



## Advisory Committee Meeting Minutes

<b>SPONSOR / INSTITUTION NAME:</b>	<b>Imperial Valley College</b>		
<b>CoAEMSP PROGRAM NUMBER:</b>	<b>600134</b>	<b>DATE, TIME, + LOCATION OF MEETING:</b>	<b>10/11/2018 - Imperial County Public Health Department</b>
<b>CHAIR OF THE ADVISORY COMMITTEE:</b>	Chris Herring – Imperial County Public Health Department EMS/Disaster Manager		
<b>ATTENDANCE</b>			
<b>Community of Interest</b>	<b>Name(s) – List all members. Multiple members may be listed in a single category.</b>	<b>Present</b>	<b>Agency/Organization</b>
Physician(s) <i>may be fulfilled by Medical Director</i>	Dr. Donald Bennett M.D	Yes	Imperial Valley College Medical Director
Employer(s) of Graduates Representative	Alfredo Estrada Jr. John Goodall Jesus Rubio	Yes Yes Yes	Chief/Imperial County Fire Department Schaefer/Gold Cross Ambulance /Manager Reach Air Medical ( Representing Regional Manager Brandon Walls)
Key Governmental Official(s)	Ryan Kelley	Yes	Supervisor/ Imperial County Board of Supervisors
Police and Fire Services	Cedric Cessena	Yes	Battalion Chief/ El Centro Fire Department
Public Member(s)	Robert Amparano	Yes	Imperial Irrigation District
Hospital / Clinical Representative(s)	Laura Green Judy Cruz	Yes Yes	RN/ Clinical Coordinator/Pioneers Memorial Healthcare District RN/ED Manager/ El Centro Regional Medical Center
Other	James Pintus	Yes	EMS Coordinator/ Imperial County Public Health Department
Faculty <i>ex officio, non-voting member,</i>	Michael York	Yes	Imperial Valley College/Part Time Faculty
Sponsor Administration, <i>ex officio, non-voting member</i>	Dr. Robert Price Tricia Jones	No Yes	Imperial Valley College// Dean of Health and Public Safety Imperial valley College/EMS/Fire Administrative Assistant
Current Student	Matthew Suamataia	Yes	Imperial Valley College/Paramedic Student

Graduate	Nick Obeso	Yes	Paramedic/ Gold Cross Ambulance		
Program Director <i>ex officio, non-voting member</i>	Steven Holt	Yes	Paramedic Program Director/Imperial Valley College		
Medical Director <i>ex officio, non-voting member</i>	Dr. Donald Bennett M.D.	Yes	Medical Director/ Imperial Valley College		
Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
<b>1. Call to Order</b>	Yes	Attendees referred to materials for the day. A copy of the Agenda ,RAM , and Appendix G	Open	Chris Herring	N/A
<b>2. Review and Approval of Meeting Minutes</b>	Yes	Minutes approved by Chief Estrada Second by John Goodall	None	Chris Herring	N/A
<b>3. Program Goals &amp; Learning Objectives</b> [CAAHEP Standard II.C. Minimum Expectation] <input type="checkbox"/> Endorse the language <i>verbatim</i> for the Minimum Expectation “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.” <input type="checkbox"/> Establish / review any additional program goals <sup>1</sup>	Yes	Steve Holt reminded the committee of the Minimum Expectations language stated by CAAHEP. He advised that this language exists on the Imperial Valley College Website, Catalogue and Program manual.	Continue to publish this statement. Do everything in our power to ensure our Paramedics are competent in the learning domains of Cognitive,Psychomotor, and Affect.	Steve Holt	Ensure for next catalogue and appropriate media 3/30/19
<b>4. Review and endorse the program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions</b> [CAAHEP Standard III.C.2. Curriculum] <input type="checkbox"/> Appendix G: Student Minimum Competency Matrix ( <i>effective July 1, 2019</i> )	Yes	Steve Holt presented the custom goal set created using FISDAP. He stated he created this document based on California Minimums and a National standards goal set. Judy Cruz was concerned why there was no minimum for CVA	The committee requested that Steve Holt learn more about Appendix G and how that could affect Clinical and Field time for students. Increase intubations to “5” using simulation if needed.	Steve Holt Mike York	Next meeting March or April 2019

<sup>1</sup> Additional program goals are not required by the CAAHEP Standards. If additional program goals are established, then the program must measure them.

Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
		<p>and 20 for behavioral contacts. Holt was not sure. The committee was not sure what criteria was needed for "Airway Management" The group wanted to lower 50 for Airway. Holt said he may not be able to meet National Standards. Holt stated the college would focus on achieving the required hours, 50 Team Leads, 40 ALS Contacts, and at least 3 "LIVE" intubations.</p> <p>Holt stated that current students in the field had already met, or will easily reach, the minimums in these areas. However, the types of calls and the age groups were much harder to meet.</p> <p>The committee endorsed the "Imperial Valley College Custom Goal Set" presented at the meeting.</p> <p>Holt also stated that for the 2019-2020 cohort the IVC custom goal sheet would be replaced by Appendix G. The committee endorsed the use of Appendix G for the next cohort.</p>	<p>Dr. Bennett stated he has spoken with other ED Paramedic students to do more intubations in the ED if appropriate.</p> <p>Consider lowering Team Leads to 40.</p>		
<p><b>5. Annual Report and Outcomes</b>                      [CAAHEP Standard IV.B. Outcomes]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Graduate Surveys</li> <li><input type="checkbox"/> Employer Surveys</li> <li><input type="checkbox"/> Resources Assessment Matrix</li> <li><input type="checkbox"/> Thresholds/Outcomes</li> </ul>	<p>Yes</p>	<p>Holt stated that the last cohort to graduate was in December 2016. No Annual Report Required. Holt reminded those in attendance that Graduate and Employer surveys had been sent out prior to the meeting.</p>	<p>Utilize the RAM tool after the 2017-2018 graduates in 12/18. Bring results to the Spring meeting. Collect surveys from remaining graduates and employers.</p>	<p>Steve Holt</p>	<p>Before 4/30/19</p>

	Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
6.	<p><b>Other Assessment Results</b>                      [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Long-Range Planning</li> <li><input type="checkbox"/> Student</li> <li><input type="checkbox"/> Faculty</li> <li><input type="checkbox"/> Program</li> <li><input type="checkbox"/> Other</li> </ul>	Yes	<p>Chris Herring discussed that California may be increasing its prerequisites for Paramedic by adding a more comprehensive Anatomy and Physiology (including lab). And more Psychology. The committee is concerned this is great in theory, but could dwindle our numbers.</p>	<p>Speak with Dean Price about offering more of A &amp; P if needed.</p>	Chris Herring	<p>Dependent on California EMS Authority release date.</p>
7.	<p><b>Discuss challenges to the effectiveness of clinical and capstone field internship</b>  <i>This may include the impediments to attaining or retaining affiliates</i></p>	Yes	<p>Steve Holt stated that Clinical Time went very well. Hospital representatives Green and Cruz stated that IVC students were very enthusiastic and respectful. Steve Holt stated that Field Time was going well for all students. Some had already finished. Holt stated that one student was moved from the Winterhaven Station due to a lack of call volume. Student Suamataia stated he had a great Clinical/Field experience.</p>	<p>Due to a lack of call volume the Winterhaven station will be not be used as a Capstone Field Internship Site.</p>	Steve Holt	12/1/18
8.	<p><b>Program Changes (possible changes)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Course changes</li> <li><input type="checkbox"/> Preceptor changes</li> <li><input type="checkbox"/> Clinical and field</li> <li><input type="checkbox"/> Curriculum                             <ul style="list-style-type: none"> <li>o Content</li> </ul> </li> </ul>	Yes	<p>Steve Holt stated that the college had satisfied the Recommendations from the previous Advisory Committee meeting 11/14/17.</p>	<p>The Committee approved of the materials being used for the 12 lead ECG and Preceptor course. Request a better lesson plan for Preceptor Course</p>	Steve Holt	4/30/19

Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
<ul style="list-style-type: none"> <li>o Sequencing</li> </ul>		<p>The 12 Lead ECG was taught by Medical Director Bennett. The material used were presented to the committee. A new 12 lead Simulator mannequin had been Purchased/Utilized PHTLS was part of the program for the first time ever. Laura Green asked about Preceptor training. Holt presented his PowerPoints and literature used for The Preceptor course. Holt also stated that switching to a 1.5 year Program was proving to be a good recommendation by the committee</p>			
<p><b>9. Substantive Change (possible changes)</b>                      [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Program Status</li> <li><input type="checkbox"/> Sponsorship</li> <li><input type="checkbox"/> Sponsor Administrator Personnel</li> <li><input type="checkbox"/> Program Personnel</li> <li><input type="checkbox"/> Addition of Distance Education</li> <li><input type="checkbox"/> Addition of Satellite Program</li> </ul>	Yes	<p>Dr. Bennett reminded the committee that we will need to find a new medical Director before the end of 2018. Steve Holt stated he was already meeting with potential candidates</p>	<p>Hire a new Medical Director ASAP</p>	<p>Donald Bennett M.D. Steve Holt</p>	12/15/2109
<p><b>10. Other Identified Strengths</b></p>	Yes	<p>Good quality equipment More qualified Field Preceptors than the last few years</p>	Group	Chris Herring Group	
<p><b>11. Other Identified Opportunities</b></p>	Yes	<p>Chief Cessena said he would like the program to add a "Job Interviewing" to the Curriculum.</p>	<p>Imperial Valley College will see what On Campus Resources it has for Interviewing techniques.</p>	Steve Holt Group	Used for the 2019-2020 Cohort

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		<p>Chief Cessena and James Pintus recommended the college should add a "Tactical Paramedic" class to the curriculum.</p> <p>Steve Holt stated they already did MCI and tactical EMS training.</p> <p>Cessena and Pintus stated this training should be one where students receive a course completion certificate.</p> <p>Dr Bennett agreed with Cessena and Pintus</p>	<p>IVC will review the feasibility of adding a Tactical EMS Certificate Course to the Curriculum</p>		
<b>12. Other Identified Threats</b>	Yes	<p>Paramedic students from other counties are allowed to do their Field Internships. Chris herring stated it will not conflict with IVC students. Holt concerned about preceptor burnout.</p>	<p>Convince the county to limit the amount of interns from outside programs.</p>	<p>Steve Holt Chris herring</p>	8/15/19
<b>13. Other Identified Weaknesses</b>	Yes	<p>Only the Program Director has been to NAEMSE Educator Course.</p> <p>Medical Mathematics portion of the class confused some students</p>	<p>Send Part time faculty to NAEMSE Level 1 Course</p>	Steve Holt	8/15/19
<b>14. Action Plan for Improvement</b>	Yes	<p>Send Program Director Holt to a comprehensive course for Program Directors.</p> <p>Holt went to NAEMSE Level 2 course. Did not help much for Program Director duties.</p>	<p>Speak with Dean about attending CoAEMSP Pilot course coming in 2019</p>	Steve Holt	8/15/19

	Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
15.	Other Business	No	N/a			
16.	Next Meeting(s)	Yes	Sometime in Spring 2019. Before May 1	Plan meeting	Steve Holt Chris Herring	4/30/19
17.	Adjourn	Yes				

Minutes prepared by \_\_\_\_\_ Christopher Herring, Chairperson \_\_\_\_\_ Date \_\_\_\_\_  
 12/15/2018 \_\_\_\_\_

