Advisory Committee Meeting Minutes

SPONSOR INSTITUTION NAME:	Ventura College – School of Prehospital and Emergency Medicine		
CoAEMSP PROGRAM NUMBER:	600186	DATE, TIME, + LOCATION OF MEETING:	24JULY2017, 1500-1700, Ventura College
CHAIR OF THE ADVISORY COMMITTEE:	Todd Larsen/ Tom O'Connor		

ATTENDANCE			
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)*	Todd Larsen – ED Physician Daniel Shepherd – County Medical Director Barry Swerdlow – Anesthesia Ira Tilles – ED Physician	☒ ☐ ☒ ☐	SJRMC & PVH/ VC Paramedic Program Medical Director VC EMSA Los Robles Hospital Simi Valley Hospital
Employer(s) of Graduates Representative	Morgan Burch - Supervisor Chad Panke – Regional Director James Rosolek – Executive Director Adriane Stefansen - CES	☐ ☒ ☒ ☐	McCorrmick Ambulance AMR – Ventura/ Gold Coast Ambulance LifeLine Medical Transport AMR – Ventura/ Gold Coast Ambulance
Key Governmental Official(s)	Steve Carroll – EMS Administrator Chris Rosa – EMS Deputy Administrator	☐ ☒	VC EMSA VC EMSA
Police and Fire Services	Heather Ellis Mark Komins Scott Zeller	☒ ☒ ☐	Ventura City Fire Department Ventura County Fire Protection District
Public Member(s)	John Cordova – DSN Health, SCCRC Director Irene Ornelas – Industry Liaison EMS	☒ ☒	Health Workforce Initiative/ SCCRC Ventura County Office of Education – VC Innovates
Hospital / Clinical Representative(s)	Dana Brennan – Interim PCC Tom Gallegos – PCC Debbie Licht – PCC Kathy McShea – PCC	☒ ☐ ☒ ☒	Simi Valley Hospital Ventura County Medical Center Los Robles Hospital Saint John's Regional Medical Center
Other		☐	
Faculty	Emmanuel Godinez Justin Johnson	☒ ☒	Ventura College Ventura College

	Agenda Item	Acted	Discussion		Action Required	Lead	Goal Date
		Gabriela Modglin	☐		Ventura College		
		Rashad Rahman	☒		Ventura College		
		John Terrusa	☒		Ventura College		
Medical Director		Todd Larsen	☒		Ventura College		
Program Director		Tom O'Connor	☒		Ventura College		
Sponsor Administration		Kim Hoffmans	☒		Ventura College		
		Debbie Newcomb	☒		Ventura College		
Current Student		Tim Martin	☒		2017-2018 Cohort		
Graduate		Cole Pedicone	☒		2016-2017 Cohort		

	Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
1.	**Call to Order**	3:00 PM	Review of Minutes from 12/6/2016.	Change spelling of one name – Kommins – only has 1 m - Komins		
2.	**Program Goals & Learning Objectives** ☒ Reviewed the verbatim language required in the CAAHEP Standard II.C. Program Goals – Minimum Expectations[1] ☒ Established or reviewed additional goals[2]		New minimum guidelines for skills going into effect in 2019. More skills encounters will be required. We currently meet the minimums set for the programs.	We will collect data on skills requirements over the next several cohorts and report back.		
3.	**Annual Report and Outcomes** ☒ Graduate Surveys ☒ Employer Surveys ☒ Resources Assessment Matrix ☒ Thresholds	Annual report Not due until Dec. 31, 2017	Prior year's Annual Report reviewed at last meeting Outcomes reviewed			
4.	**Other Assessment Results** ☒ Student ☒ Faculty ☒ Program ☒ Other	NREMT pass rate data reviewed	2 students did not take exam and waited longer than one year. Now must re-do their skills to get nationally registered. Data not published for this year as we still have students in the field. NREMT Psychomotor examination was reported to be difficult due to changes in the standards and processes.			

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[1] CAAHEP Standard II.C. Program Goals - Minimum Expectations states:

The program must have the following goal defining minimum expectations:

Paramedic: "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."

[2] Additional program goals are not required by the CAAHEP *Standards*. If additional program goals are established, then the program must measure them.

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5.	**Program Changes** *(possible changes)*
	☒ Course changes
	☒ Preceptor changes
	☒ Clinical and field
	   ○ Reviewed & endorsed minimum patient encounters
	☒ Curriculum
	   ○ Content
	   ○ Sequencing
			1. Preceptor requests are difficult and taking longer to fill.
			
			2. Dr. Larsen asked for feedback on what a preceptor believes that the expectations for a student were and what the preceptor's expectation is. He found some differences in preceptor expectations.
			
			3. Summer work experience class seems to be really adding benefit. The suggestion was made to include a mandatory prep course held during summer to include the content which students have the most difficult time with.
				1.Discussion of how we can obtain more preceptors. We are the only county that does not compensate preceptors. May be at a point that incentivizing preceptors needs to be looked at. County Fire is losing a squad, City fire only has 6 companies – may be causing a conflict between our students and their trainees for spots available. Suggestion made to have a meeting with all preceptor sites to discuss application of internship. Looking for tentative agreement between necessary members for late October or early November.
				
				2. Requests that instructors need to solidify and then provide preceptors with the expectations – Faculty meeting to be held in August 2017 to discuss
					Tom
					
					Dr. Larsen
						Oct/Nov 2017

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6.	**Substantive Change** *(possible changes)* ☒ Program Status ☒ Sponsorship ☒ Sponsor Administrator Personnel ☒ Program Personnel ☒ Addition of Distance Education ☒ Addition of Satellite Program		Program resource survey showed dips on scores for adequate air conditioning. Small outlier reported for satisfaction on adequate instructors. It was discussed that we needed more skills instructors. One other mention from the student resource survey was the textbook not being entirely accurate / consistent	We have moved to a new textbook, which includes different and additional resources. Moving from Brady (current) to Jones and Bartlett		
7.	**Other Identified Strengths**		"Physician shadow" program instituted at St John's and PV ER. It has been very well received. Replaced one of the ER shifts with the physician shadow. Students shadow ER doctor and look at how patients are being handled throughout the encounter. This has been a successful change from last year.	Continue and expand to Simi Valley with Ira Tilles	Tom	January 2018
8.	**Other Identified Weaknesses**		Inconsistent opportunities for interns between various agencies	Revision to current internship practices scheduled for Oct/Nov.	Tom	Oct/Nov 2017

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9.	**Action Plan for Improvement**		More opportunity for IV placement skills could be added in through the ERs. Dr. Swerdlow from Los Robles indicated this could be an area of improvement. He also discussed that LMA is a skill that all students need to learn. Possibly change timeline for students at VCMC to avoid conflicts/completion for intubation practice between students and residents.	Reach out to VCMC Surgery to discuss reworked times for paramedic students.	Tom	January 2018
10.	**Other Business**		Ventura County Fire transitioning to new monitors.	Program Director looking to purchase new monitors that will be equivalent to County monitors, and requested Mark Komins bring a crew to look at and practice with the new monitors		
11.	**Next Meeting(s)**		July 27th 2018 AT 0900			

Minutes prepared by   Lisette Alivandivafa   Date   7/26/2017

Minutes approved by   Date