

Date: 2/17-18 Call to Order: 2/17 8:39 Adjourn:	Chair: Heather Koponen Vice Chair: Dan Thomas Recorded by: Brenda Bowie	Minutes Reviewed: December 9, 2011 Motion to Accept: John Everson Motion Seconded: John Pearson Motion: Passed	
Attending: Heather Koponen, Herman Geffe, Cheryl DeBose, Linda Curda, Sharon Peabody, Grace Ng , Kathy Tebbits, Beverly Davis, Dan Thomas, John Everson, Barbara Collins, Sue Steward, John Pearson, Torie Heart, Brenda Bowie- Telephonic attendance			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
CHAP Directors Report		Multiple ARC members in attendance- CHAP directors doing strategic planning- aiming to follow Tribal leaders. Our objectives need to be held to timelines with streamline and measurable success. ARC agenda will be on collaborative priorities. Routine reports will be shared electronically between meetings. CHAP director will direct issues to be addressed. Issues should be sent to Tori Heart to be sent to CHAP Directors. Priorities- Clinical updates need to be developed, Re-entry curriculum, CHAM, Distance Learning, Bringing ARC bylaws in alignment with CHAP director by-laws. New process- issues need to be brought to individual CHAP Director who will then bring their issue to CHAP Directors where it will be decided if it is appropriate to ARC. May meeting CHAP directors will create the priorities.	Heather will bring a report of our meeting to CHAP directors at the immediate conclusion of each ARC meeting to obtain direction for the subsequent meeting.
Agenda Revised Minutes	Essential Doc distribution	How do new ARC members get copies of all the essential documents of ARC. Most are on the web site. Proposal to make an essential document list given to new members to look up their own documents on the web site.	Accepted Sharon Seconded Linda Curda

CHAP Report			
Dental	Torie Heart	Dentist want to have health aides continued to be trained to do the procedures in the village because there are times that they do that. They found the information helpful but recommended no change in curriculum.	Noted
E-CHAM	Torie Heart	Looking for a project manager- 2 candidates now. CHAP directors interviewing. Sharon ? from Chugachamuit will be steering committee director. 2 year time line. Question of how much content revision will be done versus creating electronic document. CHAP directors want recurring funding for updates.	Noted
Website	Torie Heart	Requesting people to look at website and note changes and issues with using the website.	Noted
ANTHC Presessions	Presessions	Offered twice a year. CHAP directors looked at how many people should be in session. CHAP directors want a dialup pre-session available.	Noted
Data Collection	Carol Odinzoff	Data is being collected from regional centers regarding staffing, salaries 2006-2009. Data will be shared with "whoever wants it". Raw data.	Noted
Distance Education	Torie Heart	Strategic planning being done on distance education and increasing access.	Noted
Certification Board/RAC Standard revisions	Torie Heart	CHAP directors recommended a consultant to improve	Noted
CHAP Forum	Torie Heart	Being developed, Changing Hotel contracts next year, Registration soon	Noted

Distance Learning Report	Dorothy Hight	<p>DLN- Dorothy and Saeng Yabut presented video on distance learning network. See attached handouts. Objective to identify the role of distance learning, introduction of 2011 schedule. Attach schedule Dorothy Submitted survey to all ARC members- Linda recommended survey should be sent to CHAP directors as well. Dorothy concerned that CHAP directors want an asynchronous Pre-session but hasn't had direct edict to do this- Torie forwarded this from CHAP Directors</p>	Working group will be developed to guide distance continuing education. Recommendation of all interested parties to contact CHAP Director then Dorothy
EMS Report	Jean Rounds- Riley	<p>Met in Juneau with EMS committee in January. Nothing new with EMS agenda for future in state. List serve address. State EMS has made acting director the permanent director-??? Credentialing person is working on EMT-1's. They had 1 month extension. Regulation changes: Compared ETT, EMT 1-III and how it fits in Alaska. Reality- is there are 4 levels of EMT some organizations are looking for expansion of role. ETT- unchanged, will remain out of state program EMT-I – changes questioning of blind insertion of advanced airway. Not in basic level nationally so still being debated for Alaska EMT II- IV and C-Pap- main additional skill. EMT III- Adding shocking fatal arrhythmia's and a few drugs EMT IV- adding endotracheal intubation, increased ACLS, Foley, Will be coming out for public comment at which time we will be notified to let the state know how changes will affect our communities.</p>	

EMS cont		<p>CME- distance delivery subcommittee is looking at how distance delivery is being done in other states Distance didactic EMT- 1 being developed. All are being brought in for skills training. Nov 9-12 next meeting. Electing new board. See Attached Report</p>	Noted
Basic Training Application	Heather Koponen	<p>Form reviewed, multiple questions on how much information is necessary from TABE testing. Immunization record changed,</p>	<p>Accept basic training application no change to TABE line as revised today in this discussion. Motion: John Everson Second- Cheryl DeBose Passed</p>
Process for Curriculum and CHAM revision	Dan Thomas	<p>Process reviewed but lot of questioning around what ARC can decide without CD approval. Curriculum and CHAM revision should be linked ARC/CHAM workgroup- will we tackle CHAM revision. Discussion- we are a competency based education system; we need to provide better clarification to AACHAPD as to how that is being incorporated in to basic training now.</p>	<p>Dan will revise and we will review next meeting</p>

