

Advisory Committee Meeting Agenda and Minutes Paramedic Program

See last page for the purpose of the program's Advisory Committee, including a description and list of responsibilities.

PROGRAM SPONSOR:		Ventura College	
CoAEMSP PROGRAM NUMBER:	600186	DATE, TIME, + LOCATION OF MEETING:	06AUG2024, 1230-1530, VC HSC211 & Zoom
CHAIR OF THE ADVISORY COMMITTEE: ¹	Kyle Blum		
ATTENDANCE			
Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – <i>Place an ‘x’ for each person present</i>	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Neil Canby		Ventura County Fire Medical Director
	Todd Larsen	X	VC Paramedic Program, Ventura City, and Oxnard Fire
	Daniel Shepherd		SB & VC EMSA Medical Director
	Ira Tilles		AMR Ventura Medical Director
	Andy Bourgeois		MC Paramedic Program
Employer(s) of Graduates Representative(s)	Mike Sanders		AMR SB, AMR Ventura, & Gold Coast Ambulance
	Jeff Schultz		AMR Ventura
	Jeff Winter		Gold Coast Ambulance
	Dave Schierman		AMR Santa Barbara
	Joey Williams	Online	AMR Ventura & Gold Coast Ambulance
	Tom Melikyan	Online	AMR Ventura
	April Lim		AMR Santa Barbara
	Helen Faithful		AMR Santa Barbara
	Jaime Villa	Online	Oxnard Fire Department
	Alejandro Villasenor		Oxnard Fire Department
	Heather Ellis		Ventura City Fire Department
	Joe Dullam		Ventura County Fire Department
	Robert Miner		Ventura County Fire Department

¹ The chair should not be employed by the sponsor of the program. The Advisory Committee is *advising* the program.

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Employer(s) of Graduates Representative(s)	Jason Swann		Dignity Health Shasta County
	Kris Strommen		San Luis Ambulance
	Jennie Simon	Online	Santa Barbara County Fire Department
	Todd Tucker	Online	Glendale Fire Department
Public Member(s)	Rosa Soliz	X	Oxnard Union High School District
	Hunter Taylor	Online	Oxnard Union High School District
	Ingrid Brennan		Oxnard Union High School District
	Tera Creech		Oxnard Union High School District
	Irene Ornelas		Santa Paula Unified School District
	Natasha Nordquist		Santa Paula Unified School District
	Rene Rickard		Ventura Unified School District
	Mika Anderson		Ventura Unified School District
Clinical and Capstone Field Internship Representative(s)	Dominique Heller		Adventist Health Simi Valley
	Julia Merich		Adventist Health Simi Valley
	Kristen Shorts		Adventist Health Simi Valley
	Vanessa Gonzalez		Community Memorial Hospital
	Bret McClure	Online	Community Memorial Hospital
	Christian Ortiz	Online	Community Memorial Hospital
	Shannon Cook		Community Memorial Hospital
	Debbie Wilkes		Community Memorial Hospital
	Katelyn Yanes	Online	St. John's Hospital Camarillo
	Kyle Blum	X	St. John's Regional Medical Center
	Michelle Barry	Online	Los Robles Medical Center
	Erica Rosa	Online	Los Robles Medical Center
	Stephanie Gurry		Los Robles Medical Center
	Leslie Powell		Los Robles Medical Center
	Jessica Hill	Online	Ventura County Medical Center
	Tom Gallegos	Online	Ventura County Medical Center
	Sharon Waechter		Ventura County Medical Center

Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – <i>Place an 'x' for each person present</i>	Agency/Organization
Faculty ²	Melissa Corney	Online	Ventura College
	Justin Johnson		Ventura College
	Jeremy Kohlhepp		Ventura College
	Jonathan Mercer		Ventura College
	Tom O'Connor	X	Ventura College
	Mark Petersen	X	Ventura College
	John Terrusa	X	Ventura College
Sponsor Administration ²	Debbie Newcomb	X	Ventura College – Dean of Career Education I
	James Zavas	X	Ventura College – VP of Business Services
Student(s) (current)	Nelson Cooper	X	Class 29
	Sheralyn Rock	X	Class 29
	Nile Ruth	Online	Class 28
Graduate(s)	Cody Paul	X	Class 27
	Christian Garcia	X	Class 27
Program Director, <i>ex officio, non-voting member</i>	Tom O'Connor	X	
Medical Director, <i>ex officio, non-voting member</i>	Todd Larsen	X	
Other	Raquel De Los Santos	X	Ventura College Career Center
	Chris Rosa	Online	VCEMSA – Deputy Administrator
	Andrew Casey	Online	VCEMSA – Coordinator
	Adriane Gil-Stefansen	Online	VCEMSA – Coordinator
	Gerry Pantoja	Online	Ventura College Foundation
	Anne King		Ventura College Foundation
	Carl Schwab	Online	Oxnard College – EMT Coordinator
	John Everlove	Online	Moorpark College – EMS Programs Director
	Sarah Escobar	X	Ventura College – EMS Office Assistant
³			

² Faculty and administration are ex-officio members.

