COMMITTEE:¹	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) (may be fulfilled by Medical Director)	Matthew T. Thomas, MD, FACEP	X	Northwest Community Healthcare/NWC EMSS
Employer(s) of Graduates Representative	Cf. Tom Krueger	X	Lincolnshire Riverwood FPD
	DC Scott Mackeben, PM	X	Palatine FD
	DC Scott Motisi, PM (chair)	ILL	Barrington Countryside FPD
	Chief Drew Smith	X	Prospect Heights FPD
	Benny Yee, PM	X	Lake Zurich Fire/Rescue Department
	Adam Zambreno, PM	X	Superior Ambulance
Key Governmental Official(s)	Leslee Stein-Spencer		Illinois Department of Public Health Div. of EMS
Police and Fire Services	Cmdr. Mike Carlson	X	Elk Grove Police Department
	Jeff Hall, PM	X	Lake Zurich Fire Rescue Department
	Kyle Marcussen, PM	X	Schaumburg Fire Department
Public Member(s)	Larry Lincoln	X	
Hospital / Clinical Representative(s)	Keith Hill, RN	X	Ascension Saint Alexius Medical Center
	Virginia Logan, RN	X	Ascension Resurrection Medical Center
	Dr. Karin Buchanan, RN		Ascension Saint Alexius Medical Center
	Bill Toliopoulos, RN (ECRN)	X	Northwest Community Healthcare
Other	Adam Sielig, PM (PBPI)	X	Arlington Heights Department
	Markus Rill, PM (CARS) (graduate)	X	Prospect Heights Fire Department
	Douglas Schuberth, PM (R&D)	X	Schaumburg Fire Department

¹ 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	Buffalo Grove Fire Department Northwest Central Dispatch Northwest Community Healthcare/Palatine FD
Faculty ²	Kourtney Chesney, RN, PM	X	Northwest Community Healthcare
Sponsor Administration ²	Kim Maguire (NCH) Dr. Kim Chavis (Harper College)		Northwest Community Healthcare Harper College
Student (current)	Fall class not yet seated		
Graduate	Aaron Losoff, PM	X	Mount Prospect 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 Connie Mattera due to Cf. Motisi's acute illness at 0900	No		
2.	Roll call	Quorum present	No		
3.	Review and approval of meeting minutes	March 2022 Advisory Committee minutes approved as written.	No		
4.	Endorse the Program's minimum expectation [CAAHEP Standard II.C. Minimum Expectation] <input checked="" 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." <input type="checkbox"/> Establish / review additional program goals ³	Connie presented the Paramedic Program's Annual report and asked for the committee's input and endorsement of proposed documents and updates. Committee endorsed the Program's minimum expectation (located in the Student Handbook on page 3).	No		
5.	Endorse the Program's required minimum numbers of patient/skill contacts for each of the	100% of the S22 student cohort achieved the Student Minimum Competency Matrix requirements last year. Clinical opportunities, call and patient volumes, scaffolding and sequencing of student labs and experiential learning activities provide realistic	No		

² Additional faculty and administration are ex-officio members.

