

**Academic Review Committee**

Date: February 6, 2006 Call to Order: 08:45 Adjourn: 3:30 pm		Recorded By: Cindy Fyfe	Motion to Approve: Minutes delayed until May 2006 Seconded: Minutes Approved:
Attending: Deb Reed, TCC, Mike O'Neill, SCF, Linda Curda, UAF, Jud Brenteson, KANA, Paul Skinner, Ft Yukon, Torie Heart, ANC-CHAP, Dan Thomas, NSTC, Connie Watkins, BBAHC, Michelle Hall, ANC-CHAP, Tamaree Kawagley, ANC CHAP, Michelle Harrington, North Slope, Anna Simon, YKHC			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Unit 1		Passed by CHAP Directors	None
Unit 4e		Passed by CHAP Directors	None
Priority List For Basic Training		Approved by CHAP Directors.	None
Scope of Practice		Extract from current documents and reference them. To use exact wording and place on website	Torie to follow up.
RAC		Reviewed documents, set schedules (training committee), created requirements for Priority. Have one vacancy, June Merica is vice chair, Helena is CHAP rep, and Deb Reed are field, Nana Kalmakoff is ad hoc.	
DHA	Dental Health Aides/Therapist	ANTHC is being sued by ADA in regards to the Dental Therapist program. Each organization should speak to their attorneys regarding this issue for guidance. Federal Govt regulates the CHA program, not state.	
Round Robin Reports		<b>None- Dan Thomas</b> – 5 trainers currently on board (one is .5 position). Able to offer 6 slots per session. Did one preceptorship. Planning a CME workshop in March.	None

<p>Round Robin continued</p>		<p><b>ARCS Minutes (Continued) 02-06-06</b>  March on CHAM Use and Documentation. There is a high interest but only able to accommodate 4 participants from outside of our region. We can provide our lesson plan and materialize to whoever wants them.  <b>ANTHC-CHAP- Michelle Hall-</b> Finished Session III in December. PEPP/GEMS in January. Session I is in session now. No new staff but interviewing for 2 unfilled positions. CHAM rollout with Sharon Peabody will take place on Feb. 13<sup>th</sup>. <b>North Slope- Michelle Harrington-</b> NSB has a new mayor and Health Dept Director (Rosie Habiech). Rosie is an R.N. and has worked for PHN and is committed to village services. CHAP is one of her main priorities. CHAP office has moved to another building. Still short staffed. Need 1-2 Midlevel, 1 CI, and 7 health aides. Flex perm continues to work well but out of 16 CHA/Ps over ½ are itinerants. None of our villages are now manned by CHAs from their village. Training center is still in the works. Trainee positions are posted in all 6 village and we have one CHA going to Session 1. <b>TCC- Deb Reed-</b> Training needs: 6 new hires need Session 1. Have 1-2 others needing each session. 3 need EMT, 2 need ETT, and 7 needing preceptorship. Following positions are open: 14 open positions, CHAP Director, CI in Tok, CHP instructor, Program Assistant, Itinerant CHP. Upcoming training: Presession, ETT, EMT skills, TCC CHAP Spring CME: 3/28-4/2, Diabetes, CHAM roll our, and EMS Symposium <b>KANA- Jud Brenteson-</b> 2 positions down- CHAP manager, 1 CHAP-Akhiok, need 5 preceptorships. Jud is Acting CHAP Director. KANA is restructuring CHAP. They are going to find some creative solutions to meet program supervision needs. Looking at creative solutions to meeting program supervision needs. Medical Clinic staff to help with PEF reviews, use CHAs to do some of the clinic evaluations in neighboring villages. KANA does not plan to fill CHAP Mgr position for a trial period of 6 months and then will re-evaluate the situation for effectiveness. <b>EAT- Kas Healy-</b> See attached report. <b>Fort Yukon-Paul Skinner.</b> New CI hired. Vacancies: Midlevel- one position open at this time, CHA positions: 12 available full time positions are open at this time. We have 4 potential new hires for Full-time CHA's. Have 12 Itinerants currently employed. Making some progress with council/pt. education. 1 CHA IV to Anchorage for preceptorship, We have 4 new candidates coming to Fort Yukon for ETT training and PreSession beginning on 3/27/06 .and 1 CHA to session 1 to begin on 5/08/06</p>	
<p>Immunizations and CHAs</p>	<p>Curriculum-Michelle Hall</p>	<p>Curriculum revision is lagging behind the new CHAM. Well Child gets 6.5 hrs in Session 3 and 2 hrs in session 4. CHA's are not doing that many WCC and Imm in many regions. Saving for PHN. Should TC decrease Well Child curriculum and do an Advanced Track?</p>	<p>To be continued.</p>

**Academic Review Committee  
Meeting Minutes**

Date: February 7, 2006 Call to Order: 8:50 am Adjourn: 12 pm		Recorded By: Cindy Fyfe Chair: Dan Thomas	Motion to Approve: Seconded: Minutes Approved:
Attending: Anna Simon, YKHC, Michelle Harrington, NSB, Mike O'Neill, SCF, Linda Curda, UAF, Michelle Hall, ANC-CHAP, Paul Skinner, Ft. Yukon, Torie Heart, ANC-CHAP, Dan Thomas, NSTC, Tamerra Kawagley, ANC-CHAP, Connie Watkins, BBAHC, Deb Reed, TCC, Herman Geffe, Maniilaq, Val Davidson, ANTHC atty., Dorothy Hight, ANC-CHAP, Sharon Peabody, CHAM, Sonia Vent,			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Training Center workgroup	Report	<p><b>Stagger Session 1.</b> Attempted to stagger Session 1 –one per quarter. Due to various considerations, unable to do this except for one quarter. Unable to do.</p> <p><b>Scope of Practice-</b>Compiled information from established documents so that information is in one place. May put under FAQ section of website.</p> <p><b>Curriculum revision-</b> worked on Unit 6. Curriculum is lagging behind CHAM. Discussion of how to meet curriculum revision needs and create a curriculum committee.</p>	<p>No change.</p> <p>To CHAP Directors and FAQ on website.</p> <p>Look at developing committee after Dr. Golnick presents study to CHAP Directors.</p>
Field Committee	Report	<p><b>MSO Instructions-</b> Tabled. Later assigned task by ARC to c</p> <p><b>MD orientation-</b> Listed items felt to be important to orient providers to the CHAP program.</p> <p><b>CI site visit checklist form-</b> Reviewing form to make more generic and to give guidance as to what a CI should be doing on a clinical site visit.</p>	<p>Tabled.</p> <p>Ongoing.</p> <p>Ongoing.</p>
MSO/MD signature	Dr. Cotten	<p>Feels that orders signed are good for 2 years should be good regardless if original doc has moved on rather than requiring new ones. Would like this matter clarified. AK Medical Board determined that CHA is not working on a doctor's license but rather under their medical supervision. Medical Supervision is different than under license. Each provider is responsible for their scope of practice. Group or individually? In the event of a physician change, Dr. Cotten proposed that some time be allowed to have orders so new doc can familiarize themselves with CHA before signing standing orders. Linda suggested bringing this issue to Medical Service Networking Committee meeting along with attorneys to clarify issue as well as a survey as to how this is being handled statewide.</p>	<p>ARC to review if it can be a group signoff (two providers) for continuity. ARC recommended Dr. Cotten take this concern to Tribal Clinical Directors.</p>

**ARC Meeting Minutes**

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
		<b>February 7, 2006 (continued)</b>	
2006 CHAM overview	Tori Heart	Overview- Historical information parked here- specific to program, not manual.	None
Website	Torie Heart	Looking for ¼ time web person, want an actual employee, trying to combine webmasters. Currently out for re-bid. Looking at other resources for webmaster. Navigational problems will be fixed once permanent person hired.	Torie to add Training Schedules. Will schedule training again once webmaster is hired. To be continued.
CHAM	Sharon Peabody	<p><b>Orientation- To</b> Bethel and Nome for CHAM orientation. Needed more time? Field supervisors needed more time for orientation. Would like 2 4hr days for field. Discussed a train the trainer program. Feels her role is to train the trainer. All training centers will have had some training by mid-Feb. CHAM is available as PDF. Contact Linda for copies. Predicted date for shipping by Feb. 20th. Air shipping is available, 1 set of books is about 15 lbs.</p> <p><b>Regional CHAM Rollout plans-</b></p> <p><b>MSO Test-</b> Passed out draft copy of MSO test draft to group. How long should tests be?</p> <p>-Passed out draft instruction sheet with examples on how to take the test. Group provided some direction. How many questions per standing order should there be? Session 2 test- 2 questions. Session 3 test- 2 questions, Session 4- 2 questions currently to increase to 3.</p> <p><b>MSO Face Sheet -</b> Question on paragraph 2, Does it help CHA know that last sentence are key chapters. Suggestions: To end at previous sentence. This may be helpful for CHA without MSO. Second paragraph to be gone- sheet is for doctor. Regions will need tests, keys and MSO packets. Need to be ready for CHAMs. Lively discussion with recommendation to be discussed by Field.</p> <p><b>Exam for CHP-</b> Not done yet.</p> <p><b>Post Session Practice Checklist-</b>Page numbers wrong on skills checklist.</p>	<p>Wait till CHAM's out prior to initiating training</p> <p>None.</p> <p>To review and return to Sharon on Wednesday with comments. To be reviewed by Field Committee today.</p> <p>To be done by Field on 2-7-06.</p> <p>Sharon will do later.</p> <p>Linda to repaginate.</p>

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Presession	Sonia Vent Linda Curda	<p><b>February 7, 2006 ( continued)</b></p> <p>PreSession materials will need to be updated to follow the new CHAM. Various groups working on this. Linda requested that group work with Sonia for manual update. Should mentorship program be developed? This is happening informally and there is no support for this by organization. Timeline for course- 6 weeks or 1 week. To be discussed during teleconference.</p>	Teleconference to be set up by Linda Curda for those interested parties to discuss Presession curriculum.

