

**Northwest Community Hospital  
CARS Meeting Minutes  
Wednesday, September 13<sup>th</sup>, 2023  
In Person & Zoom Meeting**

Meeting Attendees: Recorded via ZOOM and sign-in sheet created

<b>TOPIC</b>	<b>TIMELINE</b>	<b>RECOMMENDATIONS/ ACTIONS</b>	<b>FOLLOW- UP/ PERSON &amp; DATE</b>
<b>Members / Guests</b>	@0902	General Membership –	
<b>Agenda</b>	@0909	Emailed on 9-10-23 for review. Subsequent email was sent to P. Dyer for posting to the website.	
<b>Approve Minutes</b>	@0910	The July and August minutes were previous read and approved.	
<b><u>Open Issues</u></b>		Subsequent email sent to P. Dyer for posting to the website as of the September meeting	
<b>3.5 for review</b>	@0911	Goodsam rollout will be roughly the same as NWCEMSS. They will be doing a screen walkthrough and running both forms parallel to each other before the hard switch. The permission groups might see a change where each hospital level will be given an access that will allow the individual systems tier to maintain their forms to a high level without causing harm at the system admin. level within IT.	
<b>Education plan for 3.5</b>	@1020	The 3.5 form should be ready to develop a training on its use and get it ready for a “hard” rollout before the December 31 <sup>st</sup> NEMESIS 3.5 deadline. This will be the NOV in station CE taught exclusively by the agencies CARS “superusers”. This in-station will not be taught by nurse educators. There were many ideas proposed to accomplish this with the final resulting timeline:	

**Northwest Community Hospital  
CARS Meeting Minutes  
Wednesday, September 13<sup>th</sup>, 2023  
In Person & Zoom Meeting**

<b>3.5 education plan</b>		<ul style="list-style-type: none"> <li>• Before the October CARS meeting (10-11) have a video completed as an on-screen demo highlighting the changes made to the existing form. This also provides some time for CARS members to review and/or critique.</li> <li>• By October 15<sup>th</sup> the finished screen walk through will be given to the coordinators.</li> <li>• November 1<sup>st</sup> the in-station education by the EMS coordinator or their designee (CARS rep). Objectives will be handed out to the coordinators.</li> </ul>	
<b>Connect 2023</b>		<p>The Connect conference was attended and went well for all attendees. And participants have been reimbursed. P. Sennett will be supported to attend the 2024 conference. Thanks to all and looking forward to next year.</p>	
<b>Signatures Validation</b>		<p>Have been addressed and will be looked into after the 3.5 rollout.</p>	
<b>ImageTrend &amp; CAD</b>		<p>Dispatch CAD download software changes to agencies highlighted by P. Sennett were notified and acknowledged to take action. To confirm that there will not be an interruption of service of the CAD download to Elite EMS.</p>	
<b>N. Junge permissions</b>		<p>Nichole now has 2022 Resource Hospital Staff permissions</p>	
<b>NWCEMSS.org Broken Links</b>		<p>Some of the links for the website have incorrect URL address' and will not load the page correctly unless changed.</p>	

**Northwest Community Hospital  
CARS Meeting Minutes  
Wednesday, September 13<sup>th</sup>, 2023  
In Person & Zoom Meeting**

<b>Protocols Used</b>	P. Sennett he would get C. Ohlstien from IT to find a State with a protocols grid that aligns with the national treatment guidelines for version 3 and use that as a starting point.
<b>Vault</b>	P. Sennett stated that he was going to create one login for each EMS system to have access to the version 2 archive (pre Elite 2017)
<b>Next Meeting</b>	October 11 <sup>th</sup> , 2023 (Gold / 3 <sup>rd</sup> )
<b>Adjournment</b>	<p>Motion to adjourn by Hayden &amp; 2<sup>nd</sup> Chesney</p> <p>Minutes submitted by Secretary J. Klein</p>