

**Northwest Community EMS System  
Education Committee Meeting  
MINUTES  
March 3, 2009**

Topic	Discussion/Conclusions
Call to Order	<ul style="list-style-type: none"> <li>Meeting called to order at 09:10</li> </ul>
Review of Minutes	<ul style="list-style-type: none"> <li>February minutes approved</li> </ul>
Review of Agenda	<ul style="list-style-type: none"> <li>No changes</li> </ul>
Introduction of new members:	<ul style="list-style-type: none"> <li>Mount Prospect – Mike Ghawaly</li> </ul>
Education Committee Meeting	<ul style="list-style-type: none"> <li><b>Educator Role</b> – C. Mattera distributed the first draft of the Peer Educator Proposal for the Committee members to review for next month's meeting. Not all steps are completed at this time. More will be finalized for the next meeting. The Peer Level I was noted on the table but not in the policy; this will be added in. Additional language will be added in so that a nurse educator could enter into the process.</li> <li><b>System Entry Guidelines</b> - sub-committee did not meet.</li> <li><b>Workshop</b> – The flyer was distributed. RSVP should be sent to Kathy Fitzpatrick. C. Mattera requested that we narrow down the questions to more specific objectives. The Committee was requested to bring these to the next meeting. These objectives would be sent to Dr. Nollette.</li> <li><b>Charter</b> – Completed</li> <li><b>Strategic Plan</b> – A copy of the final draft was distributed for review by the Committee. All language changes were accepted as written. A motion was made and seconded to approve the new language; all were in favor. The Plan will be forwarded to the Advisory Board.</li> <li><b>EMT-B Skills Update</b> - Discussion on developing a gap analysis of where the current EMT-B skills are at and where they will be going. Questions generated by the Committee – <i>What skills will they need to learn? What equipment will be needed? What equipment is currently available? Can we share this equipment?</i></li> </ul>
System and State Updates	<ul style="list-style-type: none"> <li><b>System EMT-P CE</b> – A discussion began on the minimum number of participants to host a class. It has been experienced, where there has been only one person in class. There was additional discussion on how should a department handle hosting a class when they get called away and yet there are personnel from other agencies in attendance. Group questions generated – <i>Are you penalizing the one or two who do show-up by not hosting the class? Is this an effective learning environment? Are there budgetary issues tied to hosting the class?</i> Discussion on possibly developing a model for a prescheduled class. Additional questions from the group - <i>Should a class be cancelled based on limited attendance? Who will make the decision to cancel the class? Will the hosting department cover the cost of a class for an outside guest? Will they pay for an additional class?</i> C. Mattera stated she would develop language to review with the Educators. It was considered to revalidate the data from a survey from 5 years ago to see if that data still is relevant. It was also mentioned, for the Educator to discuss the situation with the highest ranking officer available.</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>With no further business the meeting was adjourned at 10:17</li> </ul>

Topic	Discussion/Conclusions
Next Meeting	<ul style="list-style-type: none"><li>April 7, 2009; Room – LC 7 &amp; 8</li></ul>