Date: February 8, 2006 Call to Order: 8:50 am Adjourn: 11:30am	Recorded By: Cindy Fyfe Chair: Dan Thomas	<b>Academic Review Committee Meeting Minutes</b>
Attending: Michelle Harrington, NSB, Mike O'Neill, SCF, Linda Curda, UAF, Paul Skinner, Ft. Yukon, Dan Thomas, NSTC, Tamerra Kawagley, ANC-CHAP, Connie Watkins, BBAHC, Deb Reed, TCC, Herman Geffe, Manillaq, Judd Brenteson, KANA, Michelle Hall, ANC-CHAP, Anna Simon, YKDHC, Jean Rounds-Riley, EMS, Susan Heaston, NSB		

AGENDA ITEM	DESCRIPTION PRESENTED BY	DISCUSSION/CONCLUSION	Recommendation/Action
Training Report	Curriculum revision	Curriculum revision- Revising Unit 6 A. Matching terminology in new CHAM. Added missing information that is routinely taught. Workgroup would like assistance with updating curriculum to conform to the CHAM- would like Sharon Peabody to be part of workgroup. Linda stated there are other people who might be interested in assisting with this project. Judd suggested involving more people to assist with this task along with training center staff.	Will continue to work on curriculum. Linda to look into funding for this group. Linda requests a timeline and process be devised by ARC at the May meeting. Add agenda at May meeting, plan at this meeting and schedule September meeting. Michelle to Deanie Golnick give a report on her patient data project so that guidance can be given to group.
Field Report	Generic MSO	Worked on generic standing orders based on Sharon Peabody's initial work. Motion: Cindy Fyfe, Motion to accept Generic Standing Orders form. Seconded by: Linda Curda.	To be presented to CHAP Directors for approval. Motion: Passed.
EMS Report	EMS updates Jean Rounds-Riley	See attached. Can ETT/EMT training include some of the items in the Emergency Manual at this training? Committee feels that CHAM should be given to EMT/ETT instructors to assist with emergency scenarios.	Jean to do orientation to training instructors.
University Report	Linda Curda	University CHAP program expanded and is located in Anchorage. CHAP Liaison is Linda Curda. Admin assistant and IT staff have been added as well as Sonia Vent working on distance delivery of Pre-Session I. Graduation is coming up. Forms and fees are due. CHAM rollout to start up – Linda will let everyone know. Would like to put more training out (Forum, other trainings) to make available for CME's by filming events.	None.
MSO tests	Follow up from 2-07-06	Copies were distributed for comments. These copies were collected by Linda who will forward them to Sharon.	None
May meeting agenda items		Deanie to come for curriculum issues. Revisiting PreSession. Results of teleconference. Finish Units 6 A and C. Website	Email survey to see what skills to add to curriculum. Michelle Hall volunteered with Linda to develop a list to send out. Dan to get address list to Michelle for distribution.
CHAP Directors Report		Generic Standing Orders-Need Vote. Curriculum Revision Survey of DML's and what CHA/Ps are seeing Committee formation Pre-session revision materials update, distance, etc. Teleconference to arrange for this project.	Dan to present to CHAP Directors  Meeting Adjourned.

**Academic Review Committee**  
Round Robin Report

February 4, 2006

**TO:** Chair - Academic Review Committee  
**FROM:** Kas Healy  
**RE:** ARC Meetings February 6-8, 2006

I regret I may be unable to attend all 3 days of the meetings due to pressing personal business. I hope to join you by Tuesday February 7<sup>th</sup>. Until I am able to join you Dorothy Hight has kindly offered to be my 'stand-in' and has my proxy.

Dorothy has the electronic copy of my round robin report for EAT and will also deliver it verbally at the meeting should I not be present at that time.

For any members who will be staying in town through next week - I would like to invite them to attend our EMS Live @ Nite on Valentines Day February 14<sup>th</sup>. This is a live interactive presentation and gives 1.5 CEUs free for participating. These CEUs are approved by Alaska's EMS. This month's presentation is on 'Diabetic Emergencies: You Go High, I'll Go Low' and will be presented at EAT's Anchorage office from 5:30 PM to 7:15 PM. We would love to entertain any ARC members who find themselves in town.

Thank you for your understanding,

  
Kas Healy

## Round Robin Eastern Aleutian Tribes

- 1 CHA starting session I
- 1 CHA completed Session IV
- 1 CHA completed Session II
- EAT has two *itinerating* CHA/Ps, Melinda Nayokpuk and Linda Mack, first in ANMC Medical Service Office history (previously they had CHA/P with standing orders under one doc in one village, never had traveling CHA/P)
- 4 midlevels trained as preceptors under the preceptorship distance program
- 4 CHAs starting preceptorship to become CHA/P
- CHA led grass roots elder initiative in False Pass has raised \$1400
- EAT establishment of CHA/community Elder Task Force
- 2 RNs hired; 1 as Operations Manager and 1 as Case Manager for Elder Initiative/mental health grant
- Physical Activity Leadership (PALs) program in coordination with CHAs begun with volunteer PALs in each clinical site
- CHA televideo CEUs increased with ANMC Televideo presentations to all staff: Childhood obesity, Dr. Julie Jacobs; Chronic pain, Dr. Steve Tierney; Derm/telederm, Dr. Bocachica. Monthly EMS live @Nite productions which have included (since December) Cold related Injuries, Blast Injuries, and Diabetic Emergencies. Distance Learning Network online and in process of developing courses for CHA
- 1 BHA finishing her Bachelors at UAF and accepted into a Master's Drug and Alcohol Counseling starting in June 2006
- EMS Squad of the year award for Alaska to King Cove Clinic
- EMT and ETT bridge training in King Cove in December; next course is February in Sand Point

Add.  
to minutes



Report to CHAP Directors and ARC  
EMS Training Committee 1/24/06-1/26/06  
Submitted by Jean Rounds-Riley, PA-C

**EMS CME & Training:**

IHS Introduction to Injury Prevention: approved for 16 hours of EMS CME training.

Distance Delivery of EMS training: There is a proposal being submitted for distance delivery of part of the ETT-to-EMT I Bridge course. The State office has received preliminary proposal only at this time; I will keep you informed as more information becomes available.

**General Information:**

The Unit of EMS was temporarily exempted from the Health & Social Services mandatory background checks, until further consideration can be given to costs and logistics (since in EMS, unlike other departments, this would affect mostly volunteers).

**National EMS Scope of Practice Model:**

Draft 4, final draft of "The National EMS Scope of Practice Model: Freedom within Limits" is out. Temporarily accessible on [www.soundrock.com/sop](http://www.soundrock.com/sop). We are trying to put the document on the akchap.org website, as a PDF file. This national proposal was discussed briefly at the EMS Training Committee meeting. The State is inclined to go along with the proposal, but needs more information about curricula, clinical requirements, training time, etc. before a decision can be made.

**Regulations changes:**

EMS regulations may be scheduled for review this year after-all.

If you have burning issues that you want to see changed in the State Regulations, let me know, or your regional EMS Training Coordinator, or Mike Branum, State EMS Training Coordinator, at [Michael\\_Branum@health.state.ak.us](mailto:Michael_Branum@health.state.ak.us) .

**Academic Review Committee  
Meeting Minutes**

Date: <b>May 8, 2006</b> Call to Order: 8:45 am Adjourn: 11:45 am		Chair: Dan Thomas Vice Chair: Jud Brenteson Recorded By: Cindy Fyfe		Motion to Approve: December 2005 minutes delayed until September. <u>Motion to approve February</u> minutes as corrected - Deb Reed. Seconded: Linda Curda. Minutes Approved: Approved with corrections.	
Attending: Dan Thomas, Chair- NSTC, Joe Story- SCF, Jud Brenteson-KANA, Debra Reed, TCC, Carol Odinzoff,-ANC-CHAP, Connie Watkins, BBAHC, Linda Curda, UAF, Herman Geffe, Maniilaq, Michelle Hall, ANC-CHAP, Torie Heart, ANC-CHAP, June Merica, APIA <b>Guest:</b> Theresa Cooper, Webmistress					
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION		
Agenda Approval		Deb moved to accept agenda. Joe Story seconded.	Motion passed.		
Generic MSO	Document	Approved by CD	None		
What is a CI	Document	Unclear if approved by CD. Difficulty in tracking documents that goes to CD. CD's want documents presented at one meeting and voted on at next meeting.	To be re-presented at May CD meeting. Torie will be devising a system for feedback to various groups.		
Training Priority List	Document	Not reviewed by CD. ARC reviewed document and recommended that Community Health Aide be capitalized. Jud motioned to capitalize and Michelle seconded.	Motion passed. Dan to correct and will present document to CD in May. Approved by CD at May meeting.		
RAC report		Site review at YKHC March 13-15 <sup>th</sup> . The Training Center was given full approval.	None.		
EMS report		-Jean unable to attend meeting. Discussed developing Emergency Flow sheet for CHA/Ps -Pink sheets for EMT skills and coming with CHA/Ps to training centers. -Skills sheets need to be updated to reflect the new CHAM. -Discussion on Skills form for Session training.	Send to Field Committee for development.  Field Committee to review.  TC group to review and discuss.		

