

**Academic and Review Committee
Meeting Minutes – March 1-2, 2012
Anchorage, AK**

CHAIRPERSON		Dan Thomas (NSHC)			
CHAIR-ELECT		Brenda Bowie (BBAHC)			
SECRETARY-TREASURER		Joanne Ward (KANA)			
RECORDER		Shae Aliu (ANTHC)			
Member/Organization			Member/Organization		
Beverly Davis	Alaska Native Tribal Health Consortium	A	Phyllis Farrel	Norton Sound Health Corporation	P
Paul Hager	Alaska Native Tribal Health Consortium	P	John Everson	SouthEast Alaska Regional Health Consortium	A
Brenda Bowie	Bristol Bay Area Health Corporation	A	Stephannie Christian	Tanana Chiefs Conference	P
Cyndy Langmade	Chugachmiut	P	Linda Curda	University of Alaska Fairbanks	P
Joanne Ward	Kodiak Area Native Association	A	Andrea Thomas	Yukon Kuskokwim Health Corporation	P
John Pearson	Kodiak Area Native Association	P	Chester Mark	Yukon Kuskokwim Health Corporation	A
Sheila Stein	Maniilaq Health Services	P	Chris Silva	Yukon Kuskokwim Health Corporation	P
Dan Thomas	Norton Sound Health Corporation	P			
A = Absent E = Excused P = Present					
Guest/Organization			Guest/Organization		
Torie Heart	ANTHC		Carol Odinzoff	ANTHC	
Rahnia Boyer	YKHC				

CALL TO ORDER	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • Introductions were made around the table. • Agenda was reviewed by the group. <p><i>Motion:</i></p>	
REVIEW DECEMBER 2011 MINUTES	
Discussion	
Members reviewed and discussed the December minutes.	
<i>Motion:</i> John Pearson moved to accept the revised December 2011 minutes. Sheila Stein 2 nd . Passed.	
Follow-Up	
Shae Aliu will post final minutes at on the www.akchap.org website.	
REVIEW OF WRITTEN/ORAL REPORTS	
Discussion	
UAF – Linda Curda EMS – Jean Rounds-Riley DLN – Carol Odinzoff CHAPCB – Dorothy Hight Statewide Services – Torie Heart	

eCHAM – Torie Heart
AACHAPD to THD – Torie Heart

Follow Up

CONTINUING EDUCATION GUIDELINES

Discussion

A Continuing Education Guidelines discussion document drafted by Sharon Peabody was distributed. The goal is to replace and update the document "Continuing Medical Education Guidelines Community Health Aide/Practitioner" 5/96 5/02. The initial document was created before the CHAPCB Standards and Procedures and is no longer consistent with current documents. Linda Curda went through the document with ARC to orient members for discussion on March 2nd.

CURRICULUM CHAM BODY SYSTEM ALIGNMENT

Discussion

Continued working in groups of two for the duration of the meeting.

March 2, 2012

CALL TO ORDER

Dan Thomas

Discussion

Meeting Process –
2 to a group
Working on curriculum in morning instead of afternoon.

ARC BYLAWS

Discussion

Bylaws were revised and approved.
Motion: John Everson motioned to approve ARC Bylaws. Sheila Stein 2nd. Passed.

CE GUIDELINES DISCUSSION

Discussion

Lists of ideas and suggestions were compiled to be included in the document. Topic tabled.

CURRICULUM CHAM BODY SYSTEM ALIGNMENT

Discussion

Continued working in groups of two for the duration of the meeting.

**Academic and Review Committee
Meeting Minutes – May 7-9, 2012
Anchorage, AK**

CHAIRPERSON			Dan Thomas (NSHC)		
CHAIR-ELECT			Brenda Bowie (BBAHC)		
SECRETARY-TREASURER			Sheila Stein (Maniilaq)		
RECORDER			Shae Aliu (ANTHC)		
Member/Organization			Member/Organization		
Beverly Davis	Alaska Native Tribal Health Consortium	P	Dan Thomas	Norton Sound Health Corporation	P
Paul Hager	Alaska Native Tribal Health Consortium	P	Phyllis Farrell	Norton Sound Health Corporation	P
Brenda Bowie	Bristol Bay Area Health Corporation	P	John Everson	SouthEast Alaska Regional Health Consortium	P
Herman Geffe	Bristol Bay Area Health Corporation	P	Stephannie Christian	Tanana Chiefs Conference	A
Cyndy Langmeade	Chugachmiut	A	Linda Curda	University of Alaska Fairbanks	P
Joanne Ward	Kodiak Area Native Association	P	Chris Silva	Yukon Kuskokwim Health Corporation	P
John Pearson	Kodiak Area Native Association	P			
Sheila Stein	Maniilaq Health Services	T			
A = Absent E = Excused P = Present T = Teleconference					
Guest/Organization			Guest/Organization		
Torie Heart	ANTHC		Carol Odinzoff	ANTHC	