Minutes approved by \_\_\_\_\_ Steven Holt \_\_\_\_\_ Date 12/15/2018 \_\_\_\_\_

\_\_\_\_\_

Imperial Valley College

EMS Advisory Committee Meeting - Minutes

10/11/18 - Imperial County Public Health Department

Committee Chair – Chris Herring

Program Director/Presenter – Steven Holt

- 1) **Call to Order by:** Chris Herring
- 2) **Review and Approval of Meeting Minutes**
  - a. **First Motion:** Steven Holt
  - b. **Second Motion:** Goodall
- 3) **Program Goals and Learning Objectives –**
  - a. Review/Endorse CAAHEP Standard III.C Minimum Expectations.
    - Affect
    - Skills
    - Cognitive
  - b. Additional Program Goals?
- 4) **Review /Endorse program's minimum numbers patient skills and contacts**
  - a. CAAHEP Standard III C.2.
    - Phis Damp
    - Pediatrics 30 – would like to change #
    - Patient changes in front of you – not very often
    - Field hours – 500 hours
    - 48 hours Capstone; PLUS 2 x 24 hours shifts = 168
    - Field/Clinic lab
    - Dr Bennett inquired: Can some hours be fulfilled by simulator like 15/20 hours  
Steve's response: possibly, yet things like medication of course in the field.
    - Intubate = bag 20 patients
    - \_\_\_\_\_ = 5 live already
    - ALS Contact = 40 opportunities of which 20 successful
    - Team Leaders = 50 calls ALS or BLS
    - Dr Bennett ask if... the students that didn't complete the hours required can they do this before Dec 5<sup>th</sup>? Steve, replied they will have time the week prior to do so.
  - b. New Appendix G vs current sheets
    - Dr. Bennett also requested Steve to email everyone the new Competency.
    - Endorse the New Competency
      1. First motion – Dr. Bennett
      2. Second motion – Chief Cesena
- 5) **Annual Reports and Outcomes – Announce delivery of Graduate/Employer Surveys/RAM**
  - a. Employment Reason for survey – Performance, Skills and effectiveness



- b. Dr. Bennett requested to email the survey for him to review.
- c. Chief Cesena, brought up the idea of survey monkey (no students name) vs current survey.

\*\*\*\*(My input – Authorization of release may be needed according to State Regulations  
Cesena mentioned and FERPA in releasing student information of any kind with a name)

- d. Steve to check guidelines for Fire and EMS and get back to the Committee within 10 days.

**6) Other Assessment Results – Resource Assessment**

**7) Clinical and Capstone Field Internship Effectiveness/Challenges – Group Discussion**

Steve thanked everyone there that has helped with our students clinical = EC, PMH, Gold Cross, Matt (paramedic/fire)

- a. Clinical – awesome
- b. Critical – professional and eager to learn
- c. Field – prepared, willing to treat patients on the first day
- d. Nurse mentioned – students are highly motivated this year.

**8) Program Changes – Committee Recommendations realized since last Meeting**

- a. Laura, PMH – are you doing preceptor training. Steve stated yes, 20 rides.
- b. Preceptor – by the guidelines and wants opportunity to train/calls intubate (3 –OR / 3-field)
- c. Dr Bennett – verified 12 lead. Yes, Steve stated.
- d. Chief Cesena – what are we doing to prep students for employment... maybe one on one practice interview video so students can see themselves for improvement.
  - Chief Estrada stated that is part of Fire curriculum and mentioned IVC has resources as well.
  - Steve stated we would look into employment readiness (interviewing, resume, posture, etc).

**9) Substantive Changes - Program Status with CAAHEP. In search of a new Medical Director**

**10) Strength/Weaknesses – Group**

**11) Plan for Improvement – Group**

**12) Next Meeting Date- January or Early February 2018: \_\_\_\_\_**

**13) Adjournment by \_\_\_\_\_**