**Academic Review Committee Meeting Minutes**

Date: May 8, 2006 (continued)

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Round Robin reports	Informational	<p><b>BBAHC- Cindy Fyfe-</b> see attached. <b>NSB-</b> See attached. <b>TCC- Deb Reed-</b> TCC has 32 filled CHA/P positions and 18 vacancies. We have 3 CHAs needing Presession, 5 CHAs needing S-I, 1 re-entry S-II, 3 needing S-III, one CHA needing S-IV, and 2 CHAs need to be scheduled for a Preceptorship. The 8 CHA/Ps still needing a CHAM Roll-out will be trained in June through an AHEC grant. There are 3 Preceptorships scheduled this spring. Crystal Stordahl has accepted the CHAP Director position. There are 2 C/I, an Office Manager and a CHP Instructor position unfilled at this time. <b>ANC TC- Michelle Hall-</b>One PA leaving May 15<sup>th</sup>. Finished Session I in Feb/Mar and a Re-entry Session II in Mar/April. Started Session I in May. Completed 3 preceptorships. New PA started at end of March and new NP will start June 1. Jean was off the schedule for April to assist with CHAM roll out. 2006 training scheduled changed- will be doing two Session IV's in fall. <b>NSTC-Dan Thomas-</b> Have 3 applicants for newly funded trainer position. Held a CHAM Use &amp; Documentation workshop in March. Connie Watkins attended. Training at full capacity. CHAM roll-out-CHA/P VSI have been oriented and are ready to train when the new CHAMs arrive. <b>SCF-Joe Story-</b> Attended Train <u>the Trainer</u> course. Did preceptorship and one PreSession. Have one CHA/P vacancy. One CHA in Session I, one finished Session I. Waiting for a Session II and IV. MSO level II test done for ASU- - 22 present for CHAM training and completed MSO test-training was at Forum. <b>Maniilaq- Herman Geffe-</b> New positions for clinics (admin assistants and are recruiting to fill these positions in 4 clinics. Have 11 openings. Need midlevel. Had 4 CHAM training classes. <b>APIA – June Merica.</b> See attached. <b>KANA-Jud Brenteson-</b> We have 12 Health Aides, 2 Clinic Coordinators, a Director, an EMS Coordinator, and an Administrative Assistant. We have two vacancies one in Akhiok, and one in Old Harbor. We are in the final recruitment process for the Old Harbor position. We sent 3 HAs to CHAP Forum, one to Session II Reentry at CHAP Training Center, 1 to Session III in Sitka, and 1 to her Preceptorship at CHAP Training Center.</p>	None

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
<b>May 8, 2006 (continued)</b>		<b>Academic Review Committee Meeting Minutes</b>	
Round Robin		We have 8 Certified HAs, 2 more will be certified in the next meeting, and 2 must to attend training to be eligible for certification. The former CHAP Admin moved to the Tobacco program coordinator position, and Joanne Ward CHA III from Old Harbor became the new CHAP Admin. We have big plans for expanding her role in the CHAP	
Standing Orders (SO) report	Informational	Linda reviewed changes of approved document with ARC. Michelle stated she feels that CHA/P should sign SO as well as referral provider. After discussion it was felt that CHA/Ps should do a receipt of document to indicate that CHA/P understands SO and will abide by them. Regions can modify form to meet their own needs.	Field to do a generic SO receipt page for CHA/P as an addendum to SO form.
CHAM	Informational	CHAM project was submitted to Indian Health Service Directors as a project. A project award was given to CHAP program for the Alaska region. Linda presented Dr. Grim with new CHAM. Coffee mugs will be sent to each region to celebrate the new CHAM as well as applaud the CHA/Ps.	None.
Website Torie Heart and Theresa Cooper		Torie introduced Theresa Cooper. Website updates: -Updating tables, streamlining as well as making more consistent. -Would like updates from organizations. Can email suggestions <a href="mailto:tlcooper@anmc.org">tlcooper@anmc.org</a> or <a href="mailto:tlcooper@anthc.org">tlcooper@anthc.org</a> -Email addresses will come off. Some ideas: -Need committee to help determine how website is accessed and looks. -Table of Contents with links to different documents. -Re-form subcommittee to consist of: ARC, RAC, and Certification Bd., Get list of ideas and prioritize for website.	ARC to submit updated list of website needs to Torie. Cindy to find list and send to Torie.  Re-form website subcommittee. Cindy to re-submit previously compiled info to Torie.
CHAM pages	Discussion	Some of the new CHAMs have missing pages, upside down pages, etc. Torie is asking that unusable copies be returned to her office and replacements will be sent out. Torie will be sending email to CHAP Directors to make sure manuals are reviewed prior to use.	None.

Date: **May 9, 2006**  
Call to Order: 8:45 am  
Adjourn: 11:55 am

Chair: Dan Thomas  
Vice Chair: Jud Brenteson  
Recorded By: Cindy Fyfe

Attending: Michelle Hall, ANC-CHAP, Torie Heart, ANC-CHAP, Dan Thomas, NSTC, Connie Watkins, BBAHC, Deb Reed, TCC, Herman Geffe, Maniilaq, Joe Story, SCF, Carol Odinzoff, ANC-CHAP, Cindy Fyfe, BBAHC, Linda Curda, UAF  
Guest: Melanie Cueva, Convocation Committee and Deanie Golnick, MD

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
RAC Report	CME for CHAM for CHAM orientation	-Already grant 12 CME's every 6 hours. Concern that it could be the only CME's for an entire 2 years. Should be 12 hours total (any combo of MSO testing and orientation to the CHAM). Got 8 hours of CME as UAF course. Can only get 4 hours for MSO test. Conclusion: Will present to CME board in usual manner with usual paperwork. The instructor will have had to Train the Trainer course in order to be considered a qualified instructor. An evaluation tool will be developed for course. Only instructors need to apply for CME if haven't taken the Train the Trainer course.	Instructors that have not taken the Train the Trainer course will need to apply for CME's.
	PreSession	-PreSession- Guidelines are already set up. CHAM page numbers need to be changed.	CHAM page numbers need to be changed. Linda to do.
	Unit 1 and 4e	- Needs to be discussed further.	Still working on this.
	Physician Orientation	Field will review assorted existing physician orientation packets and compile the best of the best.	Field to review.
Field Report	Emergency PEF	Started listing some of the necessary elements needed for an emergency PEF.	Will try to set up a mock template by September meeting.
	Addendum to SO- Receipt page	Reviewed CHA/P Responsibilities for Standing Orders. Revisions were suggested by ARC to Field.	Field to revise and return to ARC on Wednesday for possible inclusion to go to CHAP Directors.
Convocation	Melanie Cueva Linda Curda	Convocation in Oct 16-20 <sup>th</sup> . Convocation teleconferences have had low attendance. Does ARC see convocation as something they want done? Feels that interest is low due to busy schedules. Consensus was that Convocation is a very positive experience for training and field instructors.. Length of Convocation: 4 days. Content: Discussed ideas that would be helpful to field, how to use tools while training in field, teambuilding, compliance issues and training tools to help implement, documentation training, clinical training and PEF review (show and tell with audiovisual). Center for Alaska Native Health Research, other research projects, GPRA, and Customer Service. Prepare CHAs before they come to Session I- how to do a good PreSession. Field and TC to have dialogue regarding dual preparation and feedback, use of CHAM, how various places teach PreSession.	

### Academic Review Committee Meeting Minutes

Date: May 9, 2006 (continued)

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
University Report PreSession Handbook  Distance PreSession Report	Linda Curda	<p>Some items need to be changed. Sonia Vent is doing distance PreSession. Linda has done some revision. Pg 5-8, objectives did not change. Group would like a mock weekly schedule with required hours of class, (in guidelines), skills list, tests, and standardize for state,</p> <p>Sonia Vent has been doing distance PreSession, has 8 students. Blackboard course with 2 teleconferences per week with mentor to review skills. It is a 7 week course. Goal is to put on CD.</p>	<p>Linda, Connie, Carol, Carlo, Tom Vaden, and Deb to work on a mock schedule, skills list, and review guidelines and objectives, and testing concepts. Linda will set up teleconference. Goal to have done by October.</p> <p>None.</p>
Curriculum Revision Planning	<p><u>Deanie Golnick, MD</u> What CHAs are doing in clinic</p> <p><u>Dan Thomas</u> CHAM Skills and Assessment Survey</p>	<p>Dr. Golnick reviewed her research with group-project is reviewing DML's- looking at certain percentage over a year to account for seasonal factors over entire state. Presented to CD, approved in theory, Tribal health directors and CHAP Directors for permission to collect, review info and assimilate.</p> <p>Jean Rounds-Riley drafted a list of skills in the Basic Training Curriculum. AED, GCS, Morgan Lens, might be in curriculum. Curriculum is being reviewed.</p>	<p>BBAHC needs to set up report to mimic DML reports. Will revise DML form and instructions.</p> <p>Meet with Kendra to discuss what areas need. Need phone calls, telephone calls, etc, Group education.</p> <p>Review list to see what should go on survey- Michelle can do before Sept meeting. Will review and ARC can take off what they feel does not need to be on the form.</p>

