### Academic Review Committee
#### Meeting Minutes

**Date:** February 12, 2007  
**Call to Order:** 8:45 am  
**Adjourn:** 12:00  
**Chair:** Jud Brenteson  
**Vice Chair:** Linda Curda  
**Recorded by:** Cindy Fyfe  
**Minutes Reviewed:** December 11-12, 2006  
**Motion to Accept:** Deb Reed  
**Motion Seconded:** Kas Healey  
**Motion:** Carried

**Attending:** Deb Reed, Dan Thomas, Becky Wulvik, Rita Kalistook, Carlo Sammartino, Jud Brenteson, Rosanna Lemen, Michelle Hall, Kas Healey, Leif Albertson, Torie Heart, Linda Curda, Connie Watkins, Bill Schreiner, John Everson, Dorothy Hight

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DESCRIPTION</th>
<th>DISCUSSION/CONCLUSION</th>
<th>RECOMMENDED ACTION</th>
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<tbody>
<tr>
<td>Round Robin</td>
<td>Round Robin reports should include the following info: Staffing</td>
<td>Information only</td>
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<td>(attrition and recruiting issues), challenges/concerns/issues,</td>
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<td>accomplishment, and projects. An electronic copy to be sent to</td>
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<td>secretary prior to meeting..</td>
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<td>Secretary to put draft on minutes with either version or date so all</td>
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<td>know which version they are reviewing.</td>
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<td>Agenda Review</td>
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<td>Motion Accept: Michelle Hall</td>
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<td>Motion Seconded: Linda Curda</td>
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<td>Motion: Carried.</td>
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<td>CHAP Director</td>
<td>Dan Thomas</td>
<td>Follow up to occur at February CD</td>
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<td>Direction</td>
<td>Dan presented ARC report from Directors. Many tabled items due to</td>
<td>meeting. Linda will present follow up. Linda will be presenting CD</td>
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<td>short meeting in December. Unit 4E and Unit 6A, Emergency PEF, Postsession</td>
<td>report.</td>
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<td>learning needs, clinical requirements for recredentialling, and what is a</td>
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<td>CI document</td>
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<td>RAC report</td>
<td>Deb Reed</td>
<td>Information only</td>
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<td></td>
<td>Have full membership on RAC. Working on revising bylaws, annual self</td>
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<td>evaluation form, self evaluation forms, and standards (essential</td>
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<td>documents for RAC). Teleconference held to get caught up.</td>
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<td>University Report</td>
<td>Linda Curda</td>
<td>Information only</td>
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<td>Linda reviewed forms with group. She suggested that starting in</td>
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<td>September that a luncheon meeting be held to discuss the relationship</td>
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<td>between University and CHAP program. Documentation course is now a</td>
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<td>permanent course available through university. Worth one credit. CD of</td>
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<td>lesson plans, documents, and mock court is available which may need to be</td>
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<td></td>
<td>updated to match new CHAM.</td>
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<td>Convocation Planning</td>
<td>Linda Curda</td>
<td>Information only</td>
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<td></td>
<td>Linda was asking for suggestions for Convocation. Careers pathway, video</td>
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<td>Bring to workgroups this afternoon</td>
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<td>teleconferring for PSLNs, Kalani as a motivational speaker, update on</td>
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<td>and discuss in am.</td>
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<td>distance Session 1.</td>
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<td>AGENDA ITEM</td>
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<td>DISCUSSION/CONCLUSION</td>
<td>RECOMMENDATION/ACTION</td>
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<tr>
<td>CHAPCB Report</td>
<td>Dorothy Hight</td>
<td>Passed out certification rates for Dental Health Aide and health aide program. This information has already been presented to MSNC and they have been encouraged to have some dialogue with Dorothy. It is <strong>strongly</strong> recommended that CHA/Ps be certified. Separated out where supervising physician signs the credentialing form. All application forms are available on <a href="http://www.akchap.org">www.akchap.org</a> in the library. Hard to track ETT certifications. Often at Certification board meeting, ETT/EMT requirements will be expiring shortly. If certification for EMT/ETT expires, then billing should not be billing and technically one is not certified as a CHA/P. Random audits will be performed by Certification Board. Each organization needs to define if CHA/P can see patients if not EMT/ETT. They should not take call or respond to emergencies nor should they work alone. If organizations could send in a copy of their EMS certification along with certification application, it would reduce phone calls, etc for certification board. For re-entry, their skills should be evaluation to see which level they should be certified for. Newsletter is coming out soon and if anyone has articles they would like to submit, please contact Dorothy.</td>
<td>Informational only.</td>
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<tr>
<td>PSLN Revision</td>
<td>Michelle Hall</td>
<td>Will be discussing as part of work group and will bring back to group.</td>
<td>Bring back to ARC on 02-12-07.</td>
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<tr>
<td>Round Robin Reports</td>
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<td>See attached for full report.</td>
<td>Field to discuss ETT/Presession trainings openings.</td>
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## Academic Review Committee
### Meeting Minutes

Date: February 13, 2007  
Call to Order: 8:50 am  
Adjourn: 11:30  
Chair: Jud Brenteson  
Vice Chair: Linda Curda  
Recorded by: Cindy Fyfe  

**Attending:** Carols Sammartino, Jud Brenteson, Becky Wulvik, Connie Watkins, Deb Reed, Dan Thomas, Linda Curda, Leif Albertson, Rita Kalistook, Bill Schreiner, Michelle Hall, Jean Rounds-Riley, Torie Heart, Kas Healey, Carol Odinzoff

### AGENDA ITEM  
**DESCRIPTION**  
**DISCUSSION/CONCLUSION**  
**RECOMMENDED ACTION**

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</table>
| Workgroup reports | Training Centers  
Dan Thomas | Rita will be a member of the CHAM revision committee. Mya Oxley, Distance Ed coordinator has some ANTHC money to support TCs with distance learning. Offered to do workshop on distance learning methods and TCs accepted. The training will happen on April 26, 2007. UAF will pay for travel and per diem for up to 5 of each training centers. Worked on Unit 6 A and 6 C. Will be working on PSLNs, should be ready for 2-13-07 portion of meeting. |  
Emergency PEF. Group to review and bring back changes on Wednesday. Jud to take to AFGAHN to talk to them to see if possible to add form to program.  
What is a CI was reviewed by field.  
Field group composed list of forms for archival. Will be discussing at next meeting. | Tabled until 02/14/07 pending further review by group. |
<p>| EMS report | Jean Rounds-Riley | See attached report. Jean is being funded through CHAP Directors to attend meetings. Position is appointed by CD. | Information only. |
| Emergency PEF form | | Discussion of field testing. Overall, reviews were good. In Unit 6 at NSHATC. Tested in scenarios and received positively | Working on revisions to have ready for upcoming CHAP Directors meeting. |
| Return Prenatal visit Form | Dan Thomas | Dan presented NSHC Return Prenatal visit form. Have been using this form. Much discussion regarding form. Dan will distribute electronically to ARC members. Field test and will review at later meeting. Rita will send out YKHC’s version to everyone. | Revisit this at fall meeting. |</p>
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<tr>
<td>Curriculum Unit 6a/6c</td>
<td>Dan Thomas</td>
<td>Unit 6a- Bringing in line with new CHAM. Reviewed by group and some changes were recommended.</td>
<td>Recommended changes noted and will be changed by Dan. TC will review and bring back to group on Wednesday.</td>
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<tr>
<td>Bylaws Revision</td>
<td>Jud Brenteson</td>
<td>Handed out to group for review for next meeting. Some revisions were suggested.</td>
<td>Send comments to Jud for a finalized version for the May meeting.</td>
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<td>Presession: Distance Delivery, Issues and evaluation</td>
<td>Group</td>
<td>Sonia Vent did a distance delivery Presession course last spring. Linda can present a more detailed report at next meeting. Form a committee to discuss how content can be delivered. To talk about tomorrow and consider making a committee.</td>
<td>Linda will compile report for ARC in May.</td>
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</table>
# Academic Review Committee Meeting Minutes