<p>PSLN's</p> <p>Medical Math Checklist</p> <p>2/18/2011</p> <p>Training Center summary</p> <p>Training center work group review</p>	<p>Linda Curda</p> <p>Sharon Peabody</p> <p>Dan Thomas</p> <p>Dan Thomas</p>	<p>Review of comments from last two Convocation, Post-session field follow up.</p> <p>Attach revised policy</p> <p>Unit 24A (Regarding the EPI Pen) Curriculum recommended for acceptance</p> <p>Unit 11 3A, Circ – Using Heart Sounds recognize presence of heart murmur grade III or louder. Recommended as level II in Session II and level III in Session IV and added extra sounds in wording. Needs approval from Bethel before accepted by ARC</p> <p>What is the expiration date of a session completion. There is none at present. What happens to an aide that doesn't proceed? Do they start over? Would like to send to CHAP directors for permission to create a document to proceed.</p> <p>Dawyn Sawyer produced a list of standing orders that aren't in the curriculum at all or are only taught to level II in the curriculum. Would like to make this a priority.</p>	<p>Recommended a sub-committee to review the PSLN tool: Phyllis Farrell, Dawyn Sawyer of NSHC will review- will present next meeting.</p> <p>Move to accept changes. Cheryl DeBose moved to approve EPI Pen being added to the curriculum. Second by Sharon Peabody Passed</p> <p>Await preliminary – approval from Bethel</p> <p>John will write progression draft and bring to next meeting.</p>
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<p>Date: 5/12-13 Call to Order: 5/12 11:35 Adjourn:</p>	<p>Chair: Heather Koponen Vice Chair: Dan Thomas Recorded by: Brenda Bowie</p>	<p>Minutes Reviewed: December 9, 2011 Motion to Accept: John Everson Motion Seconded: John Pearson Motion: Passed</p>	
<p>Attending: Heather Koponen, Linda Curda, Dorothy Hight, Carol Odinzoff, Sue Steward, Beverly Davis, Cyndy Langmeade, Herman Geffe, Donna Hicks, Chester Mark, Dan Thomas, Cheryl DeBose, Joanne Ward, Torie Heart, Brenda Bowie- Telephonic attendance, John Everson</p>			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
<p>CHAP Directors Report</p>	<p>CHAP Directors update by Sue Steward</p>	<p>Torie Heart- 5/11 was a sub-committee meeting to define a vision for change and to develop a tool to improve communication between CHAP directors and ARC. Members included ARC, RAC and CD</p> <p>Convocation this year will be a work group versus a regular convocation.</p> <p>CHAM revision- CHAP directors looking at developing a process that will allow the CHAP program manage CHAM revision in a way that isn't focused on individuals versus being dependant on the process</p> <p>Process mapping session was done yesterday to improve the above with a target statement of "There is no clear process for everyone to follow that leads to miscommunication, (contact CHAP distance learning process if clearly defined..... Get Sue to send the statement to me. Next step is to meet again in September. Dorothy felt that all the stakeholders weren't identified and that needed to be done as part of the process.</p> <p>CHAP directors wanted to make sure that corporations aren't using ARC as a means of orientation to CHAP.</p> <p>CHAP directors wants ARC to finish up the projects going on now, 5 purposes</p>	