**Academic Review Committee  
Meeting Minutes**

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Date: <b>May 10, 2006</b> Call to Order: 8:50 am Adjourn: 12 pm		Chair: Dan Thomas Vice Chair: Jud Brenteson Recorded By: Cindy Fyfe	
<p>Attending: Dan Thomas, NSTC, Connie Watkins, BBAHC, Deb Reed, TCC, Joe Story, SCF, Jud Brenteson, KANA, Carol Odinzoff, ANC-CHAP, Linda Curda, UAF, Herman Geffe, Maniilaq, Michelle Hall, ANC-CHAP, June Merica, APIA, and Cindy Fyfe, BBAHC</p> <p>Guests: Melanie Cueva, Dorothy Hight</p>			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Workgroup reports	Unit 1 and 4 e.	See Attached. Unit 1 and 4e. Changes reviewed by ARC.	Tabled until September meeting
Training Center	CD report	Motion: Remove the "follow the rules" bullet. Motion: Connie Seconded: Joe. Motion approved with one nay.	
Field	Post session Field Follow Up	CHAP Directors report. Motion to approve: Jud Brenteson. Seconded: Joe Story. Motion carried.  Training Centers are in the process of updating the Field Follow-Up form. Clarifying instructions and revising forms for follow up. Trying to make it a one field trip follow up. TC project.	Approved to go to CD.
	Addendum to Standing Orders	Addendum to Standing Orders Acknowledgement/Receipt form submitted for approval to go to CHAP Directors. Further clarification is to be made Motion to approve: Deb Reed. Seconded: Michelle Hall. Motion carried.	Present in September to ARC
		See attached for rest of field report.	Approved to go to CD
Math Assessment Test	Michelle Hall	Should be given before or during PreSession. Much discussion regarding this. Existing PreSession committee will work on standardizing on adding math assessment and skills. Deb states an existing document does exist. Linda made a suggest that there be 2 handbooks, a PreSession handbook for students and one for instructors. Committee will also be looking at wording of PreSession requirements.	Deb will find document and post on Yahoo site and email to PreSession Committee.
CHAP Certification Board Report	Dorothy Hight	Big turnover in Certification Board. Helena Bock is newest member. Still 2 vacancies- request to Chris Mandragen with proposal for nominations to fill positions. ANC service unit- Has not been nomination for SU- have asked for clarification as to who is part of ANC SU from Chris Mandreagan.	
			6

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
CHAP Certification Board Report	Dorothy Hight	<p>Certification pin- have created pin stating they are certified. Went out at end of February. Some responses from CHAs: Dissatisfaction with job with (feel there is no support for being a CHA (village and corporation), feel unappreciated for their work, and issues with poor salary.</p> <p>Re-Credentialing for CHPs who are supervisors. Does the 600 hours mean clinical or non-clinical? Standards do not specify, board will be reviewing and clarifying standards. Board wants to hear what program recommends. 600 hours as a CHP in a CHAP program is current standard- assumed that it was clinical practice. Suggestions made that perhaps some of the time be specified as clinical. Another suggestion was to conduct a survey find out what is really going on, how many supervisors are doing clinical and how many don't.</p> <p>June 21-22<sup>nd</sup> meeting may be held in Barrow. Looking at options as there have been some flight issues.</p>	
Cancer Education for CHA/Ps	Melanie Cueva	Presented materials and aids for Cancer Education for CHAs. Committee viewed education film "Staying Strong, Staying Healthy", for comments of content.	Collected comments regarding film.
ARC Duties and Annual		<p>Added as standing agenda items: CHAM Committee, Convocation, Forum.-Website report. #4. Agenda also needs to go to CD Chair, CHAP Association, EMS Liaison, Certification Board Chair, and Torie.</p> <p>Add follow up to list for tabled items to CD. Copy of ARC report to secretary (Tamaree Kawagley) to facilitate better communication between ARC and CD.</p>	None.
Next meeting		<p>Field: Emergency PEF form, site review form , CHAP orientation, Clinical Evaluation form, and Field Guidelines Table of Contents review.</p> <p>Training Center: Michelle look at skills list and Assessment from CHAM for curriculum review. TC and ARC will look at Field training requirements and generic CME certificate, Recredentialing topic survey results, PreSession one committee report, CHAP forum, website, and Unit 1 and 4e review.</p>	



AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
<b>May 10, 2006</b> (continued)		<b>ARC Meeting Minutes</b>	
CHAP Directors		See attached for report. ARC is working with Deanie on revising the DML form. Deanie should go to CHAP Directors for input..  Get electronic copy of report from Dan	

## **NSB Round Robin Report-**

Achieve full staffing in Barrow and all North Slope villages. Continue recruiting health aides to add to village staff. Hire Instructor/Trainer, Mid Level Practitioner and Community Health Aide Practitioners.

One health aide preceptored (Ron Murphy) by Mid- Level Practitioner, Barbara McCumber. Bobbi will also be working with several health Aides.

Geraldine Ningeok, CHA Trainee, Wainwright completed Session I in Anchorage.

CHAM Roll Out will be in Barrow sometime in June 2006, we are in the process of planning.

The North Slope Borough CHAP will be hosting CHAP Certification Board meeting in June 21 & 22, 2006.

## **BBAHC Round Robin Report:**

Vacancies: We are still recruiting for the following positions: TDY midlevel for Chignik Bay and Egegik. The following Health Aide positions: Clarks Point (2), Egegik (1), Newhalen (1), and Pilot Point (1).

The following positions have been filled: Itinerant (1), Field Coordinator (1), Pedro Bay (1), Chignik Lake (1), Manokotak (1), Chignik Bay (1) and Twin Hills (1).

CHAP Director- Position has been offered to a candidate. Tentative start date of May 1<sup>st</sup>

BBAHC is very pleased that CHA's are moving quickly through Session training. We had 2 CHA's attend Session 1, 1 attended Session 2, and 1 in Session 4. We have several preceptorships that need to be done.

CHAM training has been the big focus this quarter. 30 CHA/Ps were trained in Dillingham, 20 Medical Staff and other administrative staff were also trained in Dillingham. We had 16 attend the CHAP Forum in April. 5 went to Anchorage for Train the Trainer training. These trained village staff will conduct training in villages with the CHA/Ps that were not able to make it to forum or Dillingham training. We anticipate that all training should be completed by June 1<sup>st</sup>. Standing Orders tests have been taken by 40 CHA/Ps. A total of 51 CHA/Ps have been oriented to the new CHAM.

May 10<sup>th</sup>, 2006 Field update

- Carol and Linda reviewed MD orientation information. Conclusion of review: Looking at making a generic statewide orientation. Orientation will be divided into categories: Physician orientation, CHA/P orientation, Pharmacy, etc. Each service unit can fold in service unit practices along with this. To be called: "Orientation to CHAP". Common documents with specific to persons job. Taken out of Field and given to Carol to work on and return to ARC in fall. Email pieces of current orientations to Carol for review.
- Jud, Joe, and Cindy reviewed basic elements for an Emergency PEF. No format at this time. May want to consider using a form like the T-system. Break elements into identifiable areas for completion. Group suggested a separate flow sheet for vitals, etc. Cindy to do a mock up. Linda stated would need to go to legal for review.
- Addendum to Standing Orders-Acknowledgement/receipt- Presented to ARC on May 9<sup>th</sup>. Some revision suggested. Group will submit finalized report to send to CHAP Directors.
- Worked on Clinic Site Review form. Cindy to work on suggested revisions and will email to group for suggestions.

For consideration for convocation- EMS skills form, CHA Compliance Requirements, Clinical Evaluation form and Clinic Site Review.

Tasks for Field Committee

- Website-select committee: rep from each group. Send Torie info again.
- MD Orientation- from CD sent to Carol Rozindoff.- tabled til Sept.
- SO receipt page for SO.
- Field Clinic Site Review form. May 9- field review
- Emergency PEF- Bring form to Sept. meeting
- Field Guidelines- Table of contents to come to each meeting.
- Clinical Evaluation. September
- Table of Contents to update. Sept 2006

Academic Review Committee

Formatted: Bottom: 0.5"

Date: 09-11-06 Call to Order: 09:46 am Adjourn: 12:15		Chair: Dan Thomas Vice Chair: Jud Brenteson  Recorded by: Cindy Fyfe	Motion to Approve May 8-10, 2006 minutes: Linda Curda with some revisions. Seconded: Kas Healy Minutes Approved: Approved with changes.
Attending: Dan Thomas, Deb Reed, Kas Healy, Carol Odinzoff, Leif Albertson, Margie Smith, Rosanna Lemen, Linda Curda, Jud Brenteson, Carlo Sammartino, Tori Heart, Connie Watkins, Cindy Fyfe, Nana Kalmakoff, Michelle Hall, Jean Rounds-Riley, Joe Story			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Agenda Approval		Deb Reed moved to accept agenda. Linda Curda seconded.	Motion passed
Reports/Direction from CHAP Directors Dan Thomas	Training Priority list	Approved by CHAP Directors 5/10/06	None
	What is a CI	CHAP Directors (CD) requested some wording changes. To be discussed at Sept CD meeting. CD requests that Alaska Community Health Aide program be added to each document-would like everyone to use standard nomenclature.	To present at CD September 2006 meeting.
	CHA/P Receipt and Responsibilities for Standing Orders	Tabled by CHAP Directors at May meeting.  Carol suggested that ARC prioritize list of working documents and present to CD for approval. Dan Thomas to send agenda requests to CD chair for follow up items.	To present at CD September 2006 meeting
RAC	Report- Deb Reed	Reviewed and approved all Training Centers self Evaluations. Working on RAC Essential Documents.	None
Convocation	Report-Linda Curda	Linda Curda presented agenda and schedule for Convocation. To be held October 16-20 at the Coast International Inn.	Encourage registration!
Website	Report- Torie Heart	Webmaster assigned administrative assistant. Will have more time to work on website. Has added new links to website and posted photos. Blogs, chat rooms, and reports were suggested. Torie discussed some issues on website and they are being worked on.	None

Date: 09-10-06

Academic Review Committee  
Meeting Minutes

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Medicine Issues	Issues- Guest-Heidi Brainerd, Village Pharmacist	<p>Midlevel cannot order controlled drugs for CHA/Ps to dispense- CHAM M-14. MOA with Indian Health Service and DEA states that the CHA/P will consult with a physician or dentist for order for drug. PA licenses or NP licenses cannot be extended. Midlevel can evaluate the pt onsite and dispense drug. MOA has never been updated.</p> <p>Controlled medication counts- M-15. Much discussion of practices and best practices and issues.</p> <p>Medicine Box- CHA/Ps may not fill medicine boxes or bubble packs. A CHA/P could explain directions to a family member on how to fill a medicine box. Should document the explanation. Pharmacist or family members can fill medicine boxes.</p>	None.
Metric Charts for meds	CHAM revision	CHAM charts are not metric. Does this need to be changed? CHAM revision committee will be reviewing this- YKHC and SEARHC have requested these changes. CHA/Ps should not be making conversions. Group recommends that CHA/Ps not to add metric weights to dose chart.	ARC to make a statement to CHAP Directors to recommend against CHA/Ps converting to metric.