**Date:** February 14, 2007  
**Call to Order:** 8:45 am  
**Adjourn:** 11:30 am  
**Chair:** Jud Brenteson  
**Vice Chair:** Linda Curda  
**Recorded by:** Cindy Fyfe

**Attending:** Dan Thomas, Connie Watkins, Becky Wulvik, Carlo Sammartino, Rosanna Lemen, Linda Curda, Michelle Hall, Rita Kalistook, John Everson, Leif Albertson, Bill Schreiner, Kas Healey, Carol Odizoff

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| Workgroup Progress Reports | Training Centers | Unit 6 not quite fixed. Will have ready by next meeting. Convocation topics were discussed. Some topics discussed were: Distance learning, Preession, controlled drug issues and ASSIST program. | Motion to approve with recommended changes: John Everson  
Motion seconded: Dan Thomas  
Motion: Pass |
| | Field Committee | PSLN Follow up plan was reviewed for Session 1, 2, 3, and 4. Revisions were suggested by group. | Motion to approve: Cindy Fyfe  
Motion seconded: Kas Healey  
Motion: Carried |
| | | What is CI- Reviewed, corrected typos and changed name to Overview of Coordinator Instructor Job Duties. Approved by ARC To go to CHAP Directors for final approval | Motion to approve: Dan Thomas  
Motion seconded: Kas Healey  
Motion: Carried |
| | | Emergency PEF: Reviewed and approved by ARC-to CHAP Directors for final approval. If approved by CHAP Directors, then should go forward to Torie for adding to website. | Motion to approve for printing and funding: Deb Reed  
Motion seconded: Rita Kalistook  
Motion: Carried. |
| | | Linda wanted to know if we wanted to have CHAP Directors approve funding for printing the Emergency PEF form and the PEF Continuation sheet. These are two separate forms and should be done in triplicate. Training Centers feel it is important as they are teaching this in session training. If approved, to Torie for inclusion on website. | PEF Flow sheet printed: Dan Thomas  
Motion seconded: Michelle Hall  
Motion: Carried |
| | | Will be holding teleconference on March 20, 2007 2-4 pm to discuss Site Visit form. Cindy to send email to Field and will send documents and contact number for teleconference. | Motion to send for inclusion on AFGHAN: Kas Healey  
Motion seconded: Deb Reed  
Motion: Carried. |
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<tr>
<td>Tabe Testing Guidelines</td>
<td>Linda Curda</td>
<td>Linda passed out updated list for Adult Basic Education Directory. 1. Company that created TABE upgrading to new series. 7M to 9M. Called the 9+ 10 series. 2. Test is timed. 3. Retest for 7M use 8 M 9M use 10 M Test covers: reading comprehension, math computation, and applied math. 4. Repeat in 6 months. 5. Fees-Determined by local ABE Center. 6. On line testing-Only for ABE students in ABE program.</td>
<td>Informational</td>
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<td>Presession</td>
<td>Linda Curda</td>
<td>Presssion guidelines have been updated. Need to go through the process to get approved. Linda presented a draft of guidelines. Linda would like to review and approve guidelines so these can be presented to CHAP Directors.</td>
<td>Informational. Put on agenda for May meeting.</td>
</tr>
<tr>
<td>Credentialing and Recredentialing</td>
<td>Dan Thomas Linda Curda</td>
<td>Steve Gage wanted some standardized and clarified guidelines. Use of standardized clinical forms for preceptorships. Group to review current documents and discuss at next meetings. What are essential elements that must done to have Presession 1 be successful? Would like Training Center input as Field has had input. Before next ARC meeting, subcommittee will meet and bring to next meeting. People are using this currently and it is useable but needs to be refined. Motion: Pass Presession 1 course guidelines and handbook conditionally and add to website. Will continue to work on this</td>
<td>Discuss at next meeting. Motion for Provisional approve: Deb Reed Motion seconded: Kas Healey Motion: Passed</td>
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<tr>
<td>Math Guidelines Revision</td>
<td>Deb Reed</td>
<td>Reviewed Clinical Math Skills Assessment. Several changes were suggested. - Deb Reed will collect changes and this will be an agenda item for May ARC</td>
<td>Follow up in May.</td>
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<tr>
<td>Other Agenda Items</td>
<td>group</td>
<td>No additional items</td>
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<tr>
<td>Next meeting</td>
<td>group</td>
<td>Linda reviewed upcoming agenda items for the next meeting and will send to Jud.</td>
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EMS CME & Training:
Distance Delivery of EMS training: The university in Mat-Su did a pilot part distance/part on-site EMT 1 class this fall semester (2006). Outcome will be evaluated by the State office and Training Committee when available (still pending). They will offer another EMT 1 this fall semester. Other distance or partial distance courses are being considered.
Anyone interested in developing/offering distance courses: contact Mike Branum, Training Coordinator, Michael_Branum@health.state.ak.us

There was further discussion of changing from an hour-based curriculum to a competency based curriculum. This would require changes in the state regulations. The state office has decided not to propose this for the current regulations cycle, because they want to see what happens with the national EMS Scope of Practice changes.

Regulations changes:
EMS regulations are scheduled for review this year. They will be submitted for public comment soon. These proposed changes will be mailed to all currently certified EMTs and EMS Instructors, and probably bulk emailed via the EMS list-serve as well. Instructions regarding the public comment process will accompany these.

One proposed change would allow advanced EMTs (2s & 3s) to practice those advanced skills, under the direction of a physician medical director, without having to be a member of a certified ambulance/rescue squad. For villages this would mean, if you have one or a couple of advanced EMTs in the community, they could use those skills, without the community having to be able to form a full ALS squad.

Another proposal will revamp the process for EMTs requesting and obtaining extended practice permission (“670s”)

General Information:
Discussed availability of Instructor Training classes, and possibility of making some of that content delivered by some distance medium, to shorten the time people need to be away from their jobs/homes for training.

There was also a discussion of Paramedic training availability in the state: one program in Anchorage closed, leaving a program in Fairbanks @ UAF, and one in Kenai @ Kenai Peninsula College/UAA.

The Committee was given a presentation, and discussed a new proprietary triage system (the “Sacco Triage System”) which others in the state are considering instead of the currently used “Simple Triage and Rapid Transport ” or “START” triage system. It fine-tunes the START system, and has a computer program that analyzes resources and allocates patient transports.

A reminder: the pink CHAP Emergency Skills Checklist is “to be initiated by the employing corporation during or immediately following ETT/EMT-1 training…” Contact Torie Heart for copies. (907)-729-3642 vheart@anthc.org
Round Robin Reports  February 2007

SEARHC- John Everson
Since Dec. meeting we have completed a Session III and a Session I. We have also done a re-entry evaluation. We did a career day presentation for Mt. Edgecumbe High School students on PAs, NPs and CHAs. We have recruited a new CHAP Educator to start in the Spring. We are still down one position. We will be beginning a Session II next week.

BBAHC- Cindy Fyfe
We will be holding a Presession at BBAHC at the end of month. We have 3 CHATs that will be attending Presession in Dillingham at end of February. We are holding a forum for our CHA/Ps the first two weeks of March. We have several new clinics that are waiting to open. Have a permanent midlevel in Togiak starting in February. We have vacancies for 9 health aides and just got budgeted 3 new Itinerant positions. 8 CHA/Ps attended EMT/ETT training or recertification last quarter. 2 preceptorships were done and 1 health aide attended Session 1 and 2 finished Session 3.

Nome- Dan Thomas
The Nome TC is fully staffed and training at full capacity. We have several projects completed or underway: 1. Revision of the SII MSO test. This is available to the rest of CHAP. 2. A Return Prenatal Visit PEF template, also available now. 3. Working on an improved system for chronic med refills/check-ups. 4. A new PEF form.

