

**Northwest Community EMS System
Advisory Board
MINUTES – May 17, 2012**

Topic	Discussion/Conclusions
Call to order	Pete Dyer Called the meeting to order at 0905 hours.
Approve minutes & Additions to Agenda	Members present reviewed the minutes from the January 19, 2012 meeting. No additions or corrections were motioned. Motion to approve the minutes by Jeff Gibson, second by Tom Wang, all members present voted in favor, Minutes approved. Board Chair Dyer asked if anyone had additions they wished to add to the agenda. No additions.
CARS Committee	<p>CARS: Update to current software shows what IDPH would bounce back to the System due to documentation omissions. IDPH but will not accept the report unless it has 100% validity. Power tools have been designed to help achieve 100% validity.</p> <ul style="list-style-type: none"> • Working on getting items posted on to our NWC EMSS website in a timely manner. • NEMESIS has developed a draft of the 3rd version of required data fields for the national database. This may expand the required fields from 86 to 265. IDPH (Dan Lee) is determining which ones will become mandatory for Illinois. The Region VIII & IX consortium is considering which ones we would activate now for us in the Image Trend software. <p>There will be a free webinar hosted at NCH on May 31st at 1300 presented by Page, Wolfberg, and Worth. Topic is maintaining HIPPA compliance in documentation, QI activities, and releasing reports. The Federal government is conducting random audits and imposing large fines for noncompliance with HIPPA regulations. Each System member is encouraged to have at least one person attend or listen in.</p>
PBPI	No report
Research & Development	No report
Education Committee	<p>The education committee has been receiving tutorials on curriculum development and best practice models for teaching and learning. The first step in any education planning should be a needs assessment. The committee suggested that the System prepare a 100 question “needs assessment” covering the current SOPs to be given during an in-station class to determine our areas of strengths as well as ongoing learning needs to use as one input to the selection of CE topics. There was much discussion with general consensus that this was a good idea. The assessment will be given during the July 2012 CE.</p> <p>The Board received a report on the current EMT and paramedic classes and their progress</p> <p>Paramedic students are in the Field Internships with a graduation date of June 8th. Students should have transitioned to Phase III if they hope to finish all requirements on time. Several students are not progressing successfully and they have been given corrective action plans and the Lead Instructor has been in communication with their agency Provider EMSCs, the EMS Administrative Director and the EMS MD. Early feedback has shown some areas where the students were not as prepared as expected to begin field practice, e.g. ability to complete an ePCR using the Image Trend software and inability to start distal peripheral IVs rather than using antecubital access. P. Drag is investigating the root causes of that feedback and will put action plans in place for the fall class to mitigate and correct those deficiencies.</p> <p>Planning continues for the creation of the self-study to submit to the Committee on Accreditation of EMS Programs (CoAEMSP) for paramedic program national accreditation.</p> <p>C. Mattera and P. Drag met with admissions office staff and Sally Griffith from Harper College on May 7th to select the fall incoming paramedic class. Of the 70 eligible applicants, most are currently unaffiliated with an EMS agency. We were able to accept 30 so far based on field ride time sponsorships, but continue to seek a few more spots for unaffiliated applicants in the pooled preceptor match program so we can fill the class to its maximum of 40 students. Eligibility this year for unaffiliated applicants will be more strongly driven by their performance on the Pre-entrance exam that is constructed of questions similar to those found in our EMT final exam.</p>