Formatted Table

Date: 09-12-06 Call to Order: 8:50 Adjourn: 12:15		Chair: Dan Thomas Vice Chair: Jud Brenteson Recorded By: Cindy Fyfe	ARC Committee Minutes
Attending: Rita Kalistook, Deb Reed, Kas Healy, Linda Curda, Carlos Sammartino, Leif Albertson, Nana Kalmakoff, Connie Watkins, Michelle Hall, Rosanna Lemen, Dan Thomas, Jud Brenteson, Cindy Fyfe, Jean Rounds-Riley, Joe Story, Margie Smith, Val Warszewick, Dorothy Hight, Lori Grubie			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Workgroup Reports	Training Centers  Dan Thomas	<p>CHA/Ps Using CME more than once to meet 6 (six) year requirements. On agenda for next ARC meeting.</p> <p>Approved a couple of CMEs</p> <p>Reviewed 2007 schedule. Chose couple of dates for convocation- Oct 8-12 or Oct 15-19<sup>th</sup>, 2006.</p> <p>No peak flow in curriculum but is in CHAM. TC to put in Unit 5 and 10.</p> <p>No mandate in CHAM to do lengths on infants except in context of well child visits. Are students getting practice? TC will try to do full sets of measurements whether sick or well to improve competency.</p> <p>Skills survey- What skills should be added to the curriculum that are in the CHAM? CHAM states that gloves are optional for giving injections and aspiration is not needed for giving immunizations. TCs will continue teach that aspiration should be done before administering any injection.</p> <p>Post_Session Field Follow Up plan (training activities for the Field). C -CHAP is revising to add Emergency skills checklist. Making separate one for Session I.</p> <p>PEF documentation guidelines- Clarified some documentation issues. See attached 12/04 document. Would like an Official Documentation Guidelines document. Everyone is to bring in regional documentation for next meeting.</p>	<p>Dec 2006 ARC agenda item.</p> <p>Michelle Hall to review skills against skills in the curriculum.</p> <p>Will bring to next ARC meeting.</p> <p>Work in progress. Each facility to bring in documentation issues to next ARC meeting. Will work on it as a group. 12/04 Documentation Guidelines attached.</p>
Addressing math and EMS skills- Pre-Session	Jean Rounds-Riley/Michelle Hall  Discussion	<p>Reminder: Math test should be distributed prior to Session I, grading and remediation would happen before Session I. People still coming- to training without having this done. Dan suggested that it be added to the application for Session I to clarify this issue and add to Compliance Form as well. Discuss -title change in Field Committee for- Community Health Aide Compliance Requirements.</p>	<p>Add to Session I -admission checklist. Training Centers will work on the revising form. Field will add to the Community Health Aide- Compliance form to submit to CHAP Directors for approval.</p>
			3

ARC Committee Meeting Minutes 09-12-06 (continued)

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
University Report	Information Linda Curda	See attached for Linda Curda's report. Course fee is now set at \$45.00 for CHAP courses. If regional facility teaches approved University course, then it is \$45.00. If university faculty teaches course, full fees apply as well as paperwork. Rural Human Services also has good courses for CHA/Ps. Instructions for the Body Systems and Patient Care CD were reviewed. CHAP Education Resource Center- (CERC) Strategic Summary was introduced.	UAF Academic Liaison report, university student tracking form, and affiliate faculty form attached.  CERC Summary attached
Pre-session discussion	Discussion Linda Curda	Team working on Pre-session. Team members are: Connie Watkins, Carol Odinzoff, Tom Vaden, Deb Reed and Carlo Sammartino. Linda Curda will be contacting team. What are the needs for Pre-session as an online course? Linda Curda to bring up to CHAP Directors as to how they want Pre-session presented. Team to look at existing tools for Pre-session, corporations needs for Pre-session, and standardization of Pre-session training.	Linda Curda to contact Pre-session Team. Will report at next ARC meeting.
Hours Worked	Discussion Dan Thomas	Dan Thomas's survey results were distributed. CHP needs to have worked in CHAP program -as a CHP for 600 hours as a recertification requirement. What does this mean? Clinical hours vs. admin hours. Should they have required clinical hours? Currently standards do not say how they work in program. There are many CHPs that are doing purely admin work and do not do clinical but have not been able to keep up with clinical skills. How does one help assist so that skills can be maintained? Do they need to see patients or not? This clarification will help the Certification Board and Training Centers to determine if re-credentialing requirements were met. ARC did not intend for this to be clinically oriented.	To be discussed at Convocation.

Academic Review Committee

Date: 09-12-06

Meeting Minutes

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Workgroup reports (continued)	Training Centers Dan Thomas       Field Committee Cindy Fyfe	<p>Credentialing Math- retest- -Would like a retake statement added to the instruction sheet for the for time period for retaking math test. An alternate math test for retakes. If you do not pass the math test with 100% it cannot be re-taken on the same day. When retested an alternate test will be developed.</p> <p>Discussed the proper procedure for taking rectal temps. It is in the CHAM on R-208. Michelle distributed a handout for regional distribution. To be distributed at CHAP Directors.</p> <p>Reviewed the Emergency PEF and shared document with group.</p>	<p>Bring a copy of the medical measurements workbook to an ARC meeting to keep in the CERC.</p> <p>Motion made by Jud Brenteson. Motion seconded by Cindy Fyfe. Motion Carried.</p> <p>To be field tested by organizations per their regional protocol. Comments to be brought to Field Committee by organizations.</p>



Date: 09-13-06 Call to Order: 09:46 am Adjourn: 11:50		Chair: Dan Thomas Vice Chair: Jud Brenteson Recorded by: Cindy Fyfe	
Attending: Dan Thomas, Margie Smith, Rosanna Lemen, Linda Curda, Jud Brenteson, Carlo Sammartino, Tori Heart, Connie Watkins, Cindy Fyfe, Nana Kalmakoff, Michelle Hall, Joe Story, Rita Kalistook, Deb Reed, Kas Healy, Torie Heart			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Workgroup progress reports	Training Center Dan Thomas       Field Cindy Fyfe	Draft presented Unit 1 # 4 objectives updates.  Unit 4 E- #7 objectives update. Linda to revise during break.  Unit 6 is being worked on. Work in progress.  CHA/P receipt and responsibilities for Standing Orders- revised.  Emergency PEF- To be field tested with the field and training centers and possibly at Convocation for 3 months with feedback.  Need to define what field testing is at some point. Much discussion on what items need legal review, how to introduce documents, etc. Requested that Torie Heart be kept in the loop and send her documents for review.	Motion to approve: Linda seconded by Michelle, motion carried.  Revisions to CHAP Directors for review and approval.  Motion to accept: Kas Healey Seconded: Deb Reed Motion: carried  To be field tested with reports back to ARC in December.
Standing Orders tests	Discussion	Current SO tests need to be reviewed. SO should be one document that is endorsed with the new program. Agreed to teleconference and invite everyone, get SO test information and compile this winter to have a generic SO test.	Dan Thomas to set up teleconference for input.
Employment Exams by CHAPs	CHAP Directors asked for ARC's opinion. Dan Thomas	Do CHAPs do employment, school, and sport physicals? Answered: No. Beyond scope of their work, do not have adequate training in significant in History and Exam findings- not covered by curriculum and may put CHAP and referral provider at legal risk.	Dan t Thomas to give- report to CHAP Directors.
CHAM Revision Committee	Informational Linda Curda	Linda Curda distributed the 11/01 membership composition of the CHAM revision committee. Committee needs to be updated as committee is ongoing. Will be going to CHAP Directors as we need new membership. Membership criteria may need to be reconfigured as well. CHAP Directors approve the membership.  Torie Heart nominated CHAM Revision Committee for Indian Health National Directors Award and the award was received.	Linda Curda to present to CHAP Directors.
Next meeting	Planning	Agenda for next meeting: Add report for CHA association, CME for recredentialing, send Dan Thomas any documents one has for regional documentation guidelines. Michelle Hall: field training requirements ARC recommending following dates for schedule for 2007 meetings: Sept 17 <sup>th</sup> -21 <sup>st</sup> & December 10 <sup>th</sup> -14 <sup>th</sup> . Dan Thomas to take dates to CHAP Directors.	6

## Round Robin Reports

### ANC-CHAP Round Robin Report- Michelle Hall

We have done a session I (6 CHAs), two sessions II's (11CHAs) and a session III (6 CHAs).