<p>Round Robin Reports</p>		<p>too much and beyond their scope of practice. Historically there was a program where Torie or Carol could go out and do a program review.</p> <p>Dan requested a document share site on the State site so that documents could be shared by the different organizations without ARC approval for shared use.</p> <p>Linda suggested that there is a document tracking area so that documents being worked on can get appropriate feedback from people.</p> <p>Carol has all the medical standing orders, tests on a separate site that is available only to Training people. It is presently hidden.</p> <p>Round Robin reports submitted ahead of time. Need to be brief- only elements that are outstanding for statewide concern should be mentioned. Keep brief.</p> <p>Chester- YKHC- passed their review with 100% Fluoride varnish standing order done, 4 vacancies, looking for a replacement for Nancy. Looking for instructors to come up for 1-2 weeks for preceptorships.</p> <p>Changes regionally to CHAM- medicine handbook- ear cultures- crossed out of CHAM. Ibuprophen dosing is changing to full dose only for kids. Metronidazole, crossing out the OK for use with nursing children, changes in STI protocol- getting Suprax out to the villages.</p> <p>Linda Curda reminded participants that regional changes need to be sent to Torie so there is a CHAP repository so that these issues can be monitored.</p> <p>Donna Copper River- Doing better, hired ? new NP. ANTHC- on schedule despite being short staffed ? of ANTCH and YK collaborating with short staffing to make all sessions happen.</p>	
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Forms review	Procedure for curriculum/CHAM review	<p>Cert Board Report- ? has resigned from YK but will be working with ANTHC- her input has been invaluable Electronic application has been going to the board members to review the process so that they can shorten the face to face time needed to do certification. Is still in test mode but moving forward. Board will be meeting in Bethel the week of the 6th of June- very packed agenda. Field visits give a better view at what is going on in the field/certification board.</p> <p>DLN- standards should be up on website and are what we should be working under. Updated standards need to be sent out still. Again- changes are held up with "process"</p> <p>Tasked to put out a study to review certification board standards to look at the specific wording around training, training centers and methodology, to see if these need to be altered to reflect the present adult learning world and the present world of technology. 2nd study will review RAC guidelines, tools and process to make this line up with the above recommended changes. These will be recommendations that need to be discussed and voted on but will guide us toward the change so that criteria makes the standards meet the desired outcomes. By September, we will understand how big of a project that this becomes. AFCHAN is working with this as well. RAC is hoping that they will be included in the recommended changes and before the review.</p> <p>Rest- see attached notes.</p> <p>Reviewed curriculum/CHAM procedure steps review.</p> <p>Sue- noted that the work is what the directors had been looking for- in the way the process is being developed. By recording the steps of what happens during change they are starting to record the change process that will takes us forward.</p>	
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<p>Continuing Education Guideline Project</p>	<p>Linda Curda presented</p>	<p>Torie- noted that if the CHAM changes then the curriculum should be aligned.</p> <p>Linda- 2010 curriculum was clear about what it didn't have done and what should have been done. Standing orders do need to be added to the curriculum. It will be important that we "sync" our processes. Linda offered herself and Peggy as "tools" of the process of moving forward with the process.</p> <p>Dan commented about the accessing the need for "extra help" for CHAM revision. This had been a problem in the past.</p> <p>Heather- curriculum revision draft- Where do we get input from CHAP directors, Medical directors in this process.</p> <p>General comments regarding CE guidelines: most felt it really helped to clarify the earlier document. Torie-felt it was long but questioned whether we should have just one CE log at the end rather than have one for CHA/P's versus CHA's in training.</p> <p>Back page is a handout to the CHP's to simplify what they need to know.</p> <p>Will be looking at entire group input tomorrow to give the guidance to the workgroup at this point- general input- not wordsmithing. Then the workgroup will take it and hopefully bring back a final product to the group for September.</p>	
<p>Post-session learning needs workgroup.</p> <p>Break out sessions-</p>	<p>Phyllis Farrell and Dawyn Sawyer not present today.</p>	<p>Authors of the PSLN revision Draft</p>	

