

**Northwest Community EMS System
EMS Coordinator/Educator Meeting
MINUTES – August 23, 2019**

Topic	Discussion/conclusions
Call to order	The meeting was called to order at 9:30 AM by Susan Wood in Connie Mattera's absence.
Feedback: August 2019 CE: Initial Trauma Care	<ul style="list-style-type: none"> • It took too long to get all the material in. • Using the 30 minute rationale was suggested. Try to break the presentation into 20 minute chunks for optimal learning. • Credit questions were issued Wednesday.
Orientation to September: Trauma; head, neck, ocular, etc.	<p>There was another discussion regarding the number of handouts that the Educators receive each month. Most said they always had too many. A decision was made that for now – the Educators with bigger classes would receive 50 handouts, and the ones with smaller classes would receive 30.</p> <ul style="list-style-type: none"> • Handouts may be kept by any participant that would like a personal copy. • The remaining handouts will be collected after each class and re-used • Educators will contact EMS office Pam/Kathy to request addl. copies if they find that handouts are being kept by attendees and that more will be needed. Some educators expressed dissatisfaction at having to retrieve addl. handouts when needed. Discussion confirmed that in most cases we have EMS office staff that “go home” in all 4 directions and that all attempts would be made to drop off handouts to them. • Educators agreed that for this plan to be successful, part of this process must be to post the current handout to the NWCEMSS website (and remind PEMSCs that they have been posted) so that the depts. themselves can print addl. copies as they need to. • There was discussion on what would make handouts considered useful (and possibly of such value as to make attendees feel they would be references worth keeping). Group agreed to comply with Jen Dyer's suggestion of asking attendees to respond on their evaluation forms in Sept CE classes to the question “what would make the CE handout valuable to you?”. This may help us to create a better resource for CE. • There will be no printed handouts distributed for the September CE class.
Incoming PM class	<ul style="list-style-type: none"> • Updated liability insurance coverage documents received for this academic year. If you would like a copy, please contact Jen Dyer.
Draft Peer policy discussion: Georgene F. to lead	<ul style="list-style-type: none"> • Policies approved by the Board this summer: A4 Use of AED's; BI bypass; E3 System entry (all posted). • Discussion: Peer I through IV draft. Supporting documents not yet provided, but all are in process of development. Will be completed before submission to the Advisory Board. The nurses provided feedback that will be considered in finalizing the policy draft. • When complete, the Policy will go back to the Education Committee (who substantially approved most of the language in 2016) for review prior to going to the Advisory Board, which also approved the Table in 2016 except for the newly underlined language. • The educators strongly recommended that to become a Field Preceptor, the candidate must also be a Peer II.
System Entry	<ul style="list-style-type: none"> • All 2019 SOP self- assessments are now updated. Will post medical emergencies to website next week and send keys to all EMSCs/Educators electronically as well.
R & D	<ul style="list-style-type: none"> • Under a significant audit at the present time with respect to adding new drugs and equipment; how we inventory and store them according to national guidelines and monitor compliance with policy provisions – also how we do research to determine safety and efficacy prior to approving new products; that we update D & S frequently; how we monitor controlled substance inventories and use; and log wasted drugs. Many documents downloaded; will provide their results when received. Counting on everyone to ensure compliance! FYI: Procedure manual (7-24-19) and Drug and Supply list (7-1-19) last updates – posted to website. All changes are always underlined and/or highlighted in yellow for easy viewing. Agendas and minutes all posted to website FYI.
EMS Plans	<ul style="list-style-type: none"> • Approval letter received from IDPH for initial agreement submissions. Expect requirements for education section soon.

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Non-transport vehicle inspections	<ul style="list-style-type: none"> • It's that time of year again! All NT vehicle inspections/renewals are due by end of September. • Please use the System's ALS supplementary Inspection form (sent 3-19-19) in addition to the IDPH BLS form. Form posted under the Policy Manual section of the website. Name M9 NT supplemental inspection form 2019. • Work with your PEMSC to determine if self-inspections are appropriate this year per policy.
System news	<ul style="list-style-type: none"> • Updated Directory has been posted to the website. • SAVE THE DATE! The Holiday Breakfast will be on Thursday, December 12, 2019. Invitations will be issued later in the Fall.
Region IX news	<ul style="list-style-type: none"> • LGH is teaching new SOP's now. • Bypass policy was approved by Region last December and approved by IDPH. The System policy update was a direct quote of the Region policy (in effect now). REGION policies are all posted to the System website and may be accessed any time by clicking on Region 9 in the left hand column of the home page under Committees.
State and National news	<ul style="list-style-type: none"> • Several health alerts and updates forwarded by IDPH in July and August. Posted to website under breaking news or appropriate landing pages. • IDPH is working with NREMT regarding eligibility criteria for NREMT exam reps. • Education Committee is completing a needs assessment for the number and timing of needed practical exams.
Adjournment	<ul style="list-style-type: none"> • Meeting was adjourned at 1:40. The next meeting will be September 27th in the 901 Conference room; 9:30 to 1:30.

Other – from Jen's notes:

- Are the "rosters" from Target Solutions files being accepted as documentation for proof of attendance at dept-sponsored CE? (this does not appear to meet the requirement that was agreed upon – a NCH EMS System roster with written names and signatures of attendees, and the name and signature of the "instructor"). Answer: Electronic rosters for tracking hours is acceptable if verification of paper roster with signatures is available for cross-reference or electronic roster has an "Official" electronic signature.
- Per Dr Jordan: There are other ITD 16's being made available for purchase. DO NOT PURCHASE THESE! We are only to be using ITD 10s (blue).