

**Northwest Community EMS System
EMS Coordinator/Educator Meeting Minutes
February 25, 2011**

Meeting Attendees: Connie Mattera, Dr. Ortinau, Susan Wood, Peggy Drag, Beth Keane, Kathi Knop, Wendy Seleen, Robyn Mazzolini, Cindy Aguinaga, Georgene Fabsits, Candi Parkin, Karin Buchanan, Noreen Unti, Jen Dyer, Susie Von Busch, Kathy Fitzpatrick

Not in Attendance: Ginny Logan, Cindy Brennan, Diana Neubecker (excused)

Topic	Discussion	Recommendations/Actions	Follow-Up/Person & Date
Call to Order	Meeting called to order at 12:10 p.m.		
Feedback – Team Resuscitation	Per Connie, feedback was very good. Participants love hand-on classes; there was plenty of time to practice in groups with fewer students, but all were updated to the new CPR guidelines.	The System will look for ways to incorporate hands-on training for future education.	Diana, Susan, Jen, Peg
March Education Orientation	March education topic is MVI/MCI. Susan reviewed all information in educator's packets along with PowerPoint presentation. Scenario cards will be used during education. Susan explained how these cards should be used during class.	Providers were asked to have triage tags and their SMART commander kit available for each class plus officers who would serve as scene commanders participate in class.	Questions? Call Susan or Jen.
APRIL CE – SOP Rollout MANDATORY class C. MATTERA	<p>The April topic will be the new SOP roll-out. The class educational method will be to task participants to apply the new protocols to patient situations.</p> <p>Connie distributed the Final Region IX edition with mark ups and the Changes and Rationale document completed to date so all educators could start reviewing the changes.</p> <p>The System will go back to printing the pocket SOPs to maintain uniformity. The PEMSCs voted on their style preferences on 2/24: Top bound; colored inside pages on heavier card stock to correspond to full-size copies; and include selected reference cards as determined by Dr. O and Connie.</p>	<ul style="list-style-type: none"> ▪ All educators to become fully familiar with the new AHA ECC document before April 1st. The link was sent to everyone in October when they were first published (listed below), and the hard cover document has been available in print for some time. This explains in detail why the changes have been made – and that is the key to helping our folks understand why the SOPs are changing. http://circ.ahajournals.org/content/vol122/18_suppl_3/ ▪ Review the Region IX document carefully. Connie will send the NWC EMSS Edition (clean and mark-up) as soon as it is completed. ▪ Connie is getting competing bids for the pocket SOP. She needs the # of copies desired by each System provider and hospital ASAP so enough are ordered. 	Need # by March 4 th

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Summer/Fall CE topics	<p>This is the year that we need to cover Peds and Stroke as topics to meet the EDAP and Stroke Center requirements for prehospital QI data.</p> <p>The 2011 PBPI plan also addresses the impact of capnography monitoring; success of the 12 L program in reducing EMS to balloon time (E2B).</p> <p>The group was polled on their suggestions for topics.</p>	<p>Recommendations/suggestions: 2 months on Peds: Include information on special needs children in one and general peds topics (respiratory, medical, trauma) in another. Do not run them back to back. Stroke: update on comprehensive vs. primary stroke center transports; how we're doing on correctly identifying stroke patients and field treatment based on updated QI data. Trauma: Need review on TBI and SCI w/ c-collar / spine motion restriction skills lab Early 2012: Potpourri of items or "pearls" to include a variety of topics such as LVADs, tips of the trade; sections of the SOPs we have not covered in a long time etc.; 12 L compliance / data quality</p>	<p>Resource Hospital EMSS team will consolidate 2011 calendar and publish ASAP</p> <p>For 2012 CE – please send recommendations to Diana.</p>
Current EMT-P class	<p>All students were to call their hospital RNs to make appointments before starting the field internship. Some have not yet made contact; and their internship will be delayed.</p> <p>New class application and selection procedures are in effect for the F11 class. Validation testing started in February and the final class selection may be finished as early as May if 40 students complete files and have secured places for the field internship.</p> <p>If the current students are to take a June state exam, they must be totally done with the internship by June 3rd.</p>	<p>Meeting handouts:</p> <ul style="list-style-type: none"> ▪ Copy of the new pooled preceptor policy and application process FYI. ▪ Copies of preceptor education and student paperwork previously sent to EMSCs by e-mail last week. 	
ECRN class 2011	<p>The ECRN class, scheduled to begin in March, does not have enough students to hold a traditional class. Connie outlined several options and asked the nurses for their preference.</p>	<p>No class in March</p> <p>Selected option: Connie will conduct precourse days in April (12, 19, 20). The nurses are then invited to attend the paramedic class seminar reviews beginning the last week in April and all 4 wks in May. ECRN students have the option of attending one day a week (Tue, Wed, or Thurs) from 9 am to 1 pm. A section of the SOP is reviewed each week and they will be given the traditional ECRN handouts.</p> <p>They will be ready to challenge the written and practical exams the first week in June.</p>	<p>Connie and Kathy will check the schedule for pre-class dates.</p> <p>RN's – please inform all students that there will be no March classes, and we will let you know the confirmed April dates and times shortly.</p>