CALL TO ORDER	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • Introductions were made around the table. • Agenda was reviewed by the group. <p><i>Motion:</i> Brenda Bowie moved to approve the agenda with addition. Chris Silva 2nd. Passed.</p>	
ELECTION OF SECRETARY	
Discussion	
<p>Dan went through the duties of the ARC Secretary.</p> <p><i>Motion:</i> Sheila has been nominated as ARC Secretary by Herman Geffe. John Pearson 2nd. Passed.</p>	
REVIEW MARCH 2012 MINUTES	
Discussion	
<ul style="list-style-type: none"> • Minutes were reviewed <p><i>Motion:</i> Chris Silva motion to approve the minutes with amendments. Herman Geffe 2nd. Passed.</p>	
Follow Up	
Shae Aliu will post finalized minutes on the www.akchap.org website.	
REVIEW OF REPORTS	
Discussion	
<p>DLN – Distance Pre-session is being utilized. Face to face Pre-Session had zero registrants for the first time ever. Working on Statewide orientation class, Torie has been really involved in that. Four new classes are being worked on.</p>	

The Preceptorship class is being redone and a half time person is being hired. Coleen Kelly is now a FT Temporary person for 1 year. Tabled as an ARC Agenda item. Distance Pre-Session should be looked at for content. Talks about a Distance Session IV class and would like to look at training center schedules for the class.

UAF – Working on advising for the fall semester. Worked with students at the Forum on their tracking guides. There is 2 more years of the grant to support students tuition and books. Information is going out to all the clinics and to individuals who requested additional information. There is also information for individuals who already completed their AAS degree. There is no administration support for the office and will be looking for a part time person in the fall.

Registration forms for CHAP Classes are getting lost in the sort. There have been some ideas for streamlining the process. The item has been tabled for the fall agenda while Linda checks what is acceptable on the University side.

RAC – none

Statewide Services – eCHAM is going well. There has been a lot of conversation regarding web pages. Rebecca Moore is working in Seward by distance. CHAM funding issues has been through 3 tribal meetings. ANTHC is looking at paying for it. Controlled substance issue has come up with the DEA. CHAP Forum – agenda included a lot of interactive skills, neonatal resuscitation, emergency birthing. Outstanding Accomplishment, Senta Lockett, EAT, Shining Start, Andy McLaughlin, Chugachmiut and Rising Star, Johanna Coghill, TCC. Students were also able to knit/crochet 27 baby hats and blankets for the ANMC babies. This was the last year at the Coast International Inn, next year we will be at the ANTHC COB.

CHAP Directors – Credentialing Guidelines, working on trimming and combining both documents to add clarity and ease of use. TABE Document, Bill Schreiner and Brenda Bowie are working on it. Continuing Education Guidelines, will be resumed by rest of team with final review team starts to work on chapter reviews in Sept/Dec.

ROUND ROBIN REPORTS

Discussion

YKHC – just started session II have 11 students. 4 are reentries. Andrea Thomas will be resigning and moving to Anchorage. BTI/CI coming in mid July. Using CERNER and coming into the design phase, 3rd week in may there will be a group going to Kansas city to help design.

KANA – Gotten the last piece of the EHR to everyone. Using RPMS for EHR. Half the villages are trained on it. In negotiations to switch to CERNER. Using AFHCAN in some of the villages. With the problems of getting students into Session I training the clinical director and health director have asked about opening up a training center.

SEARHC – Fully staffed and on schedule with 2012 training. EHR will be RPMS.

NSHC – Currently staffed in the training center, but one of the trainers is thinking about switching to CHAP. Training is on schedule. Will be using NextGen for EHR. Dr. O’Niell is going to be the Director and is in transition with the Acting Director. The program is expanding to include BHAs. There was 4 SI’s and down to 3. Will be moving to new hospital in November.