³ Add rows for multiple members of the same community of interest

2024.01

Agenda Item <i>Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed</i>		Completed/ Discussed <i>(Yes/No)</i>	Discussion <i>include key details of the discussion</i>	Action(s) Taken
			<p>Tom O'Connor– burn unit, no contract currently in place. May need to work with LA to get that experience. Christian Garcia commented that it was a good opportunity but fell others didn't like it as much, suggests that it's an optional internship. Visits to VC class are preferred. Dr. Larsen suggests removing it as a clinical experience, replace with in person instruction in class (could be an optional internship if contract is put in place).</p>	<p>Continue with contract development and have burn unit present to class.</p>
5.	<p>Support the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions [2023 CAAHEP Standard III.C. Curriculum]</p> <ul style="list-style-type: none"> Student Minimum Competency (SMC) Recommendations (<i>effective January 1, 2023</i>) Review summary graduate tracking reports 	Yes	<p>(Page 32-41 prior numbers approved in Dec 2022; 42-47 cohort data for first class since implementation) The committee reviewed the required minimum competency numbers. Program Medical Director, Dr. Larsen, approved the requirements at the numbers recommended for the Student Minimum Competency Recommendations (SMC) by CoAEMSP which were implemented for all cohorts starting after 01JAN2023.</p> <p>Discussion on reduction of total clinical hours. Students decrease documentation near the end when they've met the minimum numbers. They may not need as many hours to complete the objectives.</p> <p>Federal regulations will affect financial aid for students when hours exceed the state minimum. Pending litigation changes. Jaime Villa doesn't agree with reduction in ER hours. Tom Gallegos agrees with Jaime. Mark Petersen and Dr. Larsen also agree. Possibly bring minimums down, and then the rest is optional/voluntary (extra class?). Add to agenda for next year.</p> <p>John Terrusa – encourage VCMC to let students shadow during trauma rounds and acute management. Tom Gallegos – contact trauma department. Erica Rosa – asks for input, there are logistical challenges with space, they can work on including students when space is available and it's appropriate. Terrusa – students not seeing in-hospital trauma / background experience. Would like to students to tag along/shadow. Rosa will try to connect VC with Bill Ashland, Dr. Deaconson. Rosa concurs it would be a great benefit to students.</p>	<p>Approved SMC</p> <p>Aggregate live patient data from simulation for next report.</p> <p>Terrusa to connect with Los Robles. Petersen to connect with Cottage and VCMC.</p>

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			<p>Platinum Education's electronic tracking system (lab, clinical, and field) implementation has been completed during the last academic year. System stability and performance are superior to the prior tracking platform. Average data entry time has decreased by 75%. Students still complain. Some have used voice-to-text for narrative entry and further improved data entry times. Recent updates to cell phone features enable text data extraction from photos, which adds to data transfer efficiency to the tracking platform.</p> <p>Students are oriented to the system during lab and simulation experiences. The data entry is checked by course faculty and students are guided to properly document skills and experiences to meet benchmarks for program continuance.</p> <p>(Pages 48-52) Students and faculty utilize system reports to identify patient experience targets and help ensure minimum competencies/ experiences are being achieved by all students. Faculty continues to notice a decrease in data entry upon fulfillment of the program-required experience minimums. Competition for bragging rights and leaderboards may work to encourage additional documentation. Possibly post record holders for each cohort and overall accomplishments between cohort groups. Class 25 has an individual post 61 live intubations. Class 26 had multiple students post 6+ live intubations in a single shift.</p>	
6.	Review the program's annual report and outcomes [2023 CAAHEP Standard IV.B. Outcomes] <ul style="list-style-type: none"> • Annual Report data • Thresholds/Outcome data results • Graduate Survey results • Employer Survey results • Resources Assessment Matrix (RAM) results • Other 	Yes	<p>(Pages 53-64) The 2022 CoAEMSP Annual Report outcomes were reviewed.</p> <ul style="list-style-type: none"> • NREMT Success Rate: 93.5% • Positive Placement: 93.5% • Retention Rate: 72.1% <p>Thresholds continue to be met for each category.</p>	No action items, review only