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Drug & Supply list	The System continues to look for ways to streamline, and make wise fiscal decisions based on need. The nurses were asked for their final feedback on the Drug & Supply list.	A few of the nurses brought their suggestions – these will be given to Diana for the R & D meeting.	Diana to present the information to the R & D committee on March 2 nd
EMSC/Educator Guidelines	<p>The final draft document had been sent to the nurses in advance of the meeting. Final clarification was sought as follows:</p> <p>Page 4 – Do the nurses need to keep a copy of the actual IDPH license in the active file? Yes, but may be electronic. Get from PEMSC.</p> <p>Page 7 – Re: CE calendar/schedule. Nurses must page Diana before a class is cancelled as the System is trying to minimize these changes due to the inconvenience to guests who are sometimes traveling great distances and trying to stay exam exempt, and the System must bill accurately for the dates that service is delivered. If Diana does not answer, page Connie. If we cannot get a replacement in short order, the class may need to be rescheduled. Concern was raised because sometimes an approval cannot be gotten early in the morning, or calls are not returned.</p> <p>Page 8 – F4 – Who submits verification of intubation compliance to the EMSCs. Answer – PEMCS. Can be submitted on an Excel spreadsheet and nurses may ask to see actual skill sheet when they are at the agency.</p> <p>A question was raised on missed class time. Should the educators make the students complete the whole packet for missed time? Answer – for going out on 1 call – make them do what was missed after they left. If they had 2 calls during class – They will do the whole packet. This makes it very clear to both students and instructors.</p>	<p>Vote: Do not put scores on the CE rosters. Use these abbreviations instead: PE (pass exempt); P (pass), or F (fail). This will allow us to remain current if exam exempt score thresholds change. Unanimously approved. Effective IMMEDIATELY.</p> <p>If an individual wants to see their numeric score, it may be shown to them. If the System wishes to research trends in exam scores at a future date, we will provide notice of a temporary change in this agreement.</p> <p>Vote: Test answer sheets: Page 16 – Each educator will send the completed pink copies of the tests to the EMSC/educator responsible for that agency to be placed in the individual's file (electronic acceptable). DO NOT send tests forms back to Kathy F. on a routine basis for any tabulating.</p>	All EMSCs
Website progress	The website has been populated up to 2011. Connie has been working with Adam Rothenberg to get a critical mass of documents posted so the go live date may be set.	EMSCs are welcome to post EMS-related information for their hospital. If you need help doing this and adding material, please contact Adam Rothenberg.	All EMSCs

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Additional items	<p>In November, 2010, the Higher Learning Commission of the North Central Association of Colleges and Schools conducted a site visit of NCH and our EMT and paramedic classes in anticipation of designating NCH as an official training site for Harper College given that more than 50% of the hours for both classes are conducted off site from Harper.</p> <p>Connie also received the state testing roll-up data for 2010.</p> <ul style="list-style-type: none"> ▪ EMT-B: NWC EMSS students: 99.2% pass rate State ave. pass rate: 66.8% ▪ EMT-P: NWC EMSS students: 97.1% pass rate State ave. pass rate: 72.8%. <p>DICO's. Pete Dyer's committee is almost done with their policy updates. This is NOT a System issue. The System is only serving as a facilitator between the agencies and the hospitals. The agencies are trying to comply with Federal law and that involves a change in hospital follow up.</p> <p>The Chief's meeting must be moved from its scheduled March 18th date due to conflicts with Dr. O and Connie's schedules.</p>	<p>Connie is pleased to report that the surveyors report recommended full approval with no recommendations for change. This is tremendous affirmation regarding the excellence of our programs. Chris Dunn, Kris Mullen, and Peggy Drag, and Colin Finlay are to be congratulated on their extraordinary achievements.</p> <p>The hospitals asked for sufficient time to educate hospital personnel and put practices in place to implement the policy. Connie suggested they speak with Dave Schultz who is shepherding the process during Pete's absence.</p> <p>New date will be announced soon.</p>	<p>Connie</p>
Adjournment	Meeting adjourned at 3:45 p.m.	Submitted by Susie Von Busch and Kathy Fitzpatrick	