Maniilaq- Carlo Sammartino
Current staff numbers for the Maniilaq CHAP Program:

- CHP-36
- CHA IV-5  4 need Preceptorship for Credentialing
- CHA III-1
- CHA II-3
- CHA I-5
- CHA T-6
- RN-1

Losing Midlevel in Pt Hope. Have Midlevel here in Kotzebue who will be stationed in Noorvik will train here for one month before heading to Noorvik.

Openings:
- Midlevel in CHAP office
- Deering-1 PT
- Kivalina 1-PT
- Noorvik 1-PT
- Itinerant 1-PT

One of the CHA II’s listed turned in 2 weeks notice which will leave a FT CHA position open in Selawik

Trainings:
- Two are scheduled to attend CHAP Forum. 3 for session II in Sitka starting 2/19
- 2 to session I end of March in Anch
YKHC Training Report
- Bill Schreiner has joined YKHC as the CHAP director and the training center director
- Total number of CHAs beginning session training in 2006: 69
- Total number of CHAs completing session training in 2006: 64
- Six session trainings planned for 2007
- Have 8 BTI positions with 2.85 FTE vacancies. We have recently interviewed several promising candidates

YKHC Field Supervision Report
- Have 1 FTE Field Supervision Coordinator, no vacancies
- Have 9 FTE Supervisor Instructors, 2 vacancies
- Have 1.5 FTE Clinical Instructors, .5 vacancies
- Have 208 CHA/P positions. 24 full time vacancies and 12 back up vacancies. (Net gain of 9 full time health aides since fall meeting)
- 80 out of 166 Full time Health Aide positions are CHPs (48%)
- 8 Full time Itinerant CHA/P positions and 2 back-ups.

Anchorage Training Center- Michelle Hall
PEPP/GEMS Jan 8-11
Session I Jan 15-Feb 9
Distance Ed moving forward in collaboration with EAT and UA
Fully staffed however 2 FTEs on FMLA
Budget Problems: No outside CME for FY 07

Dr. Golnick still working on curriculum project
Staffing: 14 open and 38 filled CHA/P positions in 22 village clinics. 2 open positions in the CHAP office: CHP/Instructor whose duties include: Itinerant CHP, CHAP Risk Management and PreSession/CME Instructor. 1 unfilled C/I position. After almost 2 years without a Program Assistant, this position has been filled. New Hires: 3 CHAs, 1 P/T CHP, 1 FT CHP, 1 ICHP. Attrition: 1 ICHP, 1 FT CHP.

Challenges: Short staffed CAIHC: MDs and support staff. Holes in on-call schedule. Sporadic medical traffic. Unanswered phones.

Projects: The diabetes grant and Fairbanks/Interior AHEC (Area Health Education Center) provide funding for airfare, lodging and meals annually to bring in CHPs for CME. With the help of these grants we are able to meet CHP CME requirements and offer 16 EMT CME hours. The remainder EMT CME hours are accomplished through skills checked during C/I visits, EMS Squad CME classes and independent study.

Scheduled 1st quarter training: CHAP Orientation/Clinic Management-4 CHAs, ETT-4 CHAs, PreSession-3 CHAs, ETT to EMTI-1CHA, EMT-III Recertification-1CHP, CPR-1 CHP, Preceptorship-1CHP, SI-3CHAs, SIV-2 CHAs attended. Attrition: PreSession-2, ETT-1, SI-1 incomplete
## Academic Review Committee Minutes

**Date:** September 17, 2007  
**Call to Order:** 8:40 am  
**Adjourn:** 11:45 am  
**Reconvened:** 1 pm  
**Adjourn:** 1:45 pm to Field and Field meetings

**Chair:** Jud Brenteson  
**Vice Chair:** Linda Curda  
**Recorded by:** Cindy Fyfe

**Minutes Reviewed:** May 7-9, 2007 minutes deferred until 9-18-07.  
**Motion to Accept:** Dan Thomas  
**Motion Seconded:** Mary Rydesky  
**Motion:** Carried

**Attending:** Rita Kalistook, Becky Wulvik, Mary Rydesky, Michelle Hall, Carlos Sammartino, Linda Curda, Dan Thomas, Debra Reed, Jud Brenteson, Leif Albertson, Shirley Thornton, Elsie Dexter, June Ballot, Torie Heart, John Everson, Guests: Jean Rounds-Riley, Dorothy Hight, Reggie Coonley

### AGENDA ITEM | DESCRIPTION | DISCUSSION/CONCLUSION | RECOMMENDED ACTION
---|---|---|---
**Agenda Approval** | | | Motion to approve: Deb Reed  
Seconded: Linda Curda  
Motion passed

**CHAP Director**  
**Direction** | |  
1. Recredentialing guidelines- CD felt too rigid, regions should monitor their own health aides did not like line 3. Add can work as CHAP in any capacity.  
2. Immunizations- No action  
3. CI document still in CD hands. No action. | Information only.

**EMS**  
**Jean Rounds-Riley** | EMS scope of practice. Still need to define how training will occur for each level of training. If to CHA/ is to respond outside of clinic, should be in job description. EMT should be in job description. If responding as a CHA/P, then can hang IV as ETT/EMTs may not. If EMT 1 or 2 and a CHA-T or 1, and can use skills as long as has referral EMS doc standing orders. | Link to CHEMS on [www.akchap.org](http://www.akchap.org) website.

**RAC report**  
**Deb Reed** | Revising RAC bylaws, have been reviewed by Chap Directors twice and has to go to the certification board for 2 readings before revision is completed. RAC is working on standards. RAC needs 2 field members. | None.

**CHACB**  
**Dorothy Hight** | See attached report. | |

**Convocation**  
**Linda Curda** | See attached for agenda. | |
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<td>Health Training</td>
<td>Reggie Kuhnley</td>
<td>See training handout on village based community health workers.</td>
<td>Informational.</td>
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<td>Distance Delivery</td>
<td>Mary Rydesky</td>
<td>See attached report. Would like to do another Session 1 by distance to see if the results were group dynamics or if the training can be replicated.</td>
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<td>Dorothy Hight</td>
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<td>Documentation</td>
<td>Dan Thomas</td>
<td>Many issues: Need for standardization of what is required for documentation. Much discussion. Will form subcommittees with documentation recommendations as many organizations headed for Electronic Health Record. Suggest that group interface with state task force once some standardization is decided.</td>
<td>Jud to collect names for subcommittee on standardizing documentation for both paper and electronic format. Jud will submit names to Dan Thomas, Chair of Subcommittee.</td>
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<td>Guidelines</td>
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<td>DHAT Update</td>
<td>Carol Odinzoff</td>
<td>Presented update on program, student and training update. The dental training center is in office bldg behind Golden Donuts on Lake Otitis. Levels are PDH1, PDH2 (under general supervision of physician) or Expanded Function PDH 1, Expanded Function PDH2 (under direct supervision of physician).</td>
<td>Informational.</td>
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## Academic Review Committee- Minutes

**Date:** September 18, 2007  
**Call to Order:** 8:35 am  
**Adjourn:** 1:50  
**Resumed:** 1:15  
**Adjourned:**

**Chair:** Jud Brenteson  
**Vice Chair:** Linda Curda  
**Recorded by:** Cindy Fyfe

**Minutes Reviewed:** May 7-9, 2007

**Motion to Accept:** Michelle Hall  
**Motion Seconded:** Mary Rydesky  
**Motion:** Carried.

**Attending:** Michelle Hall, Leif Albertson, Rebecca Wulvik, Mary Rydesky, Carlo Sammartino, Shirley Thornton, Debra Reed, Dan Thomas, John Everson, Linda Curda, Rita Kalistook, Elsie Dexter, June Ballot.

