

**Northwest Community EMS System  
Advisory Board  
MINUTES – January 14, 2016**

Topic	Discussion/Conclusions
Call to order	Meeting called to order at 0900 hours by Connie Mattera in the absence of the Chair and Vice-Chair. Dr. Ortinau and Diana are attending the Ntl Assoc of EMS Physician's conference to gain insight into research updates and possible need for practice changes.
Minutes / Agenda	Minutes from November 2015 approved unanimously as submitted.
<b>PBPI Committee</b> Joe Albert	<p>PBPI presented a thorough yearend report listing aggregate System data for 2015. See written report for details. System members can use the Image Trend canned reports to run their own agency-specific numbers if desired. Many thanks to Joe and the Committee for their fine work on this project!</p> <p>The committee has restructured their leadership to better distribute the workload. Jason Brizzell (SFD) was introduced as the new Chair; Adam Rothenberg (PFD) is the Vice-Chair, and Nichole Junge (RMFD) remains the Secretary. Joe Albert (EGFD) will take the position of Data Coordinator, and the position of Screen Coordinator is yet to be filled. They have updated their charter and created objectives to put into this year's QI plan. System liaison: Susan Wood.</p> <p>The PCR review project for Paramedic student simulated runs is ongoing. Joe will attend all Preceptor classes to share with them the documentation experience and expectations of the students.</p>
<b>Education Committee</b> Connie Mattera	<p>Committee leadership 2016: Co-Chairs: Joe Tobiasz (EGT) &amp; Karin Buchanan (SAMC). System liaison: Connie Mattera</p> <p>Thus far, the EMT class that graduated in December has had a 100% pass rate on the National Registry Exam. This shows great work by Chris Dunn and all those that contribute to the EMT program. The spring 16 class just began.</p> <p>The Paramedic class finished EMS 211 (Respiratory and Cardiac) in December. One student out of 30 failed due to double failure of the written modular exam and had to leave the program, but he has been encouraged to seek an evaluation from the Harper Learning Center and to reapply for next year.</p> <p>EMS 211 Exam results:</p> <ul style="list-style-type: none"> <li>○ Written exam score range: 71.3 – 98.7%; Mean 91.3%; Median 91.3%; Mode 91.3%</li> <li>○ Practical exam: All ultimately passed; several needed to retake up to two stations. We will incorporate the skills with the highest need for retest into the January and February labs to provide addition time to gain improved competency.</li> <li>○ ECG strip test score range: 80-100%; Mean 98.2%</li> </ul> <p>Course grades: Quiz average: 92.11; Harper letter grades: A: 15; B:11; C: 3; F: 1</p> <p>Currently in EMS 212: Major student project this semester is a Communicable Disease report and oral presentation</p> <p>Students continue in <b>the hospital clinical rotations</b> concurrently with the academic coursework. We have been providing feedback to the clinical managers as it is received from the students and have had two meetings with students who received critical feedback from unit preceptors to determine a root cause analysis. Thus far, miscommunication between student and preceptor, rather than student error, appears to be the prevalent cause. However, students have been coached relative to their behaviors that were inconsistent with policy. Several students have had to repeat clinical shifts due to very late submissions of their clinical paperwork and FISDAP entries in non-compliance with program policies.</p> <p>Students should begin their <b>field internships</b> the first week in March and graduate June 15th.</p> <p>The <b>preceptor class</b> dates were originally announced in System memo 352 on Oct 16, 2015. There will be 5 sessions in February: 9<sup>th</sup>: 0900 – 1200; 19<sup>th</sup>: 0900 – 1200; 1300 – 1600; and 24<sup>th</sup>: 0900 – 1200; 1300 – 1600. Preceptors need only attend class every other year unless major program changes occur, but must apply and sign updated contracts annually.</p> <p>Applications for this year will be sent out shortly.</p>