ANTHC – Completed a reentry session. Started with 4 students and 3 finished. Completed a Session I with 4 students. Currently in Session IV with 6 students graduating. Dorothy Hight is non clinical instructor until she is recredentialed. There is one FTE open. Looking at brining in 6 students for Session I. Branching out to more clinics at AMNC. Schedules will be changing because of the clinics at ANMC. Cora Bosshart is working with AFHCAN.

BBAHC – almost complete with EHR. The villages are doing pretty well. There have been some staffing issues. A call line is going to be implemented to take some of the stress from the health aides. Trying to integrate CHAP with the Health Home Model. Two Field Coordinator positions open.

CHAM-CURRICULUM ALIGNMENT/REVISION OF BODY SYSTEM UNITS PROJECT

The remainder of the meeting was spent working on the CHAM-Curriculum Alignment/Revision of Body System Units project.

May 8, 2012

CONVOCATION DISCUSSION

Carol Odinzoff

Discussion

Discussion regarding convocation and the pros and cons of having convocation by distance. Carol will go back to CHAP Directors and let them know that not all training centers can commit to participation due to budge concerns. All training centers should be represented to make sure there is consistency on how skills are taught by training centers and field instructors.

ADDING SPECIFIC ITEMS TO THE CURRICULUM
Discussion
Need to find a process to add small items (e.g. ECG, EpiPen) to the curriculum. There was discussion regarding adding ECG to the curriculum. NSHC and YKHC teaches it as an evening/weekend class. It would be a burden on the training centers to add it to the current schedule. The decision was made to be left regional.
Follow Up
Dan will ask CHAP Directors in his Report to CHAP Directors how they would like this done.
EPIPEN ADDITION TO UNIT 24a
Discussion
<i>Motion:</i> Chris Silva motioned to approve the document with the weight related dose change made. John Everson 2 nd . Passed.
Follow Up
Dan will submit the document to CHAP Directors with the change for approval.
BASIC TRAINING APPLICATION
Discussion
Would like to add allergies (e.g. latex) on the basic training application. <i>Motion:</i> Beverly Davis motioned to add an allergy statement to the Basic Training Application. Chris Silva 2 nd . One Opposed. Passed.
Follow Up
Beverly will make the statement and will have it posted on the website.
CLINICAL UPDATE DISCUSSION
Discussion
Training centers are to bring schedules for clinical update. There will be future work to consolidate and make a general template.
CHAM-CURRICULUM ALIGNMENT/REVISION OF BODY SYSTEM UNITS PROJECT
The remainder of the meeting was spent working on the CHAM-Curriculum Alignment/Revision of Body System Units project.

**Academic and Review Committee
Meeting Minutes – September 20-21, 2012
Anchorage, AK**

CHAIRPERSON		Dan Thomas (NSHC)			
CHAIR-ELECT		Stephannie Christian (TCC)			
SECRETARY-TREASURER		Sheila Stein (Maniilaq)			
RECORDER		Shae Aliu (ANTHC)			
Member/Organization			Member/Organization		
Beverly Davis	Alaska Native Tribal Health Consortium	P	Phyllis Farrell	Norton Sound Health Corporation	P
Paul Hager	Alaska Native Tribal Health Consortium	P	John Everson	SouthEast Alaska Regional Health Consortium	T
Herman Geffe	Bristol Bay Area Health Association	T	Stephannie Christian	Tanana Chiefs Conference	P
Cyndy Langmeade	Chugachmiut	P	Linda Curda	University of Alaska Fairbanks	P
Sheila Stein	Maniilaq Health Services	T	Chris Silva	Yukon Kuskokwim Health Corporation	P
Dan Thomas	Norton Sound Health Corporation	P			
A = Absent E = Excused P = Present T = Teleconference					
Guest/Organization			Guest/Organization		
Deanna Olsen	BBAHC		Torie Heart	ANTHC	