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			<p>The program identified significant learning gaps for this reporting period that were linked to a former faculty member not providing adequate content coverage which has been corrected for subsequent cohorts</p> <p>Attrition due to employment opportunities with fire departments continues to be the largest factor. Personal reasons, academic performance, and failure to achieve competency in the field round out the remaining numbers.</p> <p>(Pages 65-68) Graduate Survey Reports</p> <p>(Pages 69-70) Employer Survey Reports</p> <p>(Pages 71-74) RAM</p> <p>(Pages 75-81) PRS – Students</p> <p>(Pages 82-85) Student survey of preceptors/internship site</p> <p>(Pages 86-94) Preceptor survey of intern</p> <p>Break at 1:30, reconvene at 1:35</p>	

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<p>7. Review the program's other assessment results [2023 CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> • Long-range planning • Student evaluations of instruction and program • Faculty evaluations of program • Course/Program final evaluations • Other evaluation methods 	<p>Yes</p>	<p>(Not in handout) Long-range planning is conducted as part of the college Program Review process at the start of each fall term. This includes requests for additional equipment, faculty, office staff, technology, and facilities. Students complete electronic faculty evaluations each term (reported to faculty after the semester ends). Individual course evaluations are completed for guest speakers and specialty courses (AHA ACLS, PALS, and other CE courses). Faculty provide PRS Surveys and participate in program improvement through discussion of the survey assessments during faculty meetings.</p> <p>Add to Program Review Requests</p> <ul style="list-style-type: none"> • LP35 • Fluid warmer • Preceptor Course budget to develop and implement in-person training (move from FISDAP product) <p>LP 35s are being ordered by other agencies; we will need to look for funding resources to purchase for program. Approx cost of life pack 35 (James Zavas)? Approx \$35K each if purchased in bulk (Petersen/Villa/Terrusa). Single item is \$75K with maintenance.</p> <p>Tom O'Connor asked for other suggestions:</p> <ul style="list-style-type: none"> • HPMK for body warming (Terrusa), • junctional tourniquet, abdominal tourniquet (Terrusa). Chris Rosa provided links. Villa said "it's junk". • Melissa Corney would like more simulations rooms. O'Connor would like his own building. • Larsen – King scope/glide scope/Clearvue. Oxnard Fire is using, and Air Track in Ventura. Per Corney we have examples of Air Tracks, but not camera that goes with it. Villa says camera is \$2K each and blades were \$60 each. Villa and Dr. Larsen agree those skills need to be taught in class and not learned in the field. • Villa asked if we had Thorasite? Corney concurs that we should look into getting some, country fire and Oxnard are using them. One time use. 	<p>O'Connor to add equipment requests to annual program review. Request for grant funding.</p>

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			Items being used in the field may be able to be borrowed from providers for use in class training.	
8.	Review program changes <i>(possible changes)</i> <ul style="list-style-type: none"> Course changes (schedule, organization, staffing, other) Preceptor changes Clinical and field affiliation changes Curriculum changes <ul style="list-style-type: none"> Content Sequencing 	Yes	<p>Course Changes Full-time cohort repositioned to spring term and Part-time cohort starts in summer semester per request from advisory last year.</p> <p>Preceptor Changes Preceptor training course transition from online to in-person. Adapt LA County course/ revise to local program needs Need more local preceptor options to sustain programs</p> <p>Clinical and field affiliation changes Added contracts</p> <ul style="list-style-type: none"> AMR Statewide AMR Orlando FL Cottage Hospital Glendale Fire Gold Cross Ambulance UT Mercy Medical Center Redding – Shasta County San Luis Ambulance <p>Pending contracts</p> <ul style="list-style-type: none"> Berkeley Fire (pending) San Bernardino Fire (pending) Santa Barbara County Fire (pending) <p>Continuing to work on adding preceptors. Last class was 19 due to number of preceptor placements available. A minimum of 16 students are needed to run the class. Trying to find a balance with local EMS agencies and requirements of VC to maintain the program.</p> <p>Dr. Larsen asks if the limitations are due to new hiring. Joey Williams concurs, they don't have employees with minimum of 2 years' experience to be a preceptor. Williams has committed to 10. Villa – can't commit to numbers, but said there will be more numbers by the time the students need to go out.</p>	<p>Funding support for preceptor course creation.</p> <p>Continuing with contracts.</p> <p>Dr. Larsen said that he could contact Dr. Canby at Ventura</p>

