



### Advisory Committee Meeting Minutes

<b>SPONSOR INSTITUTION NAME:</b>	Imperial Valley College	
<b>CoAEMSP PROGRAM NUMBER:</b>	600134	<b>DATE, TIME, + LOCATION OF MEETING:</b>
		Nov. 14, 2017, 1:00 p.m., Imperial County Public Health Department

**CHAIR OF THE ADVISORY COMMITTEE:** Christopher Herring, Manager, Imperial County EMS Agency

Community of Interest	Name(s) – List all members. Multiple members may be listed in a single category.	Present	Agency/Organization
Physician(s) (may be fulfilled by Medical Director)	Bruce Haynes, M.D.		Imperial County EMS Agency Med. Dir, IVC EMS Med. Dir.
Employer(s) of Graduates Representative	John Goodall or designee	X	Gold Cross Ambulance Service, Inc.
Key Governmental Official(s)	Ryan Kelley	X	Imperial County Board of Supervisors
Police and Fire Services	Tony Rouhotas	X	Imperial County Fire Department
Public Member(s)			
Hospital / Clinical Representative(s)	Ryan Kelley	X	Pioneers Memorial Healthcare District
Other	Danielle Walls		El Centro Regional Medical Center
Faculty	Mike York	X	Imperial Valley College, EMS Program
Medical Director	Bruce Hayne, MD		Imperial Valley College, Paramedic Program Medical Director
Program Director	Steve Holt	X	Imperial Valley College, Paramedic Program Director
Sponsor Administration	Tina Aguirre		Imperial Valley College, Dean of Health and Public Safety
Current Student	Matthew Suamatala	X	Imperial Valley College, Paramedic Program Student
Graduate	Brandon Walls	X	REACH Air Medical Services, General Manager
Local EMS Agency	James Pintus	X	Imperial County EMS Agency, EMS Coordinator
Local EMS Agency	Christopher Herring	X	Imperial County EMS Agency, Manager
Police and Fire Services	Jonathan Burnsworth	X	Holtville Fire Department

Agenda Item		Acted	Discussion	Action Required	Lead	Goal Date
1.	Call to Order	1:02				
2.	<b>Annual Report and Outcomes</b> <input type="checkbox"/> Graduate Surveys <input type="checkbox"/> Employer Surveys <input type="checkbox"/> Resources Assessment Matrix <input type="checkbox"/> Thresholds		Previous Paramedic Class: 6/8 graduates have passed NREMT written exam 1 has not taken exam 1 pending re-take	Program faculty have participated in webinars regarding updates to graduate/employer surveys. Pending final CoAEMSP policy update.	Steve Holt	1/1/2018
3.	<b>Program Changes</b> 1. Course changes 2. Intern Uniforms 3. Curriculum <ul style="list-style-type: none"> <li>o Content</li> <li>o Sequencing</li> </ul>		See attached summary of the minutes for this section. "Review of Program Changes"	1. Review EMS provider agency shift schedules. 2. Schedule PHTLS provider course for current class.	Steve Holt	1. Spring 2018 2. Winter 2018
4.	<b>Substantive Change (possible changes)</b> <ul style="list-style-type: none"> <li>• Program Status</li> <li>• Sponsorship</li> <li>• Sponsor Administrator Personnel</li> <li>• Program Personnel</li> <li>• CoAEMSP Accreditation</li> </ul>		<ul style="list-style-type: none"> <li>• The Committee continued to express approval of Steve Holt as the IVC Paramedic Program Director.</li> <li>• The Committee was notified by Steve Holt that Program Medical Director, Bruce Haynes, M.D. has notified IVC of his retirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Begin recruitment process for new Paramedic Program Medical Director</li> </ul>	Steve Holt	1. February 2018

Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
<p>5. <b>Proposed California Regulations</b>                      4. Paramedic Program Prerequisites</p>		<p>Chris Herring provided an overview of a State-level proposal to add anatomy and physiology with lab, and psychology courses as pre-requisites to entry into a paramedic program. The Committee expressed concerns regarding potential paramedic students competing with RN and other health programs for admittance into these courses. Current RN students sometimes have to wait multiple semesters/years before being admitted.</p>	<p>1. Monitor status of draft changes to California Code of Regulations.                      2. Draft appropriate public comment letter in response to proposed changes if necessary.</p>	Chris Herring	Spring 2018 (dependent of CA EMS Authority release of Draft regulations)
6. <b>Other Identified Strengths</b>					
7. <b>Other Identified Weaknesses</b>					
8. <b>Action Plan for Improvement</b>					
9. <b>Next Meeting(s)</b>					

Minutes prepared by \_\_\_\_\_ Christopher Herring, Chairman Date 12/15/2018  
 Minutes approved by \_\_\_\_\_ Steve Holt Date 12/15/2018

## Course Changes

Since last Advisory Committee Meeting, IVC Paramedic Program has implemented the following program changes:

- At the recommendation of the committee, the course was lengthened to two full semesters and two winter/summer sessions. The program now meets 2 days/week rather than 4 days/week to accommodate student work schedules.
  - This change has been well received by the current students. Although the program length has been extended, students now have the ability to better balance their education, work, and home life.
- Effective with the current class, IVC has changed the Paramedic intern uniform. A current student attended the meeting in uniform.
- Addition of 48 hours of observation/ride-a-long with Imperial County EMS provider agency during didactic phase.
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## Curriculum

- Addition of EMS research module to curriculum.
- Addition of 12-lead assessment and monitoring to curriculum.
- The attached list of required and optional textbooks was reviewed and approved by the Committee.
- The Committee recommended the addition and/or continuation of the following certification courses to the paramedic program:
  - Advanced Cardiac Life Support (ACLS)
  - Pediatric Advanced Life Support (PALS)
  - Pre-Hospital Trauma Life Support (PHTLS)
- Paramedic interns will participate in clinical rotations during the summer, and field internships will be scheduled during the fall and winter (historically higher call volume).
- The Committee discussed the consistency of paramedic preceptors and scheduling of paramedic field internships (i.e. 24 or 48 hour shifts). It was recommended the IVC Program begin selecting and scheduling paramedic preceptors as early as possible. This will allow adequate time to identify training and scheduling needs of selected preceptors.

# Imperial Valley College- Paramedic Program

Fall 2018 EMT-P 200 Introduction to Paramedic Care

## Review of course materials for Advisory Committee

COURSE MATERIAL REVIEWED	DATE	APPROVED	PENDING APPROVAL	INITIALS
Class Syllabus	11/14/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CH
Class Schedule	11/14/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CH
Major Exam	11/14/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CH
Final Exam	11/14/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CH
Primary Textbooks	11/14/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CH
Additional Materials	11/14/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CH
Hisdap skills tracking device	11/14/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CH
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
DATE				
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Please provide comments and/or recommendations:

PROGRAM SHOULD SEEK PHALS PROVIDER COURSE FOR STUDENTS

Advisory Committee Chairperson Signature: 

Date: 11/14/2017

Program Director Signature: 

Date: 11/14/17