CALL TO ORDER	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • Introductions were made around the table. • Agenda was reviewed by the group. <p><i>Motion:</i> Beverly Davis moved to approve the agenda with addition. Chris Silva 2nd. Passed.</p>	
ELECTION OF CHAIR ELECT	
Discussion	
<p>Dan went through the duties of the ARC Vice Chair.</p> <p><i>Motion:</i> Stephannie Christian has been nominated as ARC Chair Elect by Chris Silva. Cyndy Langmade 2nd. Passed.</p>	
REVIEW MAY 2012 MINUTES	
Discussion	
<ul style="list-style-type: none"> • May 2012 minutes were discussed <p><i>Motion:</i> Chris Silva motion to approve the minutes with amendments. Stephannie Christian 2nd. Sheila Stein Opposed. Passed.</p>	
Follow Up	
Shae Aliu will post finalized minutes on the www.akchap.org website. (Completed 09/20/12)	
REVIEW OF REPORTS	
Discussion	
<p>CHAPCB – Dorothy Hight will no longer be a representative to the CHAPCB. Paul Hager will be the new representative for the training centers and there was some discussion regarding having a rotating representative from each of the training centers.</p>	

UAF – Proceeding with student advising and support (tuition, books and fees). Funds are available to any student in the state. There are correspondence courses, summer courses available. Currently supporting 15 students.

Currently available to assist corporations with tuitions.

RAC – Deanna Olsen replaced John Pearson. A letter to ANC Training Center for the RAC review in 2013. Finalized the checklist and will be sent to AACHAPD for approval. Will be drafting a document regarding competency based education in Basic Training. Will be having elections in December. In Dec going to have a discussion about content of PSLN and what they are looking for and what TCs are doing with AACHAPD.

AACHAPD response to ARC Report –

- Managing small changes to the Curriculum – ARC is not to spend time in any changes to the Curriculum until the curriculum alignment is complete.
- EpiPen addition to Unit 24a.4 – has been approved by the AACHAPD.
- Basic Training Application – Allergy information has been added.
- Convocation – there will be no convocation, has been turned to a planning meeting “CHAP 2018 and Beyond”. Next convocation will be 10/14-18/2013
- Project – continuing education guidelines and clinical update
- Preceptorship Credentialing/Re-credentialing packet has been approved by ARC but the AACHAPD are reviewing and editing the document.
- Bylaws – These will be going out for an electronic vote.
- CHAP Facts on TABE Testing – AACHAPD will be review for possible changes.

Statewide Services –

- Budget –
CHAM Sales - \$175,037
CHAP Forum - \$28,068
Website - \$16,608
Statewide Services recurring base - \$221,048
- Activities – Torie attended the Tribal Best Practices Training Conference in Salt Lake City, UT in July 2012. During the international Congress on Circumpolar Health in Fairbanks, Torie gave a featured presentation, “Alaska’s Community Health Aide Program: A Unique Health Care Delivery Model”; multiple CHAP papers and posters were also presented. Carol hosted Greenlandic Health Ministry delegation at ANTHC.
- Survey that was sent to AACHAPD completed, 8 surveys returned. There needs to be a system to receive accurate data from all the organizations.
- Distance Learning – there are new courses that are being worked on. People all over the world are visiting the AACHAPD Website.
- eCHAM – Some of the timeline is behind schedule but deliverables should still be on time. There is a document management system being put in place a well. There is discussion about using the existing \$180K (CHAM Sales) available to start doing some revision on the CHAM and there are talks about having an on going revision process.

PROCESS FOR ADDING NEW UNITS TO CURRICULUM

Discussion

When units are revised the revision date will be inserted in the footer with a highlight of gray. A cover letter should be written to describe what changes have been made and with instructions on how to update their curriculum. Statewide services will send the cover letter and revised unit to the previous recipients of the 2010 curriculum.

CHAM-CURRICULUM ALIGNMENT/REVISION OF BODY SYSTEM UNITS PROJECT

The remainder of the meeting day was spent working on the CHAM-Curriculum Alignment/Revision of Body System Units project.