<p>CI/SI Project</p> <p>5/13/2011</p> <p>Process Steps</p> <p>Field Group-</p> <p>PM- Minutes review</p> <p>Process review of meeting responsibilities</p> <p>Respiratory review</p>	<p>Dan Thomas</p>	<p>Torie gave guidance in defining steps- who do certain steps of the process need to go to for review, what is the timing of notice that people will need. Guidance on places that we would need to check for revision with different topics.</p> <p>Work groups broken out again- dividing into CHAM and Curriculum alignment and essential document revision.</p> <p>Process- 3 topics to consider</p> <p>Tabled to next meeting</p> <p>CHAM revision-Assessments needed one for possible active TB and for Respiratory distress in the CHAM</p> <p>Abnormal findings of history and exam that need to be reported need to be better aligned with CHAM- i.e. report now, always report.</p> <p>Working on producing process document of how to align CHAM and Curriculum.</p> <p>Concept of renaming committee to possibly Curriculum and CHAM revision Committee</p> <p>Carol transcribed- concept of having a typist available for each</p>	
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<p>Field training duties of :CI/SI</p> <p>Dated 5/12/11</p>	<p>Heather Koponen</p>	<p>committee to record process.</p> <p>Revision- TABE testing and construction of website needs to be identified</p> <p>Immunizations added</p> <p>Added role of Alaska Community Health Aide</p> <p>Documentation and Completion of pre-session to be sent to training center</p> <p>Communication to training center- with a listing of contact info.</p> <p>Identify CHAP? Might need to be tweaked.</p> <p>Application should be sent at least 4 weeks prior to session.</p> <p>Confirm the training center and trainee through session</p> <p>Schedule post session learning needs as soon as possible after the training.</p> <p>Complete ??</p> <p>Directly observe CHA in clinical practice for direct use of CHAM</p> <p>Completion of field training document</p> <p>Define time health aide has to work before next training</p> <p>Coordination between EMS training and clinical</p> <p>Standing orders scope, testing, training related to duties</p> <p>Tracking of individual learning needs and training</p> <p>Competencies per regional guidelines</p> <p>Precepting and re-entry guidelines to be done by mid-level provider.</p> <p>Linda suggested it should be separated because there are different criteria for re-entry versus basic training duties.</p> <p>Lab quality control- independent of basic training.</p> <p>No hour requirement between 1 and 2 just "full time employment" and contact of minimum of 20 patients. Torie suggested requirements be listed first.</p> <p>Sharon suggested we should have a template for our documents in order to format them for use.</p> <p>Links- suggested that there are links to the "sub guidelines" like</p>	<p>No second on motion to table</p>
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<p>CE Guidelines Revision</p>	<p>Heather Koponen Dorothy Hight</p>	<p>continuing education. Also suggested differentiating the employer responsibilities/vs state CHAP responsibilities</p> <p>Next step- need a group to take this on to get it through the process- Heather Koponen only volunteer. Suggested that this be tabled for an indefinite time or until CHAP director's move to move forward</p> <p>Much of the time was spent on the process versus the project. Individual comments- would be great to be received in order to take this to the committee. Parallel process of updating this document and the process</p> <p>Broad ideas that applied to the document- purpose to Clarify the process of CE and what is appropriate CE both for health aides in basic training and outside of basic training. Table of contents was felt to be a good idea CHA/P is suggested as the title for the CHA in need of basic training. Other major suggestion was to refer people back to the website- where another process was referred- subsequently reducing the paper (hyperlinks) Strong piece of this is the need to check for the accuracy of formal titles of the documents and the referral to other documents. Draft CE logs suggested was asked to be removed because they are not the official documents- a hyperlink to the cert board document will be created instead. Standardized definitions will be added- in the definition Diagram is there to help the supervisor make the appropriate choices on the decision making process for CE. Acronyms and definitions were made- significant definitions- Sponsoring and offering organization.</p> <p>Page 57 Certification board is not a sponsoring organization?</p>	<p>Recommended that changes recommended are applied to documents and be returned to ARC as part of written report next meeting because it does not have an active group to work on it at this time.</p>
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		<p>Dorothy: Huge issue was defining Emergency content and non-emergency content. Emergency hours for continuing education for our purposes would be what it would take for the CHA to maintain their certification but no more than 24 hours. A stab to define this was made in this document. There is no minimum requirement for emergency hours other than maintaining EMS skills. Confusing piece is the emergency piece is that they (EMS) will accept part of our emergency education as EMS content.</p> <p>Big question- does the recertification CE course count as CE? So, if we know that the process takes 24 hours, do we need to keep track of these hours if we know they are EMS current The problem here is what is going into their logs is inconsistent and we are trying to clarify what is really needed to make sure they meet there needs.</p> <p>Pg 8- clarity #3 CE hours requested for approval and type- NP and PA hours are defined as 60 minutes. Should there be more clarification of credits and hours.</p> <p>Model certificate- is in there demonstrating the minimal components that need to be on a certificate.</p> <p>Feedback- written comments will go back. Verbal comments? Dan's questions- Approve CE hours – standing orders- with each CHAM revision- one document says every 6 years (? I.e. if the CHAM isn't revised the health aide can get credit for it every 6 years) Will be clarified by "and every 6 years thereafter per CHAM revision.</p> <ol style="list-style-type: none"> 2. Medical math? Workbook exercise- one hour per exercise 6 hours total. 3. Recredentialing preceptorship 16 hours. 4. Retaking a portion of basic training- is available for continuing ed hours. <p>Dan is referring to "approved CME guidelines for CHA Program Activity" this document was kept separate in the</p>	
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<p>Review of CE hours draft Document Revision Project</p>	<p>Heather Koponen</p>	<p>past? Is on the library- needs to be incorporated.</p> <p>Torie- refrain from value judgments ? about CHAP? Terms like rare? Rare not a good qualifier. Reference the University credit that they can get for their EMS training. Board has never audited a training center in the process? ?? about CE forms. Can we decrease forms- for the process of credentialing/re-credentialing.</p> <p>Off the top of head notes attempting to identify the process of review. Carol Odinzoff had separated out the process of review as the CE document was reviewed. Identifying needs and having this approved. Project committee is developed Membership is identified by: Limiting the numbers of projects being worked on Primary reading Note taking Discussion of the notes, meeting with written comments given to the group Determining level of review needed and steps necessary, what kind of presentation necessary and review of how this change will impact other documents. Timeframe for completing documents When is a motion needed Where do these projects come from? CD, Field, who needs to approve them? If so what process and timeline would go on there. Making sure that the documents all have footers with revision dates. How do we keep processes from disappearing when a person disappears. ARC needs to maintain a project list that remains a part of the agenda or minutes so that things do not get lost.</p> <p>ARC working process is attempting to be identified. One of these pieces should be a folder for shared regional materials for</p>	<p>Project will go back to committee for presentation in September.</p> <p>Joanne, Heather, will take forward</p>
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<p>Rough Draft of the ARC working processes from ARC Calendar Page-(old document that will be used to create this process revised 11/26/2007)</p> <p>Procedure for Curriculum revision</p> <p>CHAM Curriculum Alignment</p> <p>CHAM Revision</p> <p>Curriculum Addition/Revision Process</p> <p>How do we decide a new document or project?</p>	<p>Group</p> <p>Heather Koponen</p>	<p>working processes for arc so they do not get lost.</p> <p>Will use the standards for the meeting minutes for all committees to create consistency across all committees.</p> <p>We have resources like high efficiency scanner that can scan our personal notes quickly.</p> <p>Dan will do a rough draft according to his notes.</p> <p>This could go out to a workgroup-</p> <p>Linda and Dan will continue to work on the CHAM Curriculum alignment piece together.</p>	<p>Heather will organize this concept and include it with other documents she is to gather for the next meeting</p> <p>Dan will do a rough draft according to his notes with Heather</p>
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<p>New Document or Form</p> <p>Preceptorship and Credentialing committee</p>	<p>Dan Thomas</p>	<p>Sharon wanted prenatal/gestational age entered, reporting on the critical skills list at all? Write up for screening exam- is that necessary.</p> <p>Is presentation a critical skill- Dr. Golnick Study, <i>Community Health Aide/Practitioner Clinical Practice Description</i>, emphasized that prenatal complications needed to be emphasized. Bleeding and preterm labor in particular- not presentation. Prenatal abdomen should be more than 15 weeks. John- believes that defining beyond 28 weeks will be too difficult to achieve in a preceptorship. Focus of accurate fetal heart tones as the critical skill.</p> <p>Long discussion about critical skills subsequent. Prenatal visit must include fetal heart tones, if the patient is over 28 weeks health aide should be assessing fetal heart tones, fundal height and presentation. Mention of weeks in prior document will be removed.</p> <p>Reporting issue? #7 Valuable that the health aide is able to give a verbal report in an emergency. Now it is difficult for the health aide to give a full report second to MD's response. Technology has taken over a lot of the reporting process. Dorothy felt that this skill needs to be taken out and look at the necessary outcome. The skill is being taught differently even within different training centers.</p> <p>Screening PE write up. Will need to be done, but not counted as a patient if not a complete HEAP.</p> <p>Apical pulse- needs to be taken one minute for rate, rhythm and heart sounds. However, heart rate in an infant can be difficult to count for a minute and it was agreed that a time period didn't need to be there for that.</p> <p>Skills list- move to 81/2 by 11 paper.</p>	
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ROUND ROBIN REPORTS_ MAY 2011

