

**Northwest Community EMS System
EMS Coordinator/Educator Meeting
MINUTES – September 27, 2019**

Topic	Discussion/conclusions
Call to order	The meeting was called to order at 9:30 AM by Connie Mattera
Announcements	<ul style="list-style-type: none"> Bravo to Dr. Jordan! He is the recipient of the “Advancing Knowledge Award” for physicians from NCH for 2019.
Feedback: August 2019	<ul style="list-style-type: none"> Some went long. Like case study approach.
Orientation to Oct: J Dyer	<ul style="list-style-type: none"> Jen provided an orientation to the October class. Please contact her with any questions or comments.
November	<ul style="list-style-type: none"> REMINDER: Mandatory testing month for adult cardiac arrest management. CE Make up dates – we need make up dates in December – other than the first week. Please let Susan know your availability The equipment list for the November mandatory/practical will be sent out again. Signed skills sheets must be completed for all teams and kept in the PM active files by the nurse educator.
CE methods	<ul style="list-style-type: none"> Will continue interactive lecture and active student-centered activities due to confirmed improvement in enduring learning.
Paramedic class	<ul style="list-style-type: none"> Class doing well so far. Feb. 2020 Preceptor class course System memo distributed. Memo announced the need for new Field Preceptors to also be Peer II educators. Peer educator list provided to PEMSC’s to check for accuracy.
TNS Class	<ul style="list-style-type: none"> CTS testing transitions to TNSCC on 4/1/2020. Current class status discussed.
Advisory Board	<ul style="list-style-type: none"> Approved student handbook, Appendix G. Approved Peer I-IV policy. Susan working on implementation plan.
C2 Draft	<ul style="list-style-type: none"> Draft 1 C2 Continuing Educ. discussed. VOTE: Draft policy unanimously approved with minor edits. Draft 2 will go to education committee.
System Entry	<ul style="list-style-type: none"> New process is working well. The policy manual self-assessment will also be updated as soon as the C2 policy is complete.
CARS	<ul style="list-style-type: none"> Downtime on Wednesday night due to ImageTrend updates shut the whole system down for several hours, Jim Klein did a great job of informing all of ongoing progress. Will update written report to mimic Image Trends written report including all new fields for downtime procedures.
R & D	<ul style="list-style-type: none"> Preliminary audit report is back. Cited for gaps in execution of policy. (See System Report slide deck). Counting on everyone to ensure compliance with receiving and reviewing Controlled Substance Logs; issuing/exchanging drugs at hospitals; logging controlled substance waste (working on activating Image Trend fields for this). We must stress the importance of complying with CLIA and DEA.
EMS Plans	<ul style="list-style-type: none"> Education and policy plan sections are next.
System news	<ul style="list-style-type: none"> MIH pilot current state: Down to the end of the list of items to do before the roll out.. SAVE THE DATE! The Holiday Breakfast will be on Thursday, December 12, 2019. Invitations will be issued later in the fall.
State and National news	<ul style="list-style-type: none"> Gov. Council report and approved Rules; Scope of Practice, State meeting report from 9/26/19 was presented National EMS Education Standards – NAEMSE working on second draft; Pinnacle report discussion.
Adjournment	<ul style="list-style-type: none"> Meeting was adjourned at 1:30. The next meeting will be October 25th in the 901 Conference room. 9:30 to 1:30.