September 21, 2012

ROUND ROBIN REPORTS	Carol Odinzoff
Discussion	
Follow Up	
BASIC TRAINING APPLICATION	
Discussion	<p>There have been some instances where students have come into training with serious allergies. Bev suggested adding an allergy field.</p> <p><i>Motion:</i> Chris Silva motioned to accept the revised Basic Training Application. Phyllis Farrell 2nd. Passed.</p>
Follow Up	<p>Shae Aliu will post the approved Basic Training Application on the www.akchap.org website.</p>
CURRICULUM REVISION	
Discussion	<p>Paul Hager moves to take revisions and take them to training centers for review and back to ARC where they can take to AACHAPD for approval. Dan Thomas 2nd. Paul withdrew the motion. Dan agrees.</p> <p>Not all training centers were in agreement. Some felt since the AACHAPD said this was not a priority and not to precede with this project that it should not move forward. It was recommended that if an individual would like to move forward that they can do so and present it.</p>
Follow Up	
UNIT 24c	
Discussion	<p>Chris would like to eliminate the wording "up to 5 years old". It is difficult to find children 5 and under when it comes to training.</p> <p>Dan and Paul disagree and believe that the 0-5 year age group is important and that the training should not be changed.</p> <p>There was suggestion that since well child is defined as ages 0-18 that clinic hours be added to target some of the older children.</p> <p>Dan will include this topic in the ARC Report to AACHAPD with all the suggested changes.</p>
EMERGENCY PEF	
Discussion	<p>The issue of the Emergency PEF is that some CHA/Ps do not like the form and are not using the form. One reason why they are not using it is because during an emergency most CHA/Ps are depending on their EMS training and not using the Emergency Handbook.</p> <p>The discussion should be brought back to the AACHAPD that the form be implemented for use.</p>
CHAM-CURRICULUM ALIGNMENT/REVISION OF BODY SYSTEM UNITS PROJECT	
	<p>The remainder of the meeting day was spent working on the CHAM-Curriculum Alignment/Revision of Body System Units project.</p>

**Academic and Review Committee
Meeting Minutes – December 6-7, 2012
Anchorage, AK**

CHAIRPERSON		Dan Thomas (NSHC)			
CHAIR-ELECT		Stephannie Christian (TCC)			
SECRETARY-TREASURER		Sheila Stein (Maniilaq)			
RECORDER		Shae Aliu (ANTHC)			
Member/Organization			Member/Organization		
Beverly Davis	Alaska Native Tribal Health Consortium	T	Phyllis Farrell	Norton Sound Health Corporation	P
Herman Geffe	Bristol Bay Area Health Association	A	John Everson	SouthEast Alaska Regional Health Consortium	P
Cyndy Langmeade	Chugachmiut	A	Stephannie Christian	Tanana Chiefs Conference	T
Sheila Stein	Maniilaq Health Services	A	Chris Silva	Yukon Kuskokwim Health Corporation	A
Dan Thomas	Norton Sound Health Corporation	P			
A = Absent E = Excused P = Present T = Teleconference					
Guest/Organization			Guest/Organization		
Deanna Olsen	BBAHC		Torie Heart	ANTHC	
Paul Hager	ANTHC		Linda Curda	UAF	

CALL TO ORDER	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • A quorum was not present at the meeting • Introductions were made around the table. • Agenda was reviewed by the group. • Membership was reviewed. 	
ELECTION OF OFFICE	
Discussion	
All offices aren't due to expire until the end of 2013.	
MEETING DATES	
Discussion	
February dates are 13-15 and finishing at noon on the 15 th . September dates are 18-20, ending at noon on the 20 th .	
REVIEW OF SEPTEMBER 2012 MINUTES	
Discussion	
The September 2012 minutes were reviewed and discussed. (Minutes were approved in 02/2013 meeting)	
REVIEW OF WRITTEN REPORTS	
Discussion	
Reports received are the EMS Report and UAF Report. The response from AACHAPD to the ARC Report to the AACHAPD was discussed.	

CHAM-CURRICULUM ALIGNMENT/REVISION OF BODY SYSTEM UNITS PROJECT

The remainder of the meeting was spent working on the CHAM-Curriculum Alignment/Revision of Body System Units project.

December 7, 2012

CHAM-CURRICULUM ALIGNMENT/REVISION OF BODY SYSTEM UNITS PROJECT

The morning of the meeting was spent working on the CHAM-Curriculum Alignment/Revision of Body System Units project.

CHAM-CURRICULUM ALIGNMENT/REVISION OF BODY SYSTEM UNITS PROJECT

Discussion

Almost all of the units have been through their 2nd revision. Dan Thomas will send documents to Shae Aliu to post on the secured website for all members to review and comment on (**completed 12/17/12**). Once comments have been received a ConnectPro meeting will be made to finalize the document. All training centers will need to sign off.

Follow-Up

See Shae Aliu (saliu@anthc.org, 729-4492) or Saeng Yabut (syabut@anthc.org, 729-2425) for access to the secured website.