Report to CHAP Directors & ARC
EMS Training Committee Meeting 4/19/11-4/21/11
Submitted by Jean Rounds-Riley, PA-C 5/11/11

General Information: The National EMS Agenda for the Future: No new information.

Training Committee is trying to align Regulation Change proposals so the levels in the Alaska system will be similar to the National Guidelines, but still manageable for Alaska's situation. To get on the list serve for up-to-date information about the EMS National Agenda for the Future: Individuals and organizational representatives, including those who are not members of NASEMSO, are invited to subscribe to NASEMSO's EMS Education Agenda Implementation List Serve. To subscribe to the list, users will have to send an email to lyris@lists.nasemso.org with the subject of the email containing "subscribe ems education agenda implementation nasemso 2009" (without the quotation marks.) When you send an email, you will get an email back asking to confirm their email address. The subscribing member will simply need to reply to the email in order to be added as a member.

State EMS Office: Division Chief position over Preparedness/Trauma/EMS still vacant. (EMTs were given automatic certification extensions, to give State office time to catch up.)

Regulations changes:

State now planning to request limited Regulations changes, asked Training Committee for a prioritized short list. I will let you know when limited changes are out for public comment.

I suggest that anyone interested review the current Regulations, and send any pressing concerns to me or to your regional EMS coordinator.

EMS CME and Training:

- SEREMS Board discussed the future of ETT, and decided to keep it, and to continue to focus on the needs of rural communities.
 - They will be reviewing and revising the course Objectives, Curriculum and Book.
 - Comments/ suggestions are welcome. Contact Anjela Johnston at education@serems.org
- SEREMS is still working with UAS on distance (hybrid) ETT. They have a draft version that is being reviewed now with hopes of having it available soon.
- SEREMS Symposium 4/15/11-4/16/11 included a review of the state Cold Injury Guidelines, hope to have draft changes this year. Also looking at Prolonged Transport Guidelines.
- Kenai Peninsula College (KPC) will be trying a hybrid EMT-3 class this summer, using a sophisticated camera system—will see how it works and what might be more widely applicable.
- KPC planning to offer a Methods of Instruction (MOI) class this summer (required to become an ETT or EMT instructor)
- Voted to recommend removing limit on # of hours of CME that can be done by self-study or distance. (But retaining recertification requirement of skills check off/practical and written exam.)
- Next SREMS Symposium will be in Anchorage 11/09/11-11/12/11. Send nominations for awards to the state EMS office at: <http://www.ems.alaska.gov/ACEMS/awards/default.htm>

EMS Testing:

Worked on a cost-saving short-term solution for the EMT written exams conflicting with the 2010 AHA Guidelines.

Future EMS Training Committee meetings proposed dates and locations:

- Sept 28-Sept 30 2011 Anchorage
- Jan 25-Jan 27 2112 Juneau (tentative)

Next Meeting Agenda will include:

- Review/Revise Practical Exams
- Review CME Requirements—Categories, hours, media, approval process, etc.
- Updates/Ongoing education for Instructors

Comments/Suggestions encouraged.

**ANTHC CHAP
ARC Round Robin Report
May, 2011**

Since Feb, 2011 until the present, ANTHC CHAP has provided the following:

1. Mar/Apr - Session III – 6 CHAs completed
2. Jan, 2011 – Session II – 6 CHAs completed
3. SIV in progress with 6 CHAs. Completion ceremony is scheduled for May 20 at 2:30pm in the hospital.

We are actively recruiting full time instructors to fill 2 vacant positions.

Bev Davis, PA-C
Training Coordinator
ANTHC CHAP

5/11/11

Round Robin Report for Nome Training Center

1. We are fully staffed. A sixth trainer (Mary Clark ANP) has joined us for three months which allows us to do some village travel/preceptorships.
2. We are training on schedule.
3. We had 12 students at our March EPSDT/Well Child CME, including two from Maniilaq. We will repeat this CME in October.