We completed two preceptorships. Had three scheduled but one person did not show.

Have one new NP hire that started Aug 7th. We are now fully staffed. Jean Rounds-Riley did an orientation to the family med docs on MSO's in July.

### BBAHC Round Robin-Cindy Fyfe

We have 14 vacancies:

Position	Location	Department	Type	Pay Range
<u>CHA-Level I, II, III, IV or P</u>	Chignik Lagoon	Community Health	1 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	Clarks Point	Community Health	2 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	Iguigig	Community Health	2 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	King Salmon	Community Health	1 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	Levelock	Community Health	2 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	Manokotak	Community Health	1 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	Newhalen	Community Health	1 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	Nondalton	Community Health	1 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	Pilot Point	Community Health	1 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	South Naknek	Community Health	1 Full-time	* K-N
<u>CHA-Level I, II, III, IV or P</u>	Twin Hills	Community Health	1 Full-time	* K-N
<u>Dental Assistant I</u>	Dillingham	Dental	3 Full-time	LL
<u>Mid-Level Practitioner</u>	Togiak	Community Health	1 Full-time	RR

## **BBAHC-continued**

Patrick Mahoney is new CHAP Director. Has been in this position as of May 15<sup>th</sup>. BBAHC is very pleased that CHA's are moving quickly through Session training. We had: 1 Pre-Session, 3 Session I, 1 Session II, 3 Session III, and 2 Recredentialing Preceptorships, and 4 taking EMT 1. All BBAHC CHA/Ps, physicians, dentists and administrative staff have been oriented to the new CHAM. The new CHAM implementation date was June 12. The Standing Orders test has been administered to all eligible Health Aids. To this date 63% of eligible Health Aids have passed the Session II test. Only 26% have completely finished their tests and have complete standing orders through their level of training.

### **New clinic update- have 8 clinics under construction**

**Aleknagik** – clinic designed and construction underway. Completion anticipated for 2007. 2,580 square feet (sf) clinic.

**Chignik Lake** – construction underway – completion anticipated by December 2006 or earlier. 2,580 ft clinic.

**Clarks Point** – construction underway. Complete anticipated by December 2006 or earlier. 1,500 sf clinic.

**Kokhanok** - construction underway – completion anticipated by December 2006 or earlier. 2,580 ft clinic.

**Koliganek** – construction started in fall of 2006. Completion anticipated in 2007. 2,580 sf clinic.

**Manokotak** - construction underway – completion anticipated by December 2006 or earlier. 2,580 ft clinic

**Nondalton** - construction underway – completion anticipated by December 2006 or earlier. 2,580 ft clinic.

**Twin Hills** - construction underway – completion anticipated by December 2006 or earlier. 1,500 ft clinic.

### **6 clinics have approved business plans- possible 2007 construction**

**Ekwok** – Business plan approved by the Denali Commission. Design to be started within the month to expand existing clinic to approximately 2,580 sf. Construction possible in 2007 if all funds for construction are obtained.

**Goodnews Bay** – Business plan approved by the Denali Commission. Design to be started with the month for a 2,580 sf clinic. Working on cost share funds. Construction possible in 2007 if all funds for construction are obtained.

**Iguigig** - Business plan approved by the Denali Commission. Design to be started with the month for a 1,500 sf clinic. Working on cost share funds. Construction possible in 2007 if all funds for construction are obtained.

**Levelock** - Business plan approved by the Denali Commission. Design to be started with the month for a 2,580 sf clinic. Working on cost share funds. Construction possible in 2007 if all funds for construction are obtained.

**Perryville** - Business plan approved by the Denali Commission. Design of clinic complete. Working on cost share funding. Construction anticipated in 2007.

**Pilot Point** - Business plan approved by the Denali Commission. Design to be started with the month for a 2,580 sf clinic. Working on cost share funds. Construction possible in 2007 if all funds for construction are obtained.

### **2 clinics are designed and ready for construction to begin**

**Chignik Bay** – clinic design process underway and community working on funding for construction. Business plan approved by the Denali Commission. Sub-regional clinic approximately 4,180 sf.

**New Stuyahok** – Design of clinic and multi-purpose building to start soon. All funds for construction secured. Construction anticipated in 2007.

**The following 5 communities are currently working on the Denali Commission Business plans. Once their business plans are approved then design funds will be allocated and cost share funds applied for.**

Pedro Bay, Platinum, Togiak, Naknek and South Naknek.

### NSHC ARC TC Round Robin report-Dan Thomas

1. As of 9/4/06 we will have our long awaited fifth fulltime trainer at the TC. We are training at full capacity, with 9 Sessions a year, with 2 slots of every class of 6 reserved for out of region students.
2. We are offering a CME 10/9-10/13/06, consisting of 2.5 days of ANTHC CHA/P diabetes training and 1.5 days of death, grief, and care of the dying topics. Students from outside of our region are welcome. We may have a few seats in our student housing available. If those fill, then the students will have to find their own accommodations.
3. Our field program has a new director and is working on QA issues such as CI responsibilities and maintaining CI clinical skills.

### Eastern Aleutian Tribes Round Robin Report-Kas Healey

#### CHA/P status by clinic:

- \* Adak = 1 pre-session applying for Session I Oct. 06
- \* Akutan = 1 CHP-c (2006) and 1 BHA
- \* Cold Bay = 1 CHP-c (2006)
- \* False Pass = 2 CHA (CHA IV finished preceptorship 7/06 and CHA III-going to IV)
- \* King Cove = 3 CHA/P (1CHA IV, 1CHA III, 1 CHP-c and 1 BHA - the CHP is on extended leave)
- \* Nelson Lagoon = 2 CHA/P (1CHA IV - preceptorship 9/06, 1 CHP-c)
- \* Sand Point = 2 CHA/P (1 CHA II, 1 CHP-c) and 1 BHA
- \* St. George = 1 CHP-c
- \* Whittier = 0
- \* Total CHA/P = 13 in 8 of 9 clinics (1 CHP-c on extended leave)
- \* CHA certification = 6 of the 13 are certified
- \* EMS certification = 11 EMT1 and 2 ETT

#### CHA/P available technology:

- \* Telemedicine (AFHCAN cart) in all clinics
- \* Polycom videoconferencing in all clinics
- \* Tele-behavioral health available via Polycom in all clinics
- \* Tele-pharmacy (PickPoint) in 7 clinics
- \* Tele-radiology in 3 sites with 4th site scheduled end 2006

#### New clinic:

New clinic built and occupied in Sand Point with full integration of Medical and Behavioral as well as IS, grand opening August 24th 2006. Some difficulty with getting timely tele-radiology reads via Anchorage as ANMC has 2 radiologists to read film.

#### New Medical Consultant:

Martha Cotton, MD contracted as Medical Consultant - Back-up for Standing Orders and EMS MD for Whittier Clinic.

#### Kudos:

Adak Medical Clinic, Adak EMS, and Adak community for their outstanding collaboration and patient care of the Cougar Ace Crew and rescuers; CNN and other National news coverage.

## EAT-continued

### CHA/P Educational Activities:

#### Internet Learning Management System (LMS) courses:

- \* Preceptorship Course - Training the Preceptor (9 CME): 26 learners from 8 tribal programs and 2 training centers completed course; 7 successful preceptorships delivered with 4 more scheduled in 2006
- \* CHAM current user course (8 CME): Open to CHA/Ps, clinicians, supervisors and consultants to CHA/Ps 6 people have completed
- \* CHAM new user course in development, willing to assess other agency subscription to course
- \* OSHA Blood Borne Pathogen course (1.5 CEU): EAT compliance 100%; willing to assess other agency subscription for licensure and access through LMS portal
- \* HIPAA course (agency tailored – 1 CEU): EAT compliance 100%; WILLING to assess other agency subscription to tailor build agency course with access through LMS portal
- \* NIMS FEMA course (100% in-house compliance needed for eligibility for Homeland Defense funding - .3 CEU): EAT compliance 25%
- \* Lab Information System (LIS) course: Mid-level and CHA/P training in use of laboratory data system accessed through ANMC-secured site 22 learners completed

#### Live and Interactive courses via Polycom:

- \* EMS Live@Nite: Video conference bridge and IT support to connect EAT villages and other Alaska remote sites to national course. CHA/P, clinicians, EMT squad members. CME for each class taken toward renewal of EMT certification - 298 learners to date and continuing through end 2006. Courses offered this year:
  - \* Blasts - Bring in the New Year with a Bang (January 10, 2006)
  - \* Diabetic Emergencies, You go High-I'll go Low (February 14, 2006)
  - \* Legal Issues in EMS, So Sue Me! (March 14, 2006)
  - \* Helicopter Rendezvous, Calling in the EMS Air Force (April 11, 2006)
  - \* The Agitated Patient, How to Restrain Yourself (May 9, 2006)
  - \* Burn Care, It's Not Too Hot to Handle (June 13, 2006)
  - \* Bites and Stings (July 11, 2006)
  - \* Heat Emergencies, Keep Cool When the Temperature's Risin' (August 8, 2006)
  - \* September course will be the AHA BLS/AED update AHA it is requiring that all BLS providers be updated on AED and all AHA new requirements
- \* SART training course: Video conference: Original instructor led course. A series of 11 sessions, covering various aspects of response open to EAT staff and interested community members - 10 learners completed
- \* Grand Rounds: Videoconference (series) - open to all CHA/P and mid-levels - 7 sites participation
  - \* Psychiatry Grand Rounds: Sacred Heart Medical Center, WA
  - \* Infectious Diseases (U of Hawaii)

#### **TCC-Deb Reed**

TCC has 54 CHA/P positions (including 3 C/Is). There are currently 9 vacancies. In the CHAP office there is an open C/I, Program Assistant and Risk Management/Instructor position.