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			<p>Todd Tucker – logistic limitations due to local paramedic programs, but can help with EMT students. Hopefully next year they will launch a new full-time squad that could accommodate 2-3 interns. They use an online preceptor course.</p> <p>UCLA acquired West Hills Hospital. Our contract with West Hills was in process and did not make it over in time for the acquisition resulting in loss of the clinical site. Attempts to restart the contract with the Burn Unit are ongoing. They wanted to complete the acquisition process before taking on new contracts. Currently, there is no access to the burn unit rotation.</p> <p>Curriculum (Pages 95-208) Per advisory request Dec 2023 – A&P has been moved from required to recommended for PM V01 Paramedic Theory. The survey of the Advisory Committee in April 2024 approved changes to the AS Degree and Certificate of Achievement (CoA) for Paramedics to remove A&P and EMT requirements to decrease unit totals. EMT is a requirement for program entry. The removal permitted non-college-based EMT program attendees to earn the awards. Approval for an EMT CoA and pre-paramedic CoA were also granted.</p> <ul style="list-style-type: none"> PM AS and CoA have been moved through the curriculum process and are approved for fall 2024 New CoAs continue on their journey through the local, regional, and state approval process. <p>Last year it was discussed that all programs across the district be unified. There are currently some things that still differ between VC and MC. Continuing to work towards unifying the programs.</p> <p>Change requests/ suggestions can be sent after meeting, and will be shared with MC. MC is holding their own advisory meeting possibly in October.</p>	<p>County Fire to take more students.</p>

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9.	Review substantive changes <i>(possible changes)</i> [2023 CAAHEP Standard V.E. Substantive Change] <ul style="list-style-type: none"> • Program status • Sponsorship • Location • Sponsor administrative personnel • Program personnel: PD, MD, other • Addition of distance education component • Addition of satellite program • Addition of alternate location(s) 	Yes	Ventura College has a new president, Dr. Claudia Lourido-Habib Vice President of Academic Affairs - vacant No plans to add a satellite or alternate location.	No action needed.
10.	Other identified strengths	Yes	Simulation <ul style="list-style-type: none"> • Cody Paul– “live” patients instead of mannequins • Christian Garcia – concurs with Paul, suggests adding more Sim days, possibly a smaller scale one at the beginning of the course. • Corney– simulation room Pathway development with high schools. <ul style="list-style-type: none"> • O'Connor - Will track incoming EMT students' interest, high number of students coming in directly from graduating high school. Blum – AMR/ Gold Coast putting EMTs through program. He likes seeing local employees upgrade within the county.	Additional funding for more simulation days. Continue working with local high schools.
11.	Other identified weaknesses	Yes	Lack of local preceptors to sustain full cohort size. Turning away a significant number of local EMTs looking to attend paramedic school due to lack of local preceptor availability. O'Connor – part time cohort model, added online component to current course. Students are struggling with schedule. Program is a lower priority for them. Students with more 911 experience are not struggling as much as those without 911 experience. Full-Time is passing as a higher rate.	Narrowing amount of time for clinical completion, because too much time was passing in between shifts of previous cohort.

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			<p>O'Connor asks current part time students to consider what would be helpful to change in the part-time program.</p> <p>Dr. Larsen hasn't been able to have interns rotate with him or another ER doctor and would like that to change. Paul and Garcia noted that they were able to have sufficient interaction with other physicians. Terrusa – physician interaction is invaluable for clinical experience.</p>	<p>Coordinate with Dr. Larsen's schedule for next clinical rotation.</p>
12.	Identify action plans for improvement	Yes	<p>Preceptor training program changes.</p> <p>Provide preceptor training to people that have been in the field less than two years so that they are prepared when to be a preceptor when they have met the 2-year minimum. Suggested by Christian Garcia.</p> <p>Trauma round experience adjustments.</p>	<p>Work with agencies to make more preceptors available.</p> <p>Petersen and Terrusa will follow-up.</p>
13.	Other comments/recommendations	Yes	None	
14.	Staff/professional education	Yes	<p>EMS World, International Meeting for Simulation in Healthcare (IMSH), and Accreditcon conferences are on the list for the coming academic year.</p> <p>Working to bring NAMESE Level 1 course and Platinum Educational Workshop to the region.</p> <p>Internal mentoring of new faculty and skills instructors.</p> <p>O'Connor - Program has support needed for professional development items.</p> <p>Terrusa recommends professional development for adjunct faculty.</p>	No action needed.
15.	CoAEMSP/CAAHEP updates	Yes	<p>Program accreditation Annual program outcome thresholds were posted to the program website per CAAHEP guidelines</p>	No action needed.