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| Workgroup Reports | Field Review tool reviewed by ARC. | **Motion** to send form to CHAP Directors meeting for approval made by: Dan Thomas  
Seconded: John Everson  
Mary Rydesky amended the motion to add Registration and Reimbursement. Seconded by Cindy. Discussion: To be added to with 5 for, 4 against, and 2 abstentions.  
Motion to send to CHAP Directors passed unanimously.  
To be presented at next meeting.  
To discuss on September 10, 2007. |
| Training Center | TC had difficult time filling in sessions this past spring. Not sure why.  
Discussed RAC issues- not enough time to get things done.  
How to determine who passes or fails Session? Includes clinical, practical, CHAM use, professionalism, etc. TC group is in agreement overall. Felt that problems should be discussed with corporation before not passing student. Field input is important to the process. Dan suggested an issue paper at convocation. Further discussion will occur at Convocation. Mary suggested using Sigma 6, PDSA or some process for showing the issues and some type of outcome. | Get information to Jud for discussion at Convocation. |
<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DESCRIPTION</th>
<th>DISCUSSION/CONCLUSION</th>
<th>RECOMMENDATION/ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronic patients follow up and</td>
<td>Dan Thomas</td>
<td>Shared Arthritis Chronic Care for. CHAM has great selection of re-check sections. Also shared his med refill</td>
<td>Jud to show CHAP Directors as an FYI.</td>
</tr>
<tr>
<td>med refill</td>
<td></td>
<td>form. Dan plans on creating forms for all of the chronic conditions.</td>
<td></td>
</tr>
<tr>
<td>PreSession Subcommittee</td>
<td>Linda Curda</td>
<td>Group revised duties. Each assigned person will review their assigned unit to make comments. Mary Rydesky</td>
<td>Report back to group tomorrow.</td>
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<tr>
<td></td>
<td></td>
<td>will design a survey to go to health aides to see what would have been helpful for them as a new health aide.</td>
<td></td>
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<tr>
<td>AGENDA ITEM</td>
<td>DESCRIPTION</td>
<td>DISCUSSION/CONCLUSION</td>
<td>RECOMMENDED ACTION</td>
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<tr>
<td>University Report</td>
<td>Linda Curda</td>
<td>University has 2 new courses being offered this fall. See handout. Cancer grant money has been used up. Path to Understanding Cancer course is being held at Anchorage CHAP on Oct 8-12. Linda will be reviewing university credit sheets at Forum for CHA/Ps enrolled in a degree program. Starting in next cohort the PA/Medex program at UAA will require a Bachelors degree rather than accepting students with an Associate degree. Brief discussion on perhaps considering a more advanced skills for CHPs. Further discussion in the future.</td>
<td>Informational.</td>
</tr>
<tr>
<td>CHAM subcommittee report</td>
<td>Linda Curda</td>
<td>Passed out applications for Affiliate Faculty Appointment. See attached.</td>
<td>Informational.</td>
</tr>
<tr>
<td>Workgroup</td>
<td>Training Center</td>
<td>Discussed RAC issues. Nothing to report.</td>
<td></td>
</tr>
<tr>
<td>Field Group</td>
<td>Field Visit review form. Pre-Session group- Reviewed the survey tool. Reviewed assignments and Linda will set up teleconference. Survey will run until October 15th. Group reviewed assignments for each unit and will review on teleconference. CHAP Orientation- Group will review the Davelos document and use as a guideline.</td>
<td>Cindy to send to form to the group and Jud will present to CHAP Directors. Cindy to email ARC listing to group. Rita to update online survey and send to group for review. Linda will set up teleconference. Cindy to send info for group to review and to set up teleconference time and number.</td>
<td></td>
</tr>
</tbody>
</table>
## Academic Review Committee
### Meeting Minutes

**AGENDA ITEM** | **DESCRIPTION** | **DISCUSSION/CONCLUSION** | **RECOMMENDATION/ACTION**
---|---|---|---
Patient encounter form | Group | Leif presented his forms- **get an e-copy for minutes.** YK- met with TC and VSI. Pull PEFs for each health aide by illness (respiratory) and all review the same form and score. PEFs go back to CHA with score sheet. Less than 80% is a disciplinary action item. Overall need to define what a complete PEF is. Documentation workgroup could talk further about this issue. Dan wants to take his list and see what we agree on as a first step. | Leif and Jud to email copies to group. Develop some guidelines for PEF review to promote consistent documentation statewide. Take to convocation and get some feedback. |
Wellness Training course | Reggie Kuhlney | Reviewed questions for developing and implementing a wellness training course. | Informational. |
Bylaws | Jud Brenteson | Reviewed the Draft ARC bylaws. See attached for draft. Revisions were made by Jud and will be distributed to ARC members. Jud will send out info for Federal guidelines on open meeting laws. | Motion to accept revised bylaws made by: Cindy Fyfe Seconded: John Everson Motion: Passed unanimously. |
Round Robin reports - September 2007

Nome Training Center- Dan Thomas

1. We have a new fifth full time trainer, Nora Nagaruk MD, born and raised in the local village of Unalakleet.
2. We are training at full capacity but having trouble filling the most recent Sessions, including Session I and II!
3. We are starting to enforce proper CHAM use/documentation by our village Health Aides.
4. We have three village midlevel vacancies.
5. We will be putting on a CME October 8-12 with a variety of topics, including EPSDT exams, documentation, HIV test counseling, family planning, CLIA, dental, medical records, and the tympanometer.
6. 1210-12/14/07 will be holding a Pre-Session Train the trainer
7. 3 CHPs to Paramedic training.
8. 1 CHP applying for Dental Health Aide Training.

Anchorage Training Center- Michelle Hall
We completed:
two session IIs
one session III
one session IV.
two preceptorships
one preceptorship canceled at the last minute and we could not fill the slot on such short notice.
We are doing a session II (Sept 10 - Oct 5) for the 7 CHAs who did their session I by distance.
One full time instructor resigned and we are currently advertising the position.
One full time instructor was on sick leave July & August

BBAHC-Rebecca Wulvik
-9 Vacancies for Health Aides and 1 village midlevel vacancy.
- We held 2 Pre-sessions with 4 new health aides
-21 health aides were certified in June
-8 CHA/Ps took ETT/EMT 1
-2 CHA’s completed Session 1, 1 completed Session 2, 3 completed Session 3, and 2 completed Session 4.
-Completed 2 Re-entry Evaluations
-Completed 2 Recredentialing Preceptorship
-Completed 2 Credentialing Preceptorships
- Completed 1 skills update.
Face to Face meeting with Field Coordinators in Dillingham.
- Polycom training with Dr. Kokesh for Wound Care was offered.
- Opened 3 new clinics- Chignik Lake, Aleknagik NS, Nondalton, and Koliganek slated to open in the next month
YKHC Field Supervision Report – Leif Albertson

- Have 6 FTE Supervisor Instructions 4 vacancies
- Have 1.5 FTE Clinical Instructors .5 vacancy
- 209 CHA/P positions. 39 Full time positions vacant and 10 back-up positions vacant.
- Completed a pre-session for 12 students on August 3rd.
- Conducted access-to-care study based on a sampling of 10 clinics. Showed that during summer months same day appointments were almost always available
- Revised PEF review system

Manilaq Medical Center- Carlo Sammartino
We have 10 CHP openings out of 55 positions—an over 18% vacancy rate. Overall counting AA’s we have a vacancy rate of over 22%. In addition right now we have a number of Health Aides out due to personal illness or family issues. We are in a bit of a crunch trying to keep all clinics staffed. One clinic—Kobuk—has no staff at all currently. Kobuk is our smallest village at just over 100 people.

Bruce Bassity started Wednesday 9/12 as our PA/CI. He will replace Kathy Pickering who left in early 2006.

SEARHC-John Everson
SEARHC is experiencing budgetary restraints and are still planning on holding sessions.