SEARCH

On task with 2011 training schedule
Short 1 instructor position

NSHC- Village Health Services:

We have 47 employees out of 60 positions, have 13 positions open. We have 4 positions possible more that will be filled by May 2nd. We have one SI position open. 2 SI's holding the fort down until the 3rd comes back. Since our last ARC meeting, there has been an EPSDT CE training, 2-Session I's, 1-Session II (in progress as of April 25th), and there will be a EMT-I full that have just started May 9th. We have a clinic closed due to structure issues and hoping problem will be resolved here soon.

Kodiak Area Native Association

The logo for CHAP (Community Health Association of Port) is displayed in white, bold, sans-serif capital letters on a solid black rectangular background.

From: John Pearson, CHAP Director
CC: Joanne Ward, CHAP Administrator
Re: KANA CHAP Round Robin Report

CHAP Staff: KANA CHAP currently has 18 employees, there are currently 2 vacancies.

Located at KANA: Community Health Director, CHAP Administrator, and the Kodiak based Itinerant Health Aide.

Village Clinics:

Electronic Health Records have been launched in Akhiok, Larsen Bay, Old Harbor, Ouzinkie and Port Lions.

Akhiok: One health aide for Akhiok attended Session III training in Anchorage in March 21st through April 9th. The other health aide paperwork for attending Session III will be sent out next week. Akhiok is fully staffed at this time.

Karluk: Sarah and Mary Reft are still working in the clinic. Karluk is fully staffed at this time.

Larsen Bay: Larsen Bay currently has one vacancy and due to the lack of housing in Larsen Bay the Itinerant Health Aide is scheduled to provide one week of coverage per month.

Old Harbor: Joyce Elvehjem and Stella Krumrey are working in the clinic. James "Christian" Cooke has relocated to Port Lions to fill the vacant position there as the housing he was in needed to be used for another family. At this time Old Harbor has one vacancy but due to the lack of housing in Old Harbor James Cooke is scheduled to provide one week of coverage per month.

Ouzinkie: At this time Ouzinkie has just hired a health aide who is completing her Pre Session before submitting her application for Session I. One of our health aides from another village or our itinerant has been providing rotating coverage every other week.

Port Lions: Is fully staffed at this time. All three of the health aides from Port Lions currently provide itinerant coverage needed in the other villages.

Training Needs:

Juanita Muller – Ouzinkie will need Session I

Raemona Howard – Larsen Bay is scheduled to attend Session I – Sitka in August 2011

Joanne Vaudrin – Akhiok will need Session III

Sam Kenoyer – Larsen Bay will need his Preceptorship

Irene Nelson – Port Lions will need her Preceptorship

Bristol Bay Area Health Corporation

Underwent 2 rounds of budget “compressions”- with delay in IHS funding and the federal budget.
Cindy Fyfe was laid off from her position at CHAP and is now HIMS Director.

Marshall Van Scoyk turned in his resignation as CHAP Director

Training Manager position was eliminated

Brenda Bowie is Acting CHAP director

Field Coordinators are now all stationed in villages and are ½ time CHA’s, 2 field coordinator positions were eliminated.

Presently all vacancies frozen except 1 itinerant and 2 village based positions.

EHR roll out is underway.

ACADEMIC AND REVIEW COMMITTEE

Date: 9/14/2011 Call to Order: 8:40 Adjourn:	Chair: Dan Thomas Vice Chair: Vacant Recorded by: Brenda Bowie FNP	Minutes Reviewed: December 9, 2011 Motion to Accept: John Everson Motion Seconded: Linda Curda Motion: Passed	
Attending: John Pearson, Shae Aliu, Sue Seward, Joanne Ward, Paul Hager, Dan Thomas, Andrea Thomas, Cyndy Langemeade, Herman Geffe, Sharon Peabody, Linda Curda, Chester Mark, Beverly Davis, Roger McDiffett ,Torie Heart, Brenda Bowie, John Everson			
AGENDA ITEM	DESCRIPTION	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Welcome and introductions			None
Review of Agenda		Discussed new concept of blending Field and Training Center groups to work together on projects. Adjustments made to agenda timing only.	
State website	Carol Odinzoff	-Creating a new website with a section for each committee that each committee will have a password to access. -Document management system being developed allowing documents to be "checked in and out". ARC documents will be loaded there in the future. -Credentialing tests- where will they be kept in the future?	Noted
Distance Learning Network	Carol Odinzoff	-Working on asynchronous pre-session -Revising H1N1 Course -A contract is underway that will review the RAC standards to see what changes are needed to allow for distance learning. There are two phases to that contract. -CE courses to be offered in Moodle- class in Moodle Oct 19 three day class -Funding has been made recurrent for center through ANTHC -Healthstream will be available externally to ANTHC for organizations to work with managing their CE	Noted Scope of work will be sent to John Everson.

