

**Northwest Community EMS System
EMS Educator/Coordinator Meeting
Minutes**

January 28, 2011

Called to order at 12:10 pm by Susan Wood in room LC5.

Present: S. Wood, C. Brennan, Ginny Logan, C. Parkin, K. Buchanan, G. Fabsits, W. Seleen, J. Dyer, G. Fabsits, K. Knop, Dr. Ortinau, D. Neubecker, N. Unti, R. Mazzolini, C. Aguinaga, P. Drag, P. Dyer (guest), D. Schultz (guest)

Not present: C. Mattera; E. Keane

Agenda item	Discussion/Action items
DICO Discussion	Pete/Dave answered questions from RNs after needed information given to group last week via email in order to talk to and educate their hospital reps. Request was made: while this is going to the chiefs for approval in March, can a start date be later (May/June) in order to educate all staff / ensure compliance. Pete will be meeting with Ginny separately, as many additional items were not able to be answered.
Jan. 2011 CE Feedback:	Overwhelmingly positive. Survey to go to agency educators. The "ask the expert" sheets to be collected by Susan with submission deadline 2/4. Discussion ensued regarding clarity of 3 questions/answers on post test bank; therefore the decision was made to strike one of the "questionable" questions from each version. RN's to inform class at the beginning while reviewing the post tests.
Feb.2011 CE Orientation:	Team Resuscitation-received packet and instructions similar to that format from last year. Diana verbalized points of emphasis based on new AHA Guidelines. She will get the jump drives, instructor lesson plan, equipment list and video to those who are teaching Tuesday by delivering them to their houses on Monday. Otherwise, she will give all others to the group on Tuesday at Education. Edits were still in progress.
March 2011 CE Preview:	MVI-talked about the lesson plan and outlined points of emphasis. Discussed current activity including scenario which DN thought would better be an MVC than porch collapse. Will discuss and proceed.
Fall/Spring topics:	DN stated that she had not tabulated the gold evaluation sheets from providers to see what is wanted by the field. She also stated that we were not going in the customary medical/cardiac/trauma cycles, but rather based on issues that were either trouble spots or concerns. Group discussed that peds/stroke/trauma were good topics. Candi wanted to re-educate field on NOT putting IV's in every pt.
Education:	Co-chair issues- Georgene reminded everyone that she is stepping down as current co-chair of the committee. Discussion regarding perhaps changing the charter to include either an RN from the RH to chair or even rotate the provider/hospital chair every year or two. Dr. O cautioned regarding changing the charter, therefore based on rotation of those in the room, Karin Buchanan stepped up as chair.
Student Feedback:	Peg passed out comments recently received by students relative to their clinical experiences to the coordinator. The nurses expressed desire to have any of the serious feedback given to them immediately and not at the end of the year. (Note, these comments were received within one week of them being given to the nurses, but the program will solicit comments earlier from students in the future). It is easier for them to re-educate their staff.

Agenda item	Discussion/Action items
ECRN:	Robyn said that she emailed her reservation for 1, Res-1, St. A's-3, and NCH 3. Those present were told to follow up with CJM and send exact info via email.
R and D:	CPAP trial under way. DN asked if they would object to changing CPAP mask if it meant same quality of tx. and cheaper. All were in favor. No one had any suggestions to offer on what could be eliminated from the Drug and Supply List. The group was charged with doing so by Feb. 9th and getting info to DN. Noreen stated the newborn ID banding on the D & S list states "optional", not required. Perhaps we should change the requirement to mandatory.
Educator Guidelines	Multiple people stated that they had submitted comments after guidelines given to group in Oct. and would like to see the final copy with additions incorporated. The request was made to get the final draft before approving.
SOP Comments	Several people stated that they had made comments but have not seen the latest draft. They would like to have that sent to them for additional review. Dr. O stated that this would be finalized quite quickly and will expedite all comments to you. (Note: Comments previously received from NWC EMSS System members were included on draft #2 that was distributed to everyone before the meeting. Additional comments received on 1/24 from Region IX resource hospitals were incorporated into a draft #3 that was discussed with EMS MDs on 1/25. Additional changes were made at that meeting. Draft #4 is in process and will be distributed as soon as it is complete.)
Old Business	Request was made for the updated radio tele log. (Note: There is no electronic template for the log to update as it was previously maintained by a printing company that has since gone out of business. The System will need to create a draft for review.) DN asked if anyone would object to the RNs putting the actual grade on the rosters instead of reprinting with PEE/P not EE/ F. We deferred to Connie as the thought from the group was that grades are to be kept confidential.
New Business	Noreen asked if under the reportable incident policy we could made mention of the hospital EMSC to be involved. It is the thought by the agencies that it is not necessary. Additionally, she felt that the paper trail should include each HEMSC's assigned agencies. DN felt strongly that if we made this process too cumbersome or that they felt that they might get in any trouble; this would lead to non-compliance in reporting. Will discuss at next meeting.
	The meeting was lengthy, which led to revisiting of an additional meeting. Candi stated that she submitted a calendar with proposed dates to add to our regularly scheduled meetings to the system but did not hear anything further. Two of the dates have already passed. DN made a request that perhaps we keep minutes since apparently we made some decisions at the RN meeting after the Christmas party regarding proposed changes to the May exam to bring to the education committee for their discussion. Neither Diana nor Noreen knew about the proposed changes and felt that it would be important to have minutes to refer to. Sought a volunteer from group to take minutes. No volunteers offered.

With no further business, the meeting was adjourned at 4:00pm.

Next meeting: February 25, 2011