NSBC-Deb Reed
North Slope Borough CHAP:
Interviews for the CHAP Director position are being conducted. Michelle Harrington, RN, has been hired in the Coordinator/Instructor position. There are 11 CHA/Ps working in the village clinics and 8 Itinerants (perm/flex) and 3 CHA/P and 10 Itinerant (perm/flex) open positions. Sharon Peabody, PA, has been coming up to complete PSLNs, Clinical Updates, Preceptorships and PreSession courses. We have 4 CHAs needing S-IV, 4 CHAs needing PreSession and ETT, and 2 CHA/Ps needing Preceptorships.

North Slope Borough Allied Health Training Center (NSB-AHTC):
Training Center staff will consist of: Coordinator (flex perm), Executive Assistant (full time), 2 Mid-level Clinical Instructors (flex perm) and 2 temp Mid-level Practitioners/Instructors. Debra Reed, CHP has been hired as the AHTC Coordinator and Vanessa Hadley, FNP (temp for 120 days). Renovations to the facility are in progress. A 15 passenger van has been received. Supplies, training equipment, furniture and audio visual equipment purchase orders/requests are being generated. Lesson Plan files, Q/A document, Policy & Procedure Manual and RAC binder are being created. The first session of training is planned for January or March of 2008, depending on completion date of facility renovations.
Notes for Cert. Bd Report to ARC from Training Center Rep: 9-07

Mtg in June in Barrow; items discussed:
Hosted in Barrow by the north slope borough. Toured the hospital, which is slated to be replaced, is cramped. Also had presentation about the Boroughs unique place in the delivery of native health care in the villages, from within a state govt borough structure. Also unique relationship between the native owners of the hospital, ASNA, and the Borough. Challenges for upcoming plans to open training center. Presentation by Deb Reed on the plans to open the training center with clinicals in distant sites.

- BHA draft standards expected by fall; board to schedule work session to review after draft presented (meeting cancelled; not ready yet). Will prob need a new member to the Board once standards adopted
- DHA training: board expected to get a recommendation to approve their training and its curriculum. Will need a work session to do that. DARC is having an expert from Canada who has worked with DHAs there and their university curriculum to review and recommend first. Their curriculum for the first year will be presented soon and a provisional "accreditation" requested.
- ETT standard: presentation requesting us to delete the record. Standard and submit in its place one for devel of a CHA program emergency course based on the Emergency CHAM via distance ed. The cost of the record for certain programs and the subsequent delay in recert is the concern. Also were concerns regarding loss of CHA cert. for those who do not have current ETT. Alternate ways to get ETT, and help from the state were proposed. CHPs reinforced their desire to maintain recognized certifications as a positive value for them. Board will await a plan or recommendation from the program. To date, no dist ed curric exists for this; would require someone willing and able to work on this.
- RAC standards exist in cert bd standards; propose changes need to cite the standard being changed and justify it in writing to the board so that they can be adopted. This is the process for any board changes.
- Distance ed Session I prelim. Outcome presented to much appreciation by the by Board members. Consensus was that this program, as designed under the Anchorage Training Center, does not need a retroactive review by RAC, and that, pending outcome of the session II for these students, the training can be reviewed at the next reg. scheduled RAC review of the training center.
- DHA lawsuit settled in our favor, ANTHC and the Cert Board no longer under fire.
CHAP Instructor Convocation 2007 ~ Oct 15-19
"Weaving Theory and Practice: Enhancing Our Circle of Communication for CHAP Training Center and Field Educators"

All CHAP Trainers & Field Instructors/Supervisors are Invited!

CHAP Orientation Pre-conference: October 15th 8:30 am - 12 noon
For new people & others interested in learning more about CHAP

Convocation starts:
October 15th 12 noon Registration - meet/greet Buffet lunch
to Friday, October 19th 1:00 pm
*See attached draft Schedule
at the Howard Johnson Plaza Hotel
239 W. 4th Avenue, Anchorage, Alaska

Purpose of the CHAP Instructor Convocation
The CHAP Convocation brings together Training Center and Field Instructors to:
• Ensure consistency and improve the quality of training for Community Health Aides/Community Health Practitioners (CHAs/CHPs).
• Share and develop curriculum materials and evaluation tools.
• Discuss, affirm, learn, and apply adult education learning theory and practice approaches.
• Foster a close working network among Field and Training Center Instructors from across the state.
• Provide continuing education relevant to the CHAP Program.

Registration Fee - Cost $160.00 per person
(includes 5 meals and approximately 18 hours of CME credit, approval pending)

Make checks payable to: University of Alaska Fairbanks
"Bring your registration payment when you come to Convocation"
Fee will be collected at the registration table at the start of the Convocation

Participants are responsible for their own travel and hotel arrangements.

Howard Johnson Plaza Hotel
Call: 793-5500 Press #2 which directs you to the Hotel's front desk
Ask to make reservation using: "CHAP Convocation Group Code: AKCO"
Room Rates: $69.00/night plus tax. Room can be for 1 or 2 people
This rate extends from Oct 12th to 21st (both pre and post weekends).
Hotel has a pool, restaurant and wireless internet.
Reservations must be made by Sept. 30th; after the 30th will be on a space available basis only.

Please complete the attached Registration form and fax by Sept. 30th.
CHAP Instructor Convocation 2007 Registration
"Weaving Theory and Practice: Enhancing Our Circle of Communication for CHAP Training Center and Field Educators"

All CHAP Trainers & Field Instructors/Supervisors are Invited!

Please complete this Convocation Registration Form
Fax to: 1-907-766-1657 Attn: Mary Ann Katt  Questions: Linda Curda 786-1630

Please respond by September 30th (we need the number of participants)

Please complete this form for EACH participant — please PRINT information.

Name: __________________________________________________________ Position Title: ________________________________
Email Address: ____________________________ Phone: __________________________ Fax: __________________________
Corporation: ____________________________ Field or Training Center: ____________________________
Address: ____________________________________________________________________________

Number of years with the Community Health Aide Program: ____________________________

YES or NO  I will attend the Pre-Conference CHAP Program Orientation on October 15.
For new people and others interested in learning more about CHAP.

YES or NO  I give permission to use my picture in CHAP newsletter, CD or other materials.
(circle) ____________________________

*Please list any dietary restrictions and we will do our best to accommodate your needs in advance.

---------------------------------------------------------------------------------------------------------------------

Registration Fee - Cost $160.00 per person
(includes 5 meals and approximately 18 hours of CME credit, approval pending)

Make checks payable to: University of Alaska Fairbanks
*Bring your registration payment when you come to Convocation*
Fee will be collected at the registration table at the start of the Convocation

Looking forward to this opportunity to share and learn together!
Coming Soon!
April 2008
Health Promotion/Disease Prevention Wellness Training for Village-Based Community Health Workers

Why is Wellness training for Community Health Workers (CHWs) a good idea?

The Alaska Native Tribal Health Consortium, along with other tribal health and regional health entities, has identified health promotion and disease prevention as an organizational priority.

A wide range of health care providers and community health workers, including Community Health Aides and Community Health Practitioners (CHA/Ps), Community Health Representatives (CHRs), Community Wellness Advocates (CWAs), Health Educators, elder care workers, and others provide village-based health promotion/disease prevention information and services. Some Community Health Workers have not had previous health-related work experience and some have had little opportunity for health training.

A Wellness training course open to all Community Health Workers, including CHAs and CHPs, supports collaborative and cooperative health promotion/disease prevention efforts within communities and offers an opportunity to promote continuity of care through health promotion curricula developed for Community Health Workers.

What topics would be addressed in Wellness training for Community Health Workers?

Training topics will include health promotion education and recommended health surveillance as outlined in the CHAM, as well as healthy lifestyle and disease prevention information related to nutrition, weight management, physical activity, health screening, tobacco risks, cancer risk factors, early detection and screening, and self-care and stress management. Interactive learning activities will include skills development in presenting health promotion information and providing health education for patients, clients and community members. Course participants will be provided tool kits of resource materials and supplies.