ACADEMIC AND REVIEW COMMITTEE

CHAPD Report	Sue Seward	<ul style="list-style-type: none"> -John Pearson as AACHAPD Chair-Elect will be giving reports in the future. Consideration of consistently having Chair-Elect responsible for this report. -Agenda's will be set by Executive meeting of RAC/ARC/CHAPD for the next quarters meeting to create better planning. -Top 5 items/Goals for the next year for CHAPD identified -Convocation-this year is cancelled. There will be a workgroup done by web-ex to start working on next years convocation. -CHAPD is working on the strategic plan form to make the form work better in the future. -A work-flow document/tool would be helpful in the future for "standardizing" change by using a systematic approach in CHAP. 	Noted
E-CHAM Report	Beth Fleischer	E-CHAM update given through Beth's PowerPoint presentation done.	Noted
Preceptorship Critical Skills Checklist	Sharon Peabody	<ul style="list-style-type: none"> -Reporting per organizational guidelines will be added back in. -Retest will be removed -Font will be made smaller -Screening PE write up will not be required preceptorship requirement 	<p>John Everson made motion to approve Seconded by Linda Curda All in favor</p>
Preceptorship Instructions for credentialing	Sharon Peabody	Changes made and accepted.	<p>John Everson made the motion to approve document with changes, Seconded by Sharon Peabody All in favor.</p>
Credentialing Packet	Sharon Peabody	Changes made and accepted.	<p>Dan moved to accept with changes Sharon Peabody seconded Passed, 1 opposed.</p>
TABE Test Fact Sheet	Brenda Bowie	Approved this document with the need to bring other CHAP documents into alignment with regards to TABE testing.	<p>Motion to approve this document to be posted on website with plans to update other document by Linda Curda, Sharon Peabody</p>

ACADEMIC AND REVIEW COMMITTEE

<p>Date for a face to face or polycom/web-ex meeting for process mapping to do CHAP Document revision/alignment.</p>	<p>Torie Heart</p>	<p>Oct 20-21st: Dan Thomas offered his training center staff, Linda, Sharon, rep from Maniilaq, SEARHC.</p>	<p>seconded the document all approved</p>
<p>ARC Meeting Process</p>	<p>Dan Thomas</p>	<p>Dan has been working on this document over time and it is in rough format and needs review tomorrow?</p>	<p>Review tomorrow.</p>
<p>Continuing Education Guidelines Status Report</p>	<p>Sharon Peabody</p>	<p>Workgroup unable to meet since last meeting,</p>	<p>Dorothy Hight, Sharon Peabody, Linda Curda, Brenda Bowie and Joanne Ward. Linda will initiate the next teleconference.</p>
<p>Document Revision Process</p>	<p>Joanne Ward</p>	<p>Heather has all the documents, this may be incorporated into the bigger picture.</p>	<p>Dan will get the notes from Heather.</p>
<p>Field Training Duties Document</p>		<p>Name will be changed to INFORMATION FOR FIELD SUPERVISORY STAFF RELATED TO CHA BASIC TRAINING.</p>	<p>Torie Heart will work on it and bring it back to the next meeting.</p>
<p>PSLN Document</p>		<p>Phyllis Farrell and Dawyn Sawyer of NSHC are working this document.</p>	<p>None</p>

ACADEMIC AND REVIEW COMMITTEE

<p>CHAM/Curriculum Alignment Process</p>	<p>Group</p>	<p>ARC members will need to bring a packet when attending meetings which should include: Copy of the curriculum Dr. Golynik's study Standing Orders List Standing Orders List for YKHC Jean Rounds Riley's list of Skills/Assessments in the 2006 CHAM- Not currently in CHAP Basic Training Curriculum Billing Codes may need to be there List of CHAM User Comments; form on the website- Curriculum comments from training centers-where found</p> <p>Group reviewed the "Instructions for Curriculum and <u>CHAM</u> alignment for Body System Units 7-19, 20e and 22d. Draft #3" reviewed and compared against the process of developing the Respiratory Unit.</p> <p>May consider developing a team of people with certain skill sets.</p>	<p>Draft 4 changes suggested by group</p> <ol style="list-style-type: none"> 1. Linda will work with Peggy McMahon to apply the process to more chapters and time the process. Next meeting a color copy and black copy will be brought in with Draft #4 to work through in next meeting. 2. Mapping the entire process- of CHAM and Curriculum will need to be done 3. Develop a process for reviewing these units/documents and corresponding CHAM comments.
<p>Round Robin</p>		<p>NSHC will be having well child workshop in October. YKHC- Coping Skills Seminar- workshop. CE developed/ Health aides loved it. Health aides using the techniques now.</p> <p>Round Robins- present in writing before the meeting- then brief time during the meeting to discuss items.</p>	<p>Will continue to write the reports to both ARC and RAC.</p> <p>Written report from CHAP directors would be helpful as well.</p>
<p>Replacement of Officers</p>		<p>Chair- Heather Kopponen resigned. Dan Thomas is now Chair. Consideration of having ANTHC admin support to do "limited minutes" and will maintain the mailing list for ARC.</p> <p>The secretary would manage the documents and be available to work with CHAP documents in real time during the meeting.</p>	<p>Brenda Bowie nominated and voted for Vice-Chair position.</p> <p>Joanne Ward nominated for secretary and Andrea Thomas volunteered if Joanne is not able to do it.</p>
<p>Review of May and February Minutes from 2011</p>			<p>Postponed to September Meeting</p>

Statewide Reports

YKHC All 42 village clinics staffed with both Health Aides and Office Assistants Staffing rate for HA's at 87% Pre Session week of Aug 29 New SI - Agnes Tinker a HA from Russian Mission Rolling out Partner Expedited Therapy for GC/CT txment and adding Suprax to village pharmacy formulary We're moving away from DNA/RNA collection sets and using BD Probe Tec Urine Transport Kits

Andrea

SEARHC CHATC:
Fully staffed.
On schedule with 2011 training.
Developing 2012 schedule.