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16.	Next accreditation process (i.e., self-study report, site visit, progress report)	Yes	The program was awarded continuing accreditation on March 15, 2024 following the recommendation of COAEMSP	No action needed.
17.	Other business	Yes	<p>EMT Program Reports</p> <p>Oxnard College (Carl Schwab) – white polo for ride-alongs, thinks they need to earn blue so they're not confused with paramedics, gray t-shirts while on campus, no facial piercings, tattoos generally ok but bring something to cover in case it is an issue. Trying to increase rigor each semester. 90% pass rate so far for class. ALS smart mannequins have been successful. All ride-alongs are done through VCMC and Santa Paula, would like to expand to others, possibly Los Robles. National Registry Prep is going well. Would be open to collaborating with other programs to use Pearson Testing Center at OC, open every other Friday. All classes are full for the fall semester with a wait list.</p> <p>Moorpark College (John Everlove) - MC has 80 EMT students starting Fall 2024. Back to pre-Covid numbers. EMT program has been successful. He was advised to keep his advisory meeting separate from VC advisory meeting per COAEMSP. MC is under letter of review which is a different level of the full accreditation of Ventura College. The discussion for letter of review were deemed different than that of a program that is fully accredited. The site visit team was adamant about not mixing those two groups. MC would like to revisit combining advisory committees after receiving accreditation.</p> <p>O'Connor alerted MC and OC to district-wide contract with Glendale for EMT.</p> <p>Ventura College (O'Connor): program uniform requirements, grooming standards should be unified. EMT program retention rates went down last year, mostly due to outside factors. Overall pass rates for NREMT are stable. Revised Canvas course, restructured adjunct faculty including assigning a lead, course schedule may possibly revert to previous schedule after fall, testing will now be done through EMS Testing. VC class is full for fall semester with requests from students to be added.</p>	<p>O'Connor will connect Glendale Fire to MC and OC.</p>

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			Oxnard Fire Dept (Jaime Villa) – launch announcement on Aug 14 th . 20 applicants currently under review, but expected to quadruple. First cohort starts in January. 20 seats available. 5-month program, 360 hours of instruction. Individual physical mentorships through fire academy. Hiring a lead instructor, plus a part-time skills coordinator. Students will receive a stipend of \$1500/month. Application includes an experiential essay and other additional requirements in order to attend.	
18.	Next meeting(s)	Yes	<p>The second week of August; the week prior to fall term 2025 Monday 1230-1630</p> <p>Time slot and date work for everyone. Either a Monday or Tuesday.</p>	Schedule date when academic calendar is released.
19.	Adjourn	Yes	Reminder to complete survey. Meeting adjourned at 3:08 pm.	

Minutes prepared by Thomas O'Connor and Sarah EscobarDate 8/07/2024

Minutes approved by _____

Date _____

Medical Director's signature (for item #5 above) _____

Date _____

Attach program's required **Student Minimum Competency** numbers (Summary Tracking tab) to verify which required minimum numbers were reviewed and supported (*item #5 above*)

Purpose of the Advisory Committee (CAAHEP Standard II.B.)

The program advisory committee must include at least one representative of each community of interest and must meet annually. Communities of interest served by the program include, but are not limited to, students, graduates, faculty members, sponsor administrators, employers, physicians, clinical and capstone field internship representatives, and the public.

The program advisory committee advises the program regarding revisions to curriculum and program goals based on the changing needs and expectations of the program's communities of interest, and an assessment of program effectiveness, including the outcomes specified in these Standards.

It is recommended that the chair of the advisory committee be from one of the following groups: graduates, employers, physicians, clinical and field internship representatives, or public.

Program advisory committee meetings may be conducted using synchronous electronic means.

The program advisory committee minutes must document support of the program required minimum numbers of patient contacts.

Responsibilities of the Advisory Committee

- Review the minimum program goal.
- Review and support the required minimum numbers of patient/skill contacts for each of the required patients and conditions.
- Verify that the Paramedic program is adhering to the National Emergency Medical Services Education Standards.
- Review Program performance based on outcomes thresholds and other metrics (at a minimum credentialing success, retention, and job placement).
- Provide feedback to the Program on the performance of graduates as competent entry level Paramedics (for employers).
- Provide feedback to the Program regarding clinical and field opportunities and feedback on students in those areas.
- Provide recommendations for curricula enhancements based on local needs and scope of practice.
- Assist with long range planning regarding workforce needs, scheduling options, cohort size, and other future needs.
- Complete an annual resource assessment of the program.