CHAs training curriculum already includes health promotion and wellness – what would the course offer that is meaningful and useful for CHAs and CHPs?

- an opportunity to refresh and strengthen health promotion knowledge and health education skills described in the CHAM and learned during basic CHAP training;
- an opportunity to share CHAs’ and CHPs’ knowledge, skills and experience with other Community Health Workers;
- an opportunity to expand CHAs’ and CHPs’ comfort with and confidence in health education skills;
- an opportunity to learn new ideas and gain new insights about health education for wellness and disease prevention from other Community Health Workers;
- post-training follow-up and ongoing support from Health Promotion/Disease prevention staff and course instructors;
- an opportunity for continued networking and collaboration among participants and their communities.

A process for approval of Wellness training for continuing education credits and approval for 100-level academic elective course credit through the University of Alaska Fairbanks (UAF) is being explored.

Where do we come in?
Please share with us what you feel is important for us to know and understand in planning and implementing Wellness training for Community Health Workers, including CHAs and CHPs.

Your thoughts, ideas and recommendations for curriculum design and course implementation will be very helpful to us and very much appreciated. Contact Melany Cueva, melany@atnmc.org or 907-729-2441.
2007 SESSION I VIA DISTANCE EDUCATION
Preliminary Summary

Dorothy Hight
ANTHC Training Center
Mary M. Rydesky
Distance Learning Network/EAT
September 2007
What Was Done
- Session I Classes, Labs & Clinics

“Asynchronous” Classes Online
- Classes on Internet within a “Moodle” Learning Management System
- Series of 13 units, approx 1 a week
- Curriculum objectives covered within units
- Content learned through interaction with “learning objects”
“Synchronous”: Skills Classes & Demonstrations
- Skills demonstrated to class on live videoconference
- CHAs recruited “patient” volunteers
- Skills practiced in clinic with supervision by mentors & clinical instructors
- Practice documented & evaluated with checklists
- Return demos individual in front of course instructors
- Videoconferences recorded

Clinical Practice
- Patient encounters: Min. 4 primaries & 6 assisted visits
- Supervised by NPs, PA-Cs or Docs
- Done in their clinics &/or regional hospital
- Patient Logs kept & write-ups reviewed by clinical instructor then by training center staff
### AGENDA ITEM

<table>
<thead>
<tr>
<th>CHAP Minutes on Website</th>
<th>Dan Thomas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISCUSSION/CONCLUSION</strong></td>
<td>Dan motioned that the final minutes be put on the website.</td>
</tr>
<tr>
<td><strong>RECOMMENDED ACTION</strong></td>
<td>Motion: Dan Thomas  Seconded: Michelle Hall  Motion: Carried unanimously. Torie will follow up. Cindy to send final minutes to Torie for posting.</td>
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<tr>
<th>Agenda Approval</th>
<th>Jean Rounds-Riley</th>
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<tbody>
<tr>
<td><strong>DISCUSSION/CONCLUSION</strong></td>
<td>Agenda reviewed, minor modifications</td>
</tr>
<tr>
<td><strong>RECOMMENDED ACTION</strong></td>
<td>Motion made: Mary Rydesky  Seconded Linda Curda  Motion Carried unanimously.</td>
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<thead>
<tr>
<th>EMS Report</th>
<th>Jean Rounds-Riley</th>
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<tbody>
<tr>
<td><strong>DISCUSSION/CONCLUSION</strong></td>
<td>See attached. Mary to contact Mike Branum on the HICS (Hospital Incident Command System) and where the state is at for the state EMS program. There is training online for incident command through FEMA and the state.</td>
</tr>
<tr>
<td><strong>RECOMMENDED ACTION</strong></td>
<td>Information only</td>
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<thead>
<tr>
<th>CHAP Director (CD) Report</th>
<th>Jud Brenteson</th>
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<tbody>
<tr>
<td><strong>DISCUSSION/CONCLUSION</strong></td>
<td>Standing orders, no committee but Linda recommended that we look at immunizations – Torie suggested some routine review of standing orders. CD would like PreSession be top priority.  Look at akchap.org document library to make sure documents are there and fully available.  Forms need to be consistent and final versions need to be clear. Dan suggested a face sheet to track versions.  Emergency PEF- been approved, needs to have some tweaking (formatting, spelling).  See attached for full CHAP Directors report.  EMT/ETT discussion for CHACB recertification.</td>
</tr>
<tr>
<td><strong>RECOMMENDED ACTION</strong></td>
<td>This is currently a field committee.  At next meeting, review with Theresa Cooper, webmaster.  Torie to make face sheet, with rules, etc. for tracking.  ARC- discuss binding and where instructions will be placed.  Group to gather after lunch to document ideas.</td>
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<td>AGENDA ITEM</td>
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<tr>
<td>Convocation</td>
<td>Linda Curda</td>
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<tr>
<td>RAC report</td>
<td>Michelle Hall for Deb Reed</td>
</tr>
<tr>
<td>Documentation Guidelines</td>
<td>Dan Thomas</td>
</tr>
</tbody>
</table>
| Resumed meeting at 1 pm Adjourned at 2:30 to go workgroups. | ETT certification requirement | Field and Training discussed EMT/ETT requirements for recertification                                                                                                                                                                                                 | }
**AGENDA ITEM** | **Presented by** | **DISCUSSION/CONCLUSION** | **RECOMMENDED ACTION**
--- | --- | --- | ---
**Introduction** | Michelle Harrington | Introduced Cynthia Toop to group. She is working on a grant for a training center for North Slope Borough. She will be coming to meetings to gather information. Linda asked if Cynthia could come to next meeting to discuss ideas and brainstorm. Money is National Petroleum reserve money. Must show that it will directly impact those villages. | Informational

**Workgroup Progress Reports** | Field | Group decided that the Emergency Form, will be glued and in triplicate. The PEF Continuation Flow sheet separate form – glue and triplicate. Instructions on back page. Ready for printing. Clinical Evaluation Tool- Form revised and distributed to group. Revisions made during report. Convocation Oct 13-17th- only free week that would work with all of the training centers. Convocation will be held in Anchorage and meeting will be held in 2008. There will be further discussion on frequency of meetings-should it be held every year or every other year. Training center academic records- discussed beefing up system in place. Working on TC Essential Documents. | Torie will email everyone when form is ready and on the website and will notify organizations when ready at warehouse. Form to be reviewed by Training Center. To present revisions to group. Information only.