KANA CHAP

CHAP Staff: KANA CHAP currently has 15 employees, there are currently 3 vacancies.

Located at KANA: Community Health Director, CHAP Administrator, and the Kodiak based Itinerant Health Aide.

Village Clinics:

Akhiok: One health aide from Akhiok attended Session III training in Sitka June 27th through July 16th. Akhiok is fully staffed at this time.

Karluk: Sarah and Mary Reft are still working in the clinic. Karluk is fully staffed at this time.

Larsen Bay: Larsen Bay currently has one vacancy and due to the lack of housing in Larsen Bay the Itinerant Health Aide is scheduled to provide one week of coverage per month. Raemona Howard attended Session I in Sitka August 1st - 26th.

Old Harbor: Joyce Elvehjem and Stella Krumrey are working in the clinic. At this time Old Harbor has one vacancy but due to the lack of housing in Old Harbor one of the itinerant health aides will provide one week of coverage per month.

Ouzinkie: The health aide hired for Ouzinkie has resigned so one of our health aides from another village or an itinerant will be providing rotating coverage every other week. At this time Ouzinkie has two vacancies.

Port Lions: Is fully staffed at this time. All three of the health aides from Port Lions currently provide itinerant coverage as needed in the other villages.

Training Needs:

Sam Moyer - Larsen Bay will need his Preceptorship
Irene Nelson - Port Lions will need her Preceptorship

Bristol Bay Area Health Corporation

Projects: EHR roll out in process- three villages left to bring live.

Working with Improving Patient Care- 3 committee to bring this process out to the villages

Staffing:

Frozen positions in many of the villages, Open positions at the present time

Itinerant CHA's- 3 positions

Chignik Lake- 1 Position

South Naknek-2 positions

Levelock- 1 position

Kokhanok-1 position

One field coordinator position

Mid- level positions Full time CHAP Training Supervisor Position- located in Dillingham

Full time mid-level in Togiak

½ time midlevel (6 months a year) located in Chignik Bay

Training needs

One working on PSLN's session I, three awaiting Session II

One working on PSLN's session II,

Two waiting for session III-but one had to turn down most recent session because of part time status and training conflicted with moose season and the other had personal time planned before invite.

One waiting for Session IV- May not be able to attend because of workman's comp limited duty.

Two preceptorships due now with 7 PSLN's

Round Robin Report for Nome Training Center

Dan Thomas, Curriculum Coordinator

1. We are fully staffed. A sixth trainer (Karen McLane ANP) joined us for three months.
2. We are training on schedule.
3. Our CHAM-based Well Child PEFs are done and available to anyone who wants them.
4. Dawyn Sawyer wrote an attachment to the CHAM Medicine Handbook which covers several meds stocked in our villages but not in the CHAM.
5. We are offering a 32 hour CE 10/17-10/21/11 on Well Child/EPSDT, with 4 slots for out-of-region students.

Distance Learning Network Update: Dorothy Hight

Since last ARC meeting the following has occurred:

- DLN effort has been put directly under Carol Odinzoff in the statewide consultants office
- An asynchronous online Pre-session is being created to open in November
- Revising the H1N1/Flu immunization course
- 2 contracts are under way:
 - review of certification board standards and recommendations for changes to permit alternative curriculum delivery
 - review of RAC processes and guidelines with view to recommended changes in standards; development of matrices for evaluation of both face to face and distance learning classes for training QA
 - will add to the evaluation tool developed for distance courses

- Will meet with CHAP Dirs this week to resume mapping the distance learning process
- Planning workshop in new fiscal year on creating CE for Health Aides: Repurposing for Distance Learning. Title to be determined. Goal: for programs who want to develop CE for CHAs to select appropriate objectives and scope, and learn the Moodle online management system. Focus will be on in house programs and second statewide programs
- Planning to add temp. staff to help us get a variety of offerings online

Update on Certification Board

Meeting June 2011 in Bethel

- Toured the training centers for CHAP/DHAT
- Recertified YKHC CHAP Training Center
- Reaffirmed desire for all health aides & training programs to be evaluated by a competency based educational model
- Anchorage Service Unit position still unfilled; awaiting I.H.S. review of membership criteria
- Electronic application: board members and staff to work with test cases; AFCHAN taking recommendations from this to improve system
- Standards changes referred for legal review for clarification of reasoning behind some of the recommended changes and word selection,
- Reaffirmed desire to have consistent use of acronyms in all program documents: see definitions in standards. Specifically use of CHA, CHAP, CHA/P are often incorrectly used
- Next meeting: Oct 11-12 in Anchorage
- Jan 10-11 Anchorage

Submitted 9/15/2011: Dorothy Hight