Since May we have put on a week long CME including 8 hours of CHAM Roll-out with 6 TCC and 6 CATG students, two ETT and one CPR class taught by Warbelow's Air Ambulance open to village communities were held and a 2 week PreSession class with 4 students. Five new hire CHAs have attended S-I and 3 CHAs have attended S-II. We have an active TCC CHA Association facilitated by one of our CHP C/Is. They have been meeting monthly by teleconference for about a year.

#### **North Slope Borough-Rosana Lemen**

Currently we have 10 permanent CHP's, 3 temporary itinerant CHP's. We have 6 CHP positions vacant and posted. We have 2 vacant C/I positions and 2 Mid-Level Practitioner vacant and posted. We have also added 8 new CHA Trainee positions. They are currently posted and we will be interviewing for the positions. The NSB CHAP just hired an EMS Instructor. This position is funded 50% NSB/CHAP 50% NSB Fire Department.

Two CHP's have been certified by the CHAPCB in June 2006.

CHAM Roll-Out was on June 13, 14, and 15<sup>th</sup>, 2006, it was held in Barrow. Sharon Peabody provided the training, nine health aides attended the training, and one health aide attended the training at TCC in Fairbanks in August. All the health aides will have completed the CHAM Training. Session II test was given to the Health Aides and should be completed and graded by the end of September.

We have 2 health aides that completed Session II in July 2006.

Telemedicine upgrades were purchased and has arrived. A representative from ANTHC will be coming to Barrow in September to train NSB Infocom staff on how to install the upgrades for each clinic. Once the carts are all upgraded, Technical support training will occur in collaboration between the North Slope Borough CHAP and the information management support of Samuel Simmonds Memorial Hospital.

The North Slope Borough will be having a Pandemic Influenza Workshop in Barrow, September 6-8<sup>th</sup> 2006. ANTHC, Alaska Division of Public Health & Social Services, Alaska Department of Behavioral Health, Alaska State Troopers, Alaska Department of Environmental Conservation and the Alaska Division of Homeland Security & Emergency Management will be conducting the workshop.

#### **SCF -Joseph L. Story**

##### **I. CHAPs**

- A. Of six positions, five are filled.
  1. One opening in Nikolai.
  2. A temporary opening in Nikolai while CHP is on maternity leave.
- B. All of our current CHA/Ps are trained at level II or higher.
  1. Two are CHPs
  2. Two are at level II.
  3. One is a level III and is scheduled to attend Session IV in October.
- C. All are functioning under Medical standing orders.
  1. One has completed her MSO Level IV test and has her Level IV Medical Standing Orders.
  2. The rest are at Level II MSOs
- D. Three of our five CHA/Ps are certified.

SCF-continued

- II. **Supervision**
  - A. In August I presented a training for our two PAs in McGrath – see attachment.
    - 1. CHAM Orientation.
    - 2. Supervision of CHA/Ps
  - B. Had the referral physician sign a delegation of authority letter for the two PAs – see attachment.
- III. **Tyonek**
  - A. Continue to mentor and supervise CHA/Ps in Tyonek.
  - B. Helping develop policy for mandatory reporting of intentional wounds.
    - 1. Does one report a wound he or she has not examined? Patient won't allow examination?
    - 2. Should intentional wounds caused by a knife or other sharp object be reported?
- IV. University Credit for CHA/P training is now being paid for by SCF – a big Step.
- V. Working on a policy for who is responsible for PEF reviews in the rural ASU.
  - A. Is it our FMC physicians?
  - B. Is it the corporation CIs/SIs or CHAP Director?

**UAF – CHAP Academic Liaison Report-Linda Curda**

- 1. New office and contact info:
  - Linda Curda, UAF-CHAP Academic Liaison
  - 2221 E. Northern Lights Blvd, Suite 109
  - Anchorage, Ak 99508-4140
  - 907-786-1630 Fax: 907-786-1657 e-mail: [lindarc@gci.net](mailto:lindarc@gci.net) OR [lfrc@uaf.edu](mailto:lfrc@uaf.edu)
- 2. New UAF-CHAP Program additional staff/support:
  - Program Assistant (30% time):
    - Mary Ann Katt 907-786-1641 e-mail: [fmak@uaf.edu](mailto:fmak@uaf.edu)
  - Instructional Technology Support (90%):
    - Val Warzewick 907-786-1635 e-mail: [rvkw@uaf.edu](mailto:rvkw@uaf.edu)
  - (same address and fax as above)
- 3. UAF CHAP Course fee: REDUCED to \$45 per course registration
  - Includes: Pre-session (CHP 082)
    - Basic training courses CHP 131-135 (Sessions I, II, III, IV, and Preceptorship)
    - CHP 200 level courses taught by health organizations.
  - UAF Catalogs distributed.
- 4. Review CHP 200 level courses in UAF catalog.
  - Discussion of what new course(s) you would like to see developed.
- 5. CHAP Affiliate Faculty process revitalized. New application form distributed.
- 6. CHAP Education Resource Center: UAF partnership with ANTHC-CHAP TC and ANTHC CHAP Program (see separate Strategic Summary document).
- 7. CHAs/Ps working toward their Associate of Applied Science Degree. See attached Community Health Certificate and AAS degree course worksheet. Share with your HAs/Ps. Course "Sneak Previews for CHA/Ps" for advising will be printed again starting spring semester. If you need assistance with student academic advising or transcript review please call Linda (info above).

## UAF-continued

8. \*\* "Body Systems and Patient Care" CD-ROM (KuC/UAF 1997) can be played on newer computers (NT and Windows XP). STEPS:
  - Put in CD slot in computer.
  - OPEN from "My Computer"
  - Double click on icon "BODYSYST"
  - When screen shows "Authorware for Windows – Made with MacroMedia"
  - Press "**Ctrl and Alt**" buttons together – this will start the disk.
  - Then Install Fonts and Quicktime to view movies (if needed for your computer).
  - Click on one of the body systems – Explore, Learn and Enjoy.

## YKHC - Leif Albertson

### Community Health Aide Training Report

- YKHC CHAT successfully passed RAC Review in March 2006 with a score of 96%.
- Have completed 4 Extended Sessions (2 Session I, 2 Session II) with 46 students thus far in 2006.
- Will have Session III with 12 students starting September 11.
- Will have Session II with 12 students starting October 30.
- Have 8 FTE with 2 Vacancies.
- Additional funding has been used to support continuing education and sign on/retention bonuses for health aide trainers as well as 1 FTE.
- Plan to send 4 HAT to Convocation in October.
- Anna Simon has resigned her position with YKHC effective 9-30-06. Position posted

### YKHC Field Supervision Report

- Leif Albertson has joined YKHC as the CHAP Field Supervision Coordinator (8-21-06)
- Jessica Bunch has joined YKHC as the CHAP Compliance Officer (June 2006)
- Have 9 FTE Supervisor Instructors- 1 vacancy
- Have 1.5 FTE Clinical Instructors- .5 vacancy
- Have 210 CHA/P positions. 33 Full Time positions vacant and 14 Back-up positions vacant
- JCAHO Site Visit August 2006. Surveyors visited 5 Village Clinics (Toksook Bay, Tununak, Mekoryuk, Kotlik, and Eek). No recommendations given to Village Clinics. Surveyors were very pleased with our CHA/Ps
- Successful CHAM 2006 Roll Out May-June. All eligible CHA/Ps have completed and obtained MSO for Session II. In the process of awarding Session III and IV MSO. Performing 5 PEF review per CHA/P in addition to requiring 100% passing score on MSO Test to evaluate CHAM use.
- Anna Simon has resigned her position with YKHC effective 9-30-06. Position posted.

### KANA-Jud Brenteson

We currently have 10 CHA/Ps 2 CHA-Ts and one vacancy. We have two clinics with Clinic Coordinators, and one clinic that has 3 CHAs with one being 1/2 time. She provides one week of itinerant coverage per month. The CHAP office has three employees a Director, Administrative Assistant and the EMS Coordinator. We have submitted a job description to have the admin move into an Assistant manager/C/I role. Our big issues continue to be palliative care, coverage for sole providers, medical clinic support, and CHA/P ownership for their job.



