

**Northwest Community EMS System
EMS Coordinator/Educator Meeting
MINUTES – July 22, 2011**

Present: J. Ortinau, P. Drag, J. Dyer, D. Neubecker, N. Unti, S. Von Busch, S. Wood; C. Brennan, K. Buchanan, G. Fabsits, K. Knop, B. Keane, G. Logan, C. Parkin
Absent: C. Mattera, R. Mazzolini, C. Finlay

Topic	Discussion/conclusions	Follow-Up
Call to order	The meeting was called to order at 12:05 p.m. by Susan Wood in Conference Room 1 of the 901 Building.	
Comments from Connie	<p>Connie was unable to be at the meeting, but passed along, to Susan, her comments to share:</p> <ol style="list-style-type: none"> 1. Comments regarding the PM class, from last meeting were appreciated. Many of your suggestions are being incorporated into the next class. 2. Chris Dunn and Peg Drag are coordinating the Peer I and Peer II classes. They are struggling to get adequate faculty. Please help in recruiting faculty. Suggestion was made to schedule these classes when there are fewer CE classes scheduled. 3. Adam Rothenberg will post post-test study questions on the website. 4. CE content/information will be posted on the website. <p>Suggestion made that skills sheets should be added to the site (Skill sheets for the EMT and paramedic classes are already on the website under the procedure manual –CJM).</p>	Susan to bring feedback to Connie for resolution.
Drug/Supply List	Per Diana Neubecker, R&D is working on an updated list, but is waiting to hear back from the State.	Diana to follow up with Connie.
CPAP	Connie has met with the CPAP representative of the company selected by the R&D committee. The System will receive samples to use in the CE classes as well as supplementary CE material to use in the roll-out. The cost of the mask will be less than the mask currently in use and Connie will provide specific information to the Coordinators for purchase. The company is working on a new prototype to allow for a Venturi valve so FiO ₂ and PEEP can be separately adjusted. That prototype should be available within a year.	
ECRN log	The ECRN log will need to be re-created to incorporate changes as the original printer has gone out of business. It is on the list of pending projects.	Susie is willing to re-create a master document for printing.
Skills Labs	<p>A discuss took place regarding the tracking of PM who complete the System Entry skills labs and the length of time a PM has to complete all four skills labs prior to privileges being revoked.</p> <p><i>Diana Neubecker will forward class rosters to Susie Von Busch to track on a System Entry spreadsheet. This spreadsheet will be uploaded to the website weekly, once website training on this is complete. Once the PM has been given temporary privileges, they will have 90 days to complete all four skills labs. Susie will send email reminders to the PMs at 30 and 60 days. System privileges will be revoked at 90 days if skills labs have not been completed.</i></p>	
Field Trials	Noreen requested additional lead time to train hospital personnel prior to the advent of field trials. Counterpoint: We need to minimize time from education to implementation to ensure adequate transfer of knowledge into new behaviors. Field trial education on therapeutic hypothermia has taken place over a two month span and prolonging implementation would result in knowledge erosion if the time was extended. All hospitals in the trial should already be doing therapeutic hypothermia, so this information should not be totally new to hospital staff. Other hospitals in the trial indicated that they were ready to go.	

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July CE Feedback	<p>PM's liked case scenarios – it reminded PMs what they had forgotten. Additional capnography would have been helpful.</p> <p>Discussion took place regarding quality improvement follow-up with PMs involved on calls that were not handled correctly. While documentation continues to be a problem, the recent calls discussed in the July CE suggest that we have isolated practice issues that need remediation. <i>(The Resource Hospital is heavily reliant on all System EMSCs to be the front line filter for competent care and to do the initial follow up when assessment and/or care is inconsistent with policy and/or SOP and we appreciate their assistance. Further discussion next month can determine a reporting mechanism to make sure Dr. O and/or Connie are aware of problematic calls. Please review the Coordinator Guidelines and bring suggestions for change to the section on Quality Improvement to the August meeting. – CJM)</i></p> <p>CE Video – PM's commented that the video was very dated.</p>	
Intro to August CE - Stroke	Susan Wood and Jen Dyer presented the August CE. The instructor lesson plan was reviewed and discussed. Please contact them with any questions.	
September CE	Diana Neubecker communicated that the September CE is being changed from Spinal Immobilization to Trauma Patient Assessment. A suggestion was made to use peer educators to assist in these classes.	
PTQ from July	<p>Diana requested clarification from Dr. O on the contraindication of etomidate with septic pts. The concern was raised that if a pt is suspected of being septic, but need intubation and sedation is inadequate with midazolam, what should they do?</p> <p>Dr. O stated that the trade off is looking at the level of resp. distress vs. adrenal suppression. He supported that OLMC be consulted & relief of the respiratory distress be the immediate concern.</p>	
Paramedic Class	<p>Diana expressed concern regarding the commitment from both preceptors & nurse educators regarding affiliated vs. non-affiliated students. A reminder that next years class is overwhelmingly non-affiliated students & that appears to be the upcoming trend.</p> <p>Suggestion to make a subcommittee of educators to work w/ Peg in order to streamline phase meetings for greater success</p>	Peg, Colin, Chris
Educator meetings	<p>Request was made to evaluate the time spent in educator meetings; comparing time devoted to the CE rollout as well as allowing adequate time to discuss other topics of business. A lengthy discussion ensued. Meetings should be as productive as possible and respect everyone's time. When this topic was last discussed in the fall of 2010, it was determined that the educators did not have capacity in their schedules to add another meeting. <i>The EMSC/Educator charter will be amended based on group feedback to better define the conduct of business at the meetings.</i></p>	Connie
Adjournment	<p>The meeting was adjourned at 3:40 p.m.</p> <p>The next meeting is scheduled for Friday, August 26, 2011 at 12 Noon in Conference Room 1 - 901 Building.</p> <p>Minutes taken by Susie Von Busch, EMS Secretary</p>	