³ 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
	required patients and conditions [CAAHEP Standard III.C.2. Curriculum] <input checked="" type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G) <input type="checkbox"/> Review formative graduate tracking reports	opportunities to achieve the minimum requirements within the time boundaries of the program. The Committee endorsed the Student Minimum Competency Matrix updates for the F22-S23 cohort (Move by Hall, 2 nd by Marcussen). Motion approved unanimously.			
6.	Review the program's formative report and outcomes [CAAHEP Standard IV.B. Outcomes] <input checked="" type="checkbox"/> Current report/ outcome data results <input checked="" type="checkbox"/> Graduate Survey results <input type="checkbox"/> Employer Survey results <input checked="" type="checkbox"/> Resources Assessment Matrix results <input checked="" type="checkbox"/> Attrition rate to date	<ul style="list-style-type: none"> - Connie discussed the S22 class outcome reports (assessment results; attrition; progress towards goals). They graduated in June 2022 in the first face to face exercises in several years. - Twenty-four students enrolled and 20 completed the class. Three students experienced personal issues that impacted their academic performance and one became too ill to continue and it was mutually determined that withdrawal from the program was in their best interest. - Attrition rate: 17%; retention rate: 83% - 20/20 successfully passed the Program's summative cognitive & psychomotor exams. See academic outcome comparisons to previous years at end of minutes. - 19/20 (95%) have passed the NREMT cognitive exam – see comparisons to previous classes at end of minutes. - 20/20 (100%) passed the NREMT psychomotor exam on the first attempt - Time to licensure after passing the NREMT cognitive exam was reduced to several days if all paperwork was submitted appropriately. Some had their licenses from IDPH before the date of the graduation exercises due to timely testing and fast turn-around. Graduate student survey results (N=20) 5 point rating scale AVG 4.9 The course was well organized. 4.9 The course met my educational needs and expectations. 4.8 The level of material was appropriate to my level of care. 4.9 The lead instructor ran the course smoothly. 4.9 The instructors were knowledgeable about the subject matter. 4.9 The skill instructors were knowledgeable and facilitated learning. 4.9 The skill stations and simulations were beneficial. 4.9 Skill instruction was consistent with classroom instruction. 4.9 This course prepared me to function as an EMS provider 4.9 I would recommend this course to others.	No		
7.	Review the program's other assessment results [CAAHEP Standard III.D. Resource Assessment]	AVG Student evaluations of their preceptors: N=75 5 point rating scale 4.9 Demonstrated consistent professionalism to me	No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<input checked="" type="checkbox"/> Long-range planning <input checked="" type="checkbox"/> Student evaluations of instruction and program <input type="checkbox"/> Faculty evaluations of program <input checked="" type="checkbox"/> Course/Program final evaluations <input type="checkbox"/> Other evaluation methods	5.0 Arrived to meetings on time 4.9 Was an effective communicator 4.9 Gave honest and fair evaluations of student's progress 4.9 Treated their student respectfully, providing positive reinforcement and praise 4.9 Showed consistent passion and dedication in their student's development 4.9 Held high expectations of student achievement 4.9 Enjoys his/her job and showed enthusiasm toward teaching 4.9 I would feel comfortable working with this preceptor again 4.9 I would recommend this preceptor for future students See Program Resource Survey results attached. N=20; 100% rated as sufficient			
8.	Review program changes (possible changes) <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"> Content Sequencing 	<ul style="list-style-type: none"> - The Harper College Curriculum Committee approved the addition of one credit hour to EMS 218 to correct an historical misalignment. - We received affirmation from the Illinois Community College Information System (ICCIS) of the Illinois Community College Board on May 20, 2022 that the Harper College (512-01) EMS 0052 Emergency Medical Services degree curriculum modification was approved for one additional hour totaling 71 hours effective 8/22/22. - We have consolidated the Lab Coordinator and Hospital Clinical Coordinator duties from two 0.5 FTEs into 1 FTE. Vasilios (Bill) Toliopoulos, BA, RN will serve both roles in the incoming fall cohort. We extend our huge thanks to Kourtney Chesney who is now the CE and System Entry Coordinator and Jennifer Dyer who will continue to mentor Bill and shift her hours to the CE program. In addition to his nursing credentials, Bill recently completed his PHRN licensure and he is credentialed as an Illinois Lead Instructor. He has been well prepared and is ready to take on all the new duties when the students arrive next week. - The Fall 22-S23 Paramedic Program cohort has been accepted in collaboration with Harper College and they are due to start on 9-12-22. We had hospital clinical and Field Capstone riding opportunities for 24 students and we filled the class with 24 qualified applicants. - The Advisory Committee unanimously endorsed the F22 Academic calendar; Student Handbook, course syllabi, and Hospital Clinical Unit Instruction Plans. Multiple laws, rules and guidelines have changed or been updated that necessitated changes throughout the handbook for this year. NO STANDARDS WERE DIMINISHED OR REDUCED from last year. The document is fully compliant with the Illinois EMS Act and Rules, National EMS Education standards and NAEMSE best practice models of instructional design; the curriculum components and sequencing as approved by Harper College and the Higher Learning Commission, CoAEMSP, NREMT, ADA, Title 	No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
		<p>IX, US Constitution First amendment, HIPAA, FERPA, Drug –free Workplace Act; CDC, and OSHA guidelines; Federal drug screening and criminal background checks, and NCH immunization and campus participation requirements. Each student receives a detailed orientation on each of these clauses and signs a learning contract agreeing to comply with each provision.</p> <ul style="list-style-type: none"> - The Committee endorsed the move to make a textbook optional for students performing to expectations given the detailed and comprehensive nature of student handouts and a desire to minimize costs. - The Committee endorsed all physical exam, health screening, vaccination, PPE, and background check requirements. - IDPH has approved the site code request for the Fall 22 class. - We received the updated certificate from NorthShore University HealthSystem (“NorthShore”) who maintains General Liability and Professional Liability coverage for NCH EMS Students participating in the Northwest Community Healthcare Emergency Medical Technician (EMT) and Paramedic Programs in the amount of \$1 Million/\$3 Million per occurrence, and general liability insurance subject to a \$3 Million deductible, through a program of self-insurance. NorthShore maintains a Standard & Poor’s rating of AA-/A-1 and a Moody’s rating of Aa3/VMIG 1. As NorthShore is self-insured, there is no policy number or expiration date. 			
9.	Review substantive changes (possible changes) [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	None	No		
10.	Other identified strengths	Provider and hospital leaders, educators, and preceptors of exceptional quality collaborate with the program to assist each student in optimizing their professional growth and development.	No		
11.	Other identified weaknesses	None at this time.	No		
12.	Identify action plans for improvement	None at this time.	No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
13.	Other comments/recommendations		No		
14.	Staff/professional education	Faculty continue to orient to new national guideline releases for spinal cord trauma; the new SIOs; Procedure Manual; and Drug and Supply List. We are focusing on the attributes of a responsive classroom; growth mindset, teaching to the whole learner, student engaging activities to prompt critical thinking; and cultural humility and DEI competency.	No		
15.	CoAEMSP/CAAHEP updates	Annual report submitted on time.	No		
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	CoA resubmission due November 1, 2022	Yes	Mattera	11- 2022
17.	Other business	This meeting was a subset of the EMS System Advisory Board meeting and much additional information was discussed relative to EMS System activities. See the NWC EMSS Advisory Board minutes for more details.	No		
18.	Next meeting(s)	November 10, 2022	No		
19.	Adjourn	1039	No		