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Emergency Preparedness	<p>Pete Dyer stated that he and Annie Moy held the 2nd Summit for emergency preparedness. They found provider end issues that need to be discussed with the Chiefs. He and Annie will be presenting the final draft to the Chiefs at their next meeting.</p>
System Reports	<p>Connie discussed the new licensure and relicensure fee structure and renewal process, but IDPH has yet to state when they take effect. Current process is to send the signed child support form to the NWC EMS office and Connie enters the renewal in the state database. As soon as IDPH activates their new fee schedule this process will change. Connie will notify the System when she is informed of an implementation date. Each agency needs to determine their internal policies with respect to fee payment. IDPH contends that each individual is responsible for his or her own EMS license and will hold them accountable if a license lapses. There was much discussion on this topic. This process change still needs to be discussed at the Chief's meeting.</p> <p>The process to request an extension will not change.</p> <p>The EMS coordinators will receive a notice June 01, 2012 if anyone is deficient with annual CE hours for the system.</p> <p>2013 SOPs: The system is seeking suggestions for SOP changes to be implemented next year. A form was distributed to chiefs/ administrators and EMSCs for anyone to fill out if they would like to suggest a change. The System anticipates expanding the drug formulary to include additional options that could be used in the event of continued drug shortages. First draft of new SOPs should be issued in late summer with revisions continuing into the fall, with final draft approved by all the Region IX EMS MDs in January 2013. Training on these in the NWC EMSS will occur in April 2013 with go live May 1st.</p> <p>Therapeutic Hypothermia protocol is going live this month in the remaining agencies that have not been included previously in the field trial. The System has a high percentage of patients in cardiac arrest who achieve return of spontaneous circulation (ROSC), but the challenge is re-arrest. Education is working on ROSC treatments. May CE will cover this protocol.</p> <p>Connie and Pete Dyer discussed the NATO Summit to be held on May 18-20 and how our System members will probably be used if needed. A special Clinical Practice Alert was distributed regarding the treatment of pepper spray incidents. Connie asked that everyone review DECON procedures and use appropriate precautions to protect themselves and the patients. If deployed into Chicago, follow NWC EMSS SOPs and call a system hospital for OLMC and direction to a receiving facility.</p> <p>Planning for the Ryder Cup Golf event continues.</p>
Old Business	<p>Board Bylaws Changes: Connie stated that in February 2012 the Board was given a proposed change to their Bylaws. Since then she has not heard any feedback from what was presented. A subcommittee had reviewed the bylaws and drafted their proposals for change. Motion by Dale Stewart to approve the bylaw changes as presented, second by Brian Sennett. Motion passed unanimously by voice vote.</p>
New Business	<p>Policy Reviews: Connie expressed a need to have all System policies placed on a recurring review cycle to ensure that they are current. Ideally, they would be at least reviewed on an annual or bi-annual basis.</p> <p>System Entry - First policy needing an immediate update is System Entry. Connie presented language changes that reflect the current process so the policy aligns with practice. Diana also presented a proposal that she had been asked to prepare. They will consolidate the two drafts and forward to Board members for their consideration before the next meeting.</p> <p>The Board usually takes July off. There is a possibility of an email vote on the System Entry policy if the July meeting is cancelled.</p> <p>The Certificate of Merit policy could be updated to allow for additional methods of recognition. She gathered some info from other organizations and compared them to our policy. We currently have a certificate of merit. She thought that maybe we should add a few more categories to expand and give more positive rewards to our systems members for doing their duties.</p> <p>Invalid Assist - At the April 2012 Provider Coordinators meeting Dr. Ortinau asked for people to think about invalid assists and if they should require a refusal of service to be documented. There was much discussion on this topic.. Dr. Ortinau was not at this meeting to clarify his views. Some points from the discussion; What qualifies someone as a patient? Who is a patient for billing purposes? Should we create a new template for these types of incidents? Also discussed that we should look at what others are doing with these calls throughout the country (EAGLE systems).</p>

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	Chief Clemmensen commented that the time and dates of the Advisory Board meeting conflicts with the Northwest Central Dispatch quarterly meeting and this affects 3 or 4 Chiefs. Questioned if we would consider changing our date and time. Discussion to follow.
Adjournment	Next meeting is scheduled for July 19, 2012. Chair Dyer will notify members if the meeting is cancelled. If cancelled, the next meeting would then be Thursday, September 20, 2012. Motion to adjourn by Dale Stewart, second by Bill Kidd. Motion passed. Meeting adjourned at 1058 hours.