

**Northwest Community EMS System
Education Committee Meeting
MINUTES - May 3, 2011**

Agenda item	Discussion
Call to Order Previous Minutes Review of Agenda	<ul style="list-style-type: none"> • Call to order at 09:07 • Minutes accepted with spelling corrections
Education Committee Meeting	<ul style="list-style-type: none"> • C2 - Continuing Education Policy Updates – Discussion continued on the draft policy language changes from the April 2011 meeting. The annual accounting of CE hours was changed from June 30th to June 1st to allow due process for those that would need an intent to suspend letter. There was significant discussion on the number of Credit Question packets that could be completed. The new language allows for one packet to be completed in lieu of a class and one class that can be missed entirely with no packets completed as long as the post-tests are passed. The current policy allows all classes to be made-up by packets if the individual is not exam exempt. However, the intent of the new policy is to make everyone exam exempt, thus eliminating the need for the May test. There was concern that some may need the ability to complete more than one packet to remain in good standing based on extraordinary circumstances. The System will consider waiver requests on a case by case basis. Terminology was corrected regarding the content and nature of the May class. J. Tobiasz stated he received emails and had discussion with others regarding leaving some type of statement that reflects keeping annual testing in place for the few that may not be able to meet the requirements of the policy. After consideration and discussion by the committee, it was determined not to write the policy for the very small percentage of non-compliant System members and to eliminate annual testing. Statements regarding the content of questions and answers were consolidated. Statements regarding post-test completion and re-education were corrected. BTLS was removed from the “Additional options for accruing CE hours” section. With no further discussion, the consensus was to move forward with the policy. A motion was made and seconded to accept the new language. Motion was approved unanimously. K. Buchanan will make the additional changes and send a copy to Connie who will send the policy to the Advisory Board for review and approval at their May meeting. J. Tobiasz asked if the policy would need to be presented to the other Committees and the Chiefs. C. Mattera indicated that the Chiefs have been briefed, approved the budget for a 10 month CE year, and are in acceptance of the policy changes. The Advisory Board chiefs representatives will be encouraged to surface any concerns from their constituents. • Peer Educator Policy – The updated language changes from the April 2011 meeting were reviewed. There was discussion on how skill sessions would be validated. Staff from NWCS EMS could attend sessions and evaluations could be completed by class participants. Again, with no further discussion, the consensus was to move forward with the policy. A motion was made and seconded to accept the amended language. Motion passed unanimously. K. Buchanan will make the additional changes and send a copy out to all members. C. Mattera will send the policy to the Advisory Board for review and approval. • Video CE – The sub-committee was reminded that medical consulting from NWC EMSS (Dr. Ortinau, C. Mattera, or D. Neubecker) needs to be present at all shoots. J. Schneidwind of Schaumburg will coordinate dates with the studio G. Fabsits has available and with NWC EMSS. • Image Trend – J. Tobiasz opened discussion regarding the Image Trend Field Bridge Template. He had received an email that indicated some concerns regarding the template that came from the Sub-committee. C. Mattera helped explain the operation concerns with the template. There were several problems with the coding and content that are being resolved. Several agencies, even though told not to use it, decided to prematurely implement the “NWC EMS Do Not Use” template as their main report template. The training template was designed as a test template and inconsistencies, omissions and errors were to be reported for correction. Right now, that template will cause data to be kicked back from IDPH. P. Dyer of Des Plaines explained how he has worked with his agency to ready them for the June 1st Field Bridge go-live date.

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System and State Updates	<ul style="list-style-type: none">• Systems from Regions 8 and 10 have requested sections of the new SOPs. The System is encouraged that we may be moving toward standardization of care across the regions.• The hospital EMSCs/educators have discussed the reasonable amount of time that should be spent discussing post-test question answers immediately before giving the test. The practice has been inconsistent and needs a standardized approach. Extended time discussing the test bank has caused some CE classes to run long or be cut short on the information provided. System members are encouraged to contact their hospital EMSC to have their answers to any questions confirmed or to discuss areas that are still not clear prior to the scheduled CE date. Each educator will be willing to entertain discussion on up to 3 to 5 individual questions at the beginning of class if necessary.
Adjournment	<ul style="list-style-type: none">• With no further business the meeting was adjourned at 11:14 am.