## Academic Review Committee Meeting Minutes

Date: 12-11-06 Call to Order: 8:20 am Adjourn:		Chair: Dan Thomas Vice Chair: Jud Brenteson  Recorded by: Cindy Fyfe	Minutes Reviewed for September 11-13 <sup>th</sup> , 2006. Motion to Accept with revisions: Michelle Hall Motion Seconded: Linda Curda Motion: Carried
Attending: Kas Healy, Michelle Hall, Connie Watkins, Becky Wulvik, Nana Kalmakoff, Dan Thomas, Leif Albertson , Carlos Sammartino, Deb Reed, Cindy Fyfe, Linda Curda, Rena Booshu, Joe Story, Rita Kalistook, Marilyn Venable, Jud Brenteson, Jean Rounds-Riley, Dorothy Hight			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
RAC	Deb Reed	Training Centers approved for another year. Annual self-evaluations will be sent out this year for self evaluations. Will be working on Essential documents and Bylaws in RAC.	None
Website Report	Torie Heart	Have had some problems with website. Had a meeting to discuss issues with website. Getting forms on website is an issue. Torie or Carol will try to stay on top of website. Carol will be getting software so that she can assist with keeping website up to date. ARC will come up with a list of items for website to send to Torie. Job search section has been suggested.	ARC to follow up and get list to Torie and Carol.
Agenda		Agenda reviewed.	Motion to approve: Deb Reed Seconded by Michelle Hall. Agenda Approved.
Minutes Archive	Torie Heart	ARC needs to decide how to organize minutes, membership lists, agendas, CHAP Director reports, and Bylaws.	ARC to decide what will be archived.
CHA Association	Carol Odinzoff	Meeting monthly via teleconference. Have set 2 goals. 1. Retention 2. Safety. Have developed some documents, one listing what is an emergency help reduce after-hours call. Also a letter to tribal councils where no law enforcement is available with a space to request the tribal council will appoint someone to go with them for after-hours call. Would like to have more CHA/Ps involved. Good venue for networking and venting. Carol Odinzoff can be contact for anyone who is interested. Meetings are second Thursday of month at 10 am.	None
Convocation Report	Linda Curda	Linda has extra CD's of convocations if anyone is interested. 55 people attended convocation. Very positive response for meeting. Next convocation is Oct 15 <sup>th</sup> -19 <sup>th</sup> . Linda is looking for space for meeting as meeting space is tight that week. Suggested looking at Westcoast Inn again.	
CHAM revisions		CHAM Revision Committee will be looking at the medicine book for revisions. Immunizations have changed. If anyone has suggestions on areas that need for revisions, please let Jean Rounds-Riley or Heidi Brainerd know via email. Training Center and a CHA/P is needed for the revision committee.	TC to give Linda name to represent TC on CHAM revision.

**Academic Review Committee  
Meeting Minutes (continued)**

**Date: 12-11-06**

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Clinical Requirement for Recredentialing	Dan Thomas	Dan presented the results of his survey of clinical requirement for re-credentialing. Overall almost everyone on survey felt there should be clinical requirement for Recredentialing.	<p>Motion made by Kas Healy:                      Recredentialing application should be revised to read: 600 hours worked as a health aide in any capacity in the CHA/P program within the last 2 years before Recredentialing. 25 patient encounters as a health aide each year worked before Recredentialing, starting 02/07. Once the application is revised, the document will be revised in the packet to reflect motion.</p> <p>Seconded: Linda Curda</p> <p>Motion: Motion carried. Dan to take to CHAP Directors.</p>
Certification Board	Dorothy Hight	See attached report. Dorothy would like articles about items of interest going on in regions for newsletters. Revised CHAPCB standards clarify that non HIS physician cannot give orders to CHA/Ps. This should be highlighted and brought to physicians' attention.	None
EMS report	Jean Rounds-Riley	See attached.	None.
PSLN revision	Michelle Hall	To be discussed in Training Center group and Field.	To be discussed later.
Revision of Math Guidelines	Linda Curda	To be discussed at Feb meeting.	To be placed on February 2007 meeting.

## ARC Meeting Minutes

Date: 12-12-06 Call to Order: 8: 20 Adjourn: 4: 15 pm		Chair: Dan Thomas Vice Chair: Jud Brenteson Recorded by: Cindy Fyfe	Reconvene: 3:30 pm Adjourn: 4:15 pm
Attending: Kas Healy, Connie Watkins, Becky Wulvik, Dan Thomas, Leif Albertson, Rena Booshu, Carlos Sammartino, Jud Brenteson, Michelle Hall, Joe Story, Linda Curda, Marilyn Venable, Torie Heart, Rita Kalistook			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Workgroup Reports	Training Center Michelle Hall          Field Report	Reviewed annual schedule recommended that \$30,000 of UA grant money be used to assist EAT with distance delivery for Session 1. and reviewed attrition report. Worked on Unit 6 A- curriculum. Request for Diabetes CME was approved. Torie and Linda will do a survey to check on the effectiveness of the online Pre-session with the Training Centers to evaluate how the online Pre-session vs. face to face Pre-session compares for prepares CHAs for Session 1.  Unit 4 E- Fixed to coincide with the new CHAM. See attached in bold for changes.  Emergency PEF was presented. Further revisions were made. To be field tested until Feb meeting. Electronic copies will go ARC.	To be added on the February agenda for further discussion.          To be presented to CHAP Directors in February. Motion to approve: Michelle Hall Motion Seconded: Linda Curda Motion passed.  Will continue to field test revised form. To CHAP Directors in February.
Documentation Guidelines	Dan Thomas	To be tabled until February meeting. Legal documentation guidelines, PEF documentation policies and PEF review guidelines.	To be added to February agenda.
PSLN	Michelle Hall	Michelle distributed revised PSLNs guidelines. Forms size and format was discussed. TC will work on form and bring back to Feb meeting	To be added to February agenda.
		Chair: Jud Brenteson      Vice Chair: Nominations: Linda Curda was nominated by Michelle Hall. Linda accepted nomination.    Secretary: Cindy Fyfe	Motion to approve: Kas Healy Motion Seconded: Joe Story Motion passed.  Motion to approve: Michelle Hall Motion Seconded: Jud Brenteson Motion passed.  Motion to approve: Michelle Hall Motion Seconded: Kas Healy Motion passed.

**Academic Review Committee  
Meeting Minutes (continued)**

**Date: 12-12-06**

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Duties of Officers	Dan Thomas	Reviewed draft Officers Duties and Schedule. Dan will distribute when revisions are made.	Motion to accept ARC Officers Duties and Annual Schedule: Michelle Hall  Motion seconded: Linda Curda  Motion approved: Unanimously
Meeting Accomplishments	Dan Thomas	Unit 4 E, Emergency PEF revised and will continue to be field tested until February. PSLNs revision in process may be complete by end of February meeting, Elections, and report from certification board. Will continue to work on annual schedule.	
ARC Goals and Accomplishments	Dan Thomas	Accomplishments: convocation, CHA/P receipt and Standing orders, updated compliance record, Pre-session handbook and guidelines are updated, implemented new CHAM and training, etc. Dan will collect information from past CHAP Director reports from ARC.  Goals: ER PEF, What is a CI, Unit 1, Clinic/site visit form, Clinical hours and recommendations for CHPs Recredentialing, retentions schedule for documents, curriculum revision.	

**Academic Review Committee**

**Date: 12-12-06**

**Meeting Minutes**

(continued)

AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
University Report	Linda Curda	<p>New position in CHAP UAF trying to provide statewide coordination with University to assist students.</p> <p>Students- Discussed course packet handouts for CHA/Ps. This was sent to CHA/Ps earlier this year. This to enable CHA/Ps to track credits, how to receive credits for courses, and the 2007 Audio conference schedule.</p> <p>Affiliate Faculty- Linda passed out copy of current affiliate faculty. Passed out new forms.</p> <p>Get paperwork for Preceptorships in for UAF admitted and graduation paperwork by mid-February.</p> <p>CHAM membership committee- 2 slots open. Appointed by ARC. Training Center member and CHA/P field person.</p>	<p>CHA/P field person is Deb Reed. Training Center?</p>

Report to CHAP Directors & ARC  
EMS Training Committee 9/13/06-9/15/06  
Submitted by Jean Rounds-Riley, PA-C 9/18/06  
Revised 12/12/06

**EMS CME & Training:**

Distance Delivery of EMS training: The university in Mat-Su is doing a pilot part distance/part on-site EMT 1 class this fall semester. Outcome will be evaluated by the State office and Training Committee when available.

EMT 48 hr continuing education every 2 years: will no longer need to have ½ of that face-to-face. See CHEMS website for pre-approved Continuing Education.

At EMS Symposium in Anchorage Nov. 8-11/06 there was a pre-symposium course “EMS Rescue Captains Forum”. This is a one day course designed as job preparation/training for those in small communities who manage the EMS squad/emergency response crew, or those who have any administrative duties in their local EMS system. It includes things like the basics of personnel management, finance, etc. (This course may be developed as a distance delivered course through the University of Alaska Southeast.)

Will also be offered at the Interior Region (IREMS) Symposium April 11-14, 2007

**General Information:**

The Unit of EMS is still temporarily exempted from the Health & Social Services mandatory background checks, until further consideration can be given to costs and logistics (since in EMS, unlike other departments, this would affect mostly volunteers). Pending review by state administration.

Training Committee screened a video on Hypothermia/Cold Water Boating made by the Dept of Natural Resources. Final version should be available by next summer. It is designed for the general public, useful for CHA/Ps or injury prevention folks to use in the communities.

**Regulations changes:**

EMS regulations may be scheduled for review this year after-all.

If you have issues that you want to see changed in the State Regulations, let me know, or your regional EMS Training Coordinator, or Mike Branum, State EMS Training Coordinator, at [Michael.Branum@health.state.ak.us](mailto:Michael.Branum@health.state.ak.us) . When I hear about changes being posted for public notice, I will let you know (no dates yet).

**Reminder of CHAP/EMS training tools:**

The CHAM Emergency Field Handbook has been introduced at the EMS Training Committee, and EMS instructors encouraged to use it when training CHA/Ps in EMS skills. The CHA/P EMS Skills List has also been introduced at the EMS Training Committee, with all EMS instructors encouraged to use this as a communication tool among EMS, CHAP employers, CHA/Ps, and CHAP Training Centers. When contracting with an EMS Instructor, CHAP organizations should remind the EMS instructor about these resources