**Medication Reconciliation** | Cindy Fyfe | Discussed requirements for medication reconciliation by JCAHO. Organizations are surveyed under different standards. Medicines should be updated each time meds are given and a copy given to pt. | Mary to bring in National Patient Safety Goals. John to bring Triple AHC standards. Each organization should bring in how they handle chronic meds. Cindy to bring med reconciliation form to next meeting.
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<tbody>
<tr>
<td>ARC Bylaws</td>
<td>Jud Brenteson</td>
<td>The TABE tests is going off the market- Version 7-M in early 2008. Can be done online-ANC CHAP is looking to buy enough licenses and would speed access to test and correct the test as well. Can we buy different levels to accommodate various corporations? Standards state that the test must be proctored. How to meet this? How to fund this- suggested a test for fees? How would cost sharing done- for example, should an organization buy it and then charge a fee for each test?</td>
<td>Tabled until Wednesday, December 12, 2007</td>
</tr>
<tr>
<td>TABE Testing</td>
<td>Mary Rydesky</td>
<td></td>
<td>Mary to research questions and bring back to the next meeting.</td>
</tr>
<tr>
<td>Chronic Care</td>
<td>Dan Thomas</td>
<td>Dan presented Chronic Care visit form. 2 pages long. Dan has done 6 forms. Chronic heart, hypertension, general chronic, chronic lung, chronic thyroid, and prenatal.</td>
<td>Dan will email forms to anyone who is interested.</td>
</tr>
<tr>
<td>CHAM</td>
<td>Linda Curda</td>
<td>Updates for Immunization chapter will be sent to regions. Linda reviewed the changes as well as the letter that will accompany the changes. Pages will have protective hole covering, will advise for health aides to remove pages and insert new pages via rings. Tetanus updates will be full page tape over pages. Looking for comments and corrections to CHAM and Medicine book. As people use CHAM, if things need to be corrected, please submit corrections on form via website on CHAM (akchap.org). A new CD will need to be pressed. Membership for CHAM Committee- needs more members. Please bring ideas for new members. CHAM video tape- 90 minute video tape for orientation in use of the CHAM. Will be a DVD when done. Do standing orders cover all immunizations?</td>
<td>Will be distributed via Tories’ office. Information only. Regions to talk to staff to see if anyone is interested in being on the CHAM committee. Information only. Everyone should bring standing order information to next meeting</td>
</tr>
<tr>
<td>AGENDA ITEM</td>
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<tr>
<td>Session Training Expiration Date</td>
<td>John Everson</td>
<td>SEARHC has been reviewing training files and found that some people have only gone to session 1, 2, 3, or 4, years ago. CHP credential expires after 6 years. 1. Should the training centers put an expiration date on the various session certificates that are given to students at the end of each session? 2. If so, what length of time would be appropriate? Should it vary by session? 3. What would be the criteria for granting exemptions to this - and for how long? Should maintaining CHAPCB certification be a requirement for any exemption?</td>
<td>To discuss at next ARC meeting.</td>
</tr>
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## Workgroup report

### Field Training

- Worked on revised course guidelines for PreSession. Working on a new student workbook. On Dec 18th, Linda will get revised guidelines out to work group. Group to email to Linda by Jan 10 and give body of work to Sharon Peabody to standardize the chapters. Plan on having a draft guideline ready by February meeting. Linda will try to set up a teleconference for January.

- Looked at Clinical Evaluation form and had some concerns. Concerns were: History- should match CHAM better. Did not list all that was on the front cover. Exam: labeling specimen, CLIA log and QA testing, sterile technique. Assessment: Take all of the documentation but as it will be part of the PEF review. Remove attitude and replace with professionalism.

- Looked at some CME events that have occurred in training centers. Came up with 6-8 hours of CME for the Nome PreSession Methods of Instruction class. Health Stream has some pre-packaged online training for health aides that YK is using. Suggested that Rita should get them to the CB for CME credits. Using Hand hygiene, depression and suicide, HIV, Medication management, etc. Many packages are available for purchase.

- Curriculum revisions have been reformatted. Unit 10 was reviewed and worked on performance levels.

- Basic Training Center Guidelines for Student Records-Reviewed and revised these guidelines

### RECOMMENDED ACTION

- Information only.

- Jud to add changes and present at next ARC meeting.

- Information only.

- Information only.

- Motion to adopt the revised Basic Training Center Guidelines document.

- Motion made: Linda Curda Seconded: Michelle Hall Motion: Motion approved unanimously.
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<tbody>
<tr>
<td>University Report</td>
<td>Linda Curda</td>
<td>Letter was sent to all health aides listing their courses and EMS CME’s for AAS or certificate. Attached a listing of courses that health aides need for their certificate or degree. Will be offering a 200 level Anatomy course and medical terminology. Will be a morning course. Book will be free. Reviewed registration process for university credits.</td>
<td>Information only. Linda will be sending information via email for re-distribution to health aides.</td>
</tr>
</tbody>
</table>
| Election of Officers | Jud Brenteson | Chair- Linda Curda  
Vice Chair: Jud Brenteson  
Secretary: Cindy Fyfe | John nominated Jud for Vice Chair  
Motion seconded: Rita Kalistook  
Motion: Carried unanimously.  
Linda nominated Cindy for Secretary.  
Seconded: John  
Motion: Carried unanimously. |                                                                                                                                                                      |
| Bylaws Revision  |                | Will discuss at February meeting.                                                                                                                                                                                      | Group to review current bylaws and suggest revisions. Jud will email copy to group. Send Jud any suggestions.                                                   |
| PEF Review tools | Leif Albertson | Leif and Rita discussed YKHC’s method of doing PEF reviews. Everyone does PEF review at meeting, done individually and then review as a group. This helps with rater reliability as some are easy scorers and some are hard scorers. Reviews are problem focused, for example, respiratory illness.  
Would like to develop a general tool and some guidelines for use. | See attached form.  
Will look at developing PEF review tool with some guidelines. |


December 10th, 2007

YKHC Training Center Report to ARC: Rita Kalistook

Ending year with Session IV; 12 students are presently completing their clinical weeks. Our total for 2007 is 84 students trained; 72 session students (6 sessions of 12 students each) and 12 preceptorships completed.

Well Child Training - 3 days of CME focusing on improving immunization rates in the region were held 7 times during the year.

We have a stable staff of 9 clinical instructors (BTIs); all have lived in Bethel for at least 2 years. This factor is having a positive effect on the volume and quality of the training provided.

YKHC Field Supervision Report to ARC: Leif Albertson

Currently have:
- 8 FTE Supervisor Instructors - 2 vacancies
- 1.5 FTE Clinical Instructors - .5 vacancies
- 211 CHA/P positions (194 full time 17 back up)
  - 52 full time vacancies; 11 back up vacancies

Pre-session scheduled for 14 students on January 28th

Conducted several surveys and focus groups to better understand issues of attrition and hiring

Anchorage Training Center- Michelle Hall

We completed:
One session I
One session II for the CHAs who did session I by distance
Currently doing a session III which we finish on Dec 14th
Currently doing a session I by distance which will go until the end of March

Cancer CME was canceled in Oct due to lack of funding to get the CHAs to Anchorage.

Several Anchorage Training Center Instructors attended Convocation in Oct

Currently fully staffed: Hired one full time instructor in Oct.

One full time instructor is delegated to the distance ed Session I
**BBAHC-Rebecca Wulvik**
Opened a new clinic in Koliganek in September.
Surveyed by JCAHO in October. Surveyed 3 clinics by polycom and did onsite visits to 3 clinics.
We have 10 health aide openings and 1 Midlevel provider for Togiak.

**Session Training:**
2 - Session 1
5 - Session 2
7 - EMT 1

EMS Symposium, Diabetes conference, and Convocation were attended by assorted staff.
9 preceptorships scheduled and 4 that will be done in the spring.

**NSHC Training Center – Dan Thomas**
1. Fully staffed with trainers.
2. Training at full capacity.
3. We did a CME in October which included two students from Maniilaq.
4. We have added fluoride varnishes to our Well Child Checks.
5. Tom Vaden is teaching a workshop 12/17-12/19 on Methods of Instruction for PreSession Trainers. Maniilaq is sending several people. There is more room if anyone is interested. Tom has been teaching a two week PreSession for several years, is our EMS instructor, has helped with Basic Training instruction in the past, has worked as a VSI (CI), and has a degree in education. If you would like to attend, contact Tom at 443-3404, vaden@nshcorp.org, or ask Dan Thomas at 443-3404 to relay your message.
6. Nome’s Northwest Campus of UAF has a math instructor (Michael Rutledge) who would like to teach a distance math class for Health Aides using the CHAP Medical Measurements Math Workbook, if there is enough interest. Call Mike at 443-2201 if you are interested or contact Dan Thomas at 443-3404.

**NHSC – Rita Buck**
NSHC has 4 VSI's - Myself, I cover 4 villages, Henrietta (Tia) covers 4, Edna Savetalik covers 4 and Phyllis Farrell covers 3. We rotate teaching Pre-session with Tom Vaden, twice a yr. Besides all the work up and evaluating CHA/P's Cham use, PSLN's, we do Kronos, which is time consuming at the end of a pay period. And traveling to each village quarterly to do all that is required in evaluating each health aides’ progress thru trainings and every day work.