Minutes prepared by Connie J. Mattera, MS, RN, PMDate November 8, 2022Minutes approved by Advisory CommitteeDate November 10, 2022

NCH PM NREMT Exam Outcomes			PM class Mod/Final Exam results year/ year					
NCH NREMT results 1 st attempt pass	NCH cumulative Pass within 3 attempts	NREMT data	Year Mod Exam ave. scores	EMS 210	EMS 211	EMS 212	EMS 213	EMS 216
S17 24/26 (92%)	26/26 (100%)	1 st attempt: 77% Cum pass 3 atts: 84%	Prep		Resp/Card	Med Emerg	Trauma; Sp. Pop.	Seminar- Final written
S18 24/25 (96%)	25/25 (100%)	1 st attempt: 79% Cum pass 3 atts: 85%	F17-S18 N=27	93.3	93.56	91.96	91.13	92.27
S19 19/24 (79%)	24/24 (100%)	1 st attempt 73% Cum pass 3 atts: 85%	F18-S19 N=28	93.8	94.17	91.84	94.35	91.74
S20 18/22 (82%)	22/22 (100%)	1 st attempt 71% Cum pass 3 atts: 83%	F19-S20 N=30►24	92.1	92.65	91.68	92.11	90.12
S21 15/17 (88.2%)	17/17 (100%)	1 st attempt 72% Pass 3 atts: 83%	F20-S21 N=18►16	92.6	93.7	91.3	93.2	89.75
S22 16/20 (80%)	19/20 (95%)	1 st attempt 52% (IL) Pass 3 atts: 75%	F21-S22 N=24►20	93	89.1	88.8	91.9	89.33

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.