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	<p><b>National Registry practical exams</b> have been scheduled for June 27, with a follow up for those not finishing the field internship on time or those needing to retest on July 18<sup>th</sup>. Students who fully complete graduation requirements are eligible to take the NREMT written exam right away, so they can be licensed immediately after passing the practical.</p> <p>The <b>fall class will begin in September</b> (rather than the usual October start date) to align our program with the Harper College semesters and bring us into compliance with college regulations. We are taking all possible steps to ensure that veterans are not disadvantaged for tuition reimbursement due to a shifting of credit hours. Course pretesting will begin Feb 1<sup>st</sup> and the class will be accepted by mid-June. Pooled preceptor queries will be sent to the agencies in early March. Updates to fall prerequisites, applications and acceptance procedures have been submitted to Harper based on their request and posted to their website.</p> <p>An <b>employer survey</b>, which is required 6 months after graduation, will be sent shortly to all agencies who hosted students in the field internship for the class that graduated in June 2015.</p> <p>The Committee has been discussing possible changes to the <b>Peer Educator policy</b> refining prerequisites and roles for Peers III and IV. They have forwarded a draft to Dr. Ortinau and Connie for comment. Anticipated timeline: final draft to Ed Sub in March. If approved, to Advisory Board and Chiefs in March.</p> <p>In consideration of maximizing committee productivity and minimizing costs to everyone for meeting attendance, the Education Committee voted to <b>meet every other month</b> during 2016. Thus, meetings will be held on the first Tuesday of the odd numbered months January, March, May, July, September, November) at 9 am. The System website will be updated to reflect the new meeting schedule.</p>
<b>CARS Committee</b> Markus Rill	<p>Committee leadership for 2016: Chair: Markus Rill (PHTs &amp; LGFPD); Vice Chair: Jim Klein (AHFD); Secretary: Ron Redlin (MPFD) System liaison: Connie Mattera</p> <p>Todd Novak (MPFD) is working with Patrick Sennett (GoodSam) on the new template to be used when we switch to the Elite Platform and NAEMSIS 3 database. These timelines are now getting tighter. We must be live by October 1<sup>st</sup> as IDPH can now accept NAEMSIS 3 data and have issued a letter to all Systems relative to mandatory cut-over dates.</p> <p>Adobe Flash has not been working/not compatible with all operating systems. It was an Adobe problem, not Image Trend. Adobe is working on the problem and we trust that will be fixed soon.</p>
<b>R &amp; D Committee</b> Ed Rogers	<p>Committee leadership for 2016: Chair: Ed Rogers (DPFD); Vice-chair: Greg Fuchs (LZFR). Seeking a secretary. System liaison: Diana Neubecker</p> <ul style="list-style-type: none"> <li>• Update on glucometers. Purchasing has asked Connie for a contract to verify that NCH is a Resource Hospital. Connie will provide to hopefully facilitate a pricing agreement soon with the new company.</li> <li>• The Committee continues to research advanced airway equipment: video laryngoscopes, alternate extraglottic airways</li> <li>• The Drug &amp; Supply List will be updated to reflect the elimination of vasopressin and therapeutic hypothermia</li> <li>• The Cardiac Arrest Team Leader checklist reflecting the new AHA CPR guidelines has been updated and provided to paramedic students now so they learn the most current practices. These will be incorporated into the new SOPs.</li> <li>• Following passage of the D3 policy, R&amp;D is also tasked with researching acceptable ways to document temperature of the IV fluids</li> </ul>
<b>Policies to be reviewed</b> Connie Mattera	<ul style="list-style-type: none"> <li>• <b>V2 Violence: Child Abuse</b> – All proposed language changes bring us into compliance with current IDPH statutory definitions. Rules, and forms. Changes approved unanimously. Thanks to Susan Wood for discovering the changes to the reporting form</li> <li>• <b>C7 Confidentiality/HIPAA</b> – Proposed changes have already been sent out to System hospitals based on their request for a HIPAA interpretation relative to including a personal physician's name in the OLMC report. This is especially beneficial for patients with a suspected STEMI so the doctor can be alerted in a timely manner. Changes approved unanimously.</li> <li>• <b>D3 Approving/exchanging Drugs &amp; Supplies</b> – this policy has extensive amendments based on national laws, guidelines, and standards that were previously unknown to the System. Each item of the 9 page policy was reviewed. Changes include, but are not limited to meeting regulations for drug accountability and safety, random unannounced inspections, thermal control of drugs,</li> </ul>

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	<p>stocking/re-stocking and inventory control; acting within scope of practice for medication administration, responsibility for removing re-called drugs, and competency of staff administering drugs. Changes unanimously approved.</p> <ul style="list-style-type: none"> <li>Following election of new members, the System Review Board listing for 2016 will be updated.</li> </ul> <p>Connie will have the updated policies and Table of Contents ready for the Chief's meeting.</p>
<p><b>System Updates and Election</b> Connie Mattera</p>	<ul style="list-style-type: none"> <li>As announced at the Holiday breakfast, Dr. Ortinau will be leaving as EMS Medical Director at the end of 2016. NCH will be conducting a national search for his successor (hard shoes to fill!). There will be a multi-tiered interviewing process starting with a subcommittee of the Advisory Board, followed by the EMS staff, with the final decision being made by the NCH CEO and CNO. Ideally a job offer will be accepted so the physician would have time to relocate if necessary before fall and can work with Dr. O for several months before the transition.</li> <li>New SOP's are being drafted and are scheduled to be released during a mandatory review in July.</li> <li><b>Election:</b> Ballots were distributed for open Advisory Board positions due to term expirations and/or promotions. <b>Results</b> were tallied by Chief Schuman. Non-officer paramedic members: Douglas Schubert (SFD) and Anthony Minarcik (MPFD) Non-office paramedic alternates: Jeff Hall (LZFR) and Aharon Losoff (MPFD) Private provider member: Patrick O'Brien (R8) Private provider alternate: John Figliuolo (Advantage)</li> </ul> <p><b>Our sincere thanks to J. Ryan Kelly, EMT-P (SFD), Lt. Eric Levernier, EMT-P (LRFPD), and Kevin Flynn, EMT-P (AHFD) who are rotating off of the Board</b> as non-officer paramedic members or alternates. We so appreciate their service to System leadership!</p> <p>All standing committees were asked to provide their member/alternates for 2016 if they have not done so already. Elections for Board officers will be held in March.</p>
<p><b>Adjournment &amp; next meeting</b></p>	<p>The meeting was adjourned at 11:10 AM. The next meeting is on Thursday, March 10<sup>th</sup> from 9:00 to 11:00 AM, in rooms LC 3 &amp; 4.</p>