**EATS - Mary Rydesky**
CHA HR status:
6 not past Session 1 – 6
Eligible to be certified but are not 3
Vacancies
Certified 10
Total positions 20 for nine sites
1 recently accepted to PA school – Tara Carr
CHA 1 by Distance has three Eats’ students. The CHA distance training is taught through the Anchorage Training Center and supported by Eats’ for instructional design and technology components.
NORTH SLOPE BOROUGH-Michelle Harrington

The NSB Chap Program still does not have a program coordinator; Lee Devers is acting coordinator at this time. There is one C/I, Michelle Harrington, and 2 office staff at this time. We continue to staff mostly with flex health aides from places outside of Barrow. We have 8 full time openings for health aides. We have 5 trainees ready to go to session I at this time. We are actively recruiting for a mid level, a chap coordinator, a C/I, and additional health aides and office staff. We are hoping to get our trainees into session as soon as possible.

Maniilaq- Carlo Sammartino

We have three Health Aides in Session III training-two in Anchorage and one in Sitka.
There is currently a contingent from the military up in Pt Hope. This contingent consists of Two MD’s, Dentists and Assts, Nurses, and Techs. They are working with us on doing visits to the clinics on a quarterly basis with the desire of covering all villages in a one year period. The commander at Elmendorf liked what occurred during Operation Arctic Care last year and he wanted to continue this on a limited basis.
We are experiencing staffing shortages throughout the region with a severely acute problem in the villages of Pt Hope and Selawik.
Bruce Bassity our PA is doing well in the position however, he shortly will be transferring back to Med Staff so we will be short that position once again come January

KANA CHAP – Jud Brenteson

We have 20 positions with 4 vacancies. We have just added a full time itinerant position. All of our village health aides are certified. We have two Denali Commission clinics opened in the last year.
One challenge is with the new clinics we are required to see non-beneficiaries, but we don’t have the process in place to bill yet. We are working on it.
KANA is in the early implementation phase for Electronic Health Records. We will look in integrate the villages in this late next year.

Tanana Chiefs-Heather Koponen

I believe I stated that TCC CHAP is about half staffed; I recently took the Regional Instructor job left open by Deb Reed taking another job, and am Acting C/I for my former subregion until that position gets filled; We put on some CMEs including updates on vaccines, TB protocols, lab QC, and CISM; EMT-R and ETT; and Pre-Session for some new hires. We continue to have CHAs going to NSHC, ANTHC, and SEARHC CHA Training. Our CHA/Ps are impacted by the continuing doctor shortage.
To aid in Arc's discussion on this topic, this is a draft survey I wrote without any input from anyone else, trying to include those points that I thought might be controversial. Please fill it out and return to me and we can discuss it at ARC in December.

If you have other potential guidelines to add or refinements of the guidelines listed, please them in. We can easily repeat this survey when/if we come up with additional guidelines to consider. I did not include the points on the attached "Legal Charting Tips", but if you want to debate any of them, please note that.

If you have anyone else you would like to participate in this survey at this time, please give it to them.

1. Your name ___________________________________

2. What is your position in CHAP? (circle all that are true for you)
   a. Training Center Trainer: 3
   b. Field Supervisor
   c. Field Trainer
   d. CHAP Director: 2
   e. Community Health Aide
   f. Community Health Practitioner: 2
   g. Other (describe ________________________________)

2. For the following guidelines, mark yes (Y), no (N), or if you think it should be decided regionally (Regional).

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Regional</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>N</td>
<td></td>
<td>HISTORY</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td></td>
<td>For most patient encounters, write out every answer to every history question. Do not use a phrase like &quot;All other history questions on p. 85 are negative&quot;. (No = CDs)</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td></td>
<td>When recording history positives and negatives, record them in the order that they are asked in the CHAM. Do not clump all the positives together and all the negatives together. (No = CDs)</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td></td>
<td>When recording history positives and negatives, you can list all the positives together and all the negatives together. (Yes = CDs)</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>If not enough room, continue on a second page.</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>1</td>
<td>For the Past Health History in acute problem sections, write out the answer to every question, including &quot;No&quot; answers. (No = 2 CDs, 1 CHP, Regional = 1 TC)</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>For High Risk (inside front cover), record only the positive answers. If there are none, you can write &quot;None&quot;.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th></th>
<th></th>
<th>Regional</th>
<th>EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>1</td>
<td></td>
<td>In general, avoid the use of the terms &quot;normal&quot;, &quot;okay&quot;, and &quot;good&quot;. Instead, write a description of the normal findings.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>If not already listed on your PEF, organize your note by listing each body part examined on the left margin, in head-to-toe order.</td>
</tr>
</tbody>
</table>
**ASSESSMENT**

6 1 Use only CHAM assessments.

7 For multiple assessments, number them.

6 1 If you report, record the doctor’s assessment and record it also. If it is the same as yours, record “Same”. (No = no need to repeat)

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**PLAN**

6 1 Record the CHAM pg # for each assessment.

7 For the CHAM pg #, use the first pg # of the plan.

5 2 If there are multiple assessments, you must record the plan for each assessment. The parts of plan for each assessment should be numbered with the same number as the assessment. (Regional = numbering can get cumbersome)

7 For pt ed, note the CHAM page number and the title of the pt ed chart: “Acute Otitis Media p. 241”.

6 1 For Medicine Handbook pt ed, note the CHAM page number and title of the pt ed chart: “Albuterol M-284”. (No = page # is enough)

4 3 For pt ed, another choice is to note the CHAM page number and number of the pt ed chart: “Ear 3, p. 241”.

4 1 2 The CHA/P should sign the PEF with first initial, last name, and title/level of training: “J. Doe CHA III”. (No & reg = include first name x 2)

6 The CHA/P’s title should include “C” if certified by CHAPCB: “CHA III-C”

7 Record if you used your MSO for this encounter.

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Comments:

Please return via e-mail, fax, or mail by Friday 12/7/07 to:
Dan Thomas
thomasdan@nshcorp.org  fax 443-3610
Health Aide Training, NSHC, PO Box 966, Nome, AK 99762
<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action of RAC</th>
<th>Action by CDs</th>
</tr>
</thead>
</table>
| Review in 2008 RAC Membership Review in 2008 | RAC field coursework in NSB and Matt Region. CHAPs must have a year ahead of the site visit. 
A notebook for both methods of delivery will be needed 60 days prior to Site Review. 
Rocky Wulik stepped down from her seat on RAC, stating she had too many other things going on right now. | CHAP requested potential dates for Site Review by RAC Chair. 
2 CD 
1 Field | CD Voted: CD seat filled by Bill Schreiner, YKHC. 
CD Voted: Field seat filled by Leif Albertson, YKHC. 
Now RAC needs to fill ad hoc vacancy left by Leif’s appointment by CDs. |
| Bylaws                            | RAC approved revisions 9/19/07. 2nd reading will take place next at Dec. RAC mtg. | RAC requested CD place revision of RAC Standards on Dec. agenda. | CD stated they would place on Dec. agenda. |
| NSHC Training Center Annual Evaluation | Michelle Hall and Anna Simon are still working on. Michelle reports the portion she worked on is complete. | Chair Debbie Reed will write a letter of approval and send all documentation to CHAP Directors pending on approval schedules. 
Debbie Reed needs to get with Anna Simons on training schedules | |
| Session Schedules: About 80 CHAs trained in 14 S-I trainings by the end of 2007. C-CHAP only has 2 students on the wait list for upcoming S-I in Oct. | Due to: 
- Increased sessions being put on at each TC made possible by the Training Fund RFP. 
- Distance Learning Network S-I 
It is still taking 6-10 months to get into S-I from hire date. 
So the increase number of sessions put on by TCs each year is fulfilling its purpose and will continue to be needed. | |

COMMUNITY HEALTH AIDE PROGRAM - RAC Report to CHAP Directors Sept. 20, 2007 Presented by Debra Reed, RAC Chair