

**Academic and Review Committee
Meeting Minutes – September 24-26, 2014
Anchorage, AK**

CHAIRPERSON		Dan Thomas (NSHC)			
CHAIR-ELECT					
SECRETARY-TREASURER		Elaine Phillips (BBAHC)			
RECORDER		Faith Mojin (ANTHC)			
Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	A	Dan Thomas	Norton Sound Health Corporation	P
Rebecca Pazdernik	Alaska Native Tribal Health Consortium	P	Marlene Katcheak	Norton Sound Health Corporation	P
Elaine Phillips	Bristol Bay Area Health Corporation	P	Crystal Stordahl	Tanana Chiefs Conference	P
Andy McLaughlin	Chugachmiut	A	Alan Shear	Yukon Kuskokwim Health Corporation	P
Elsie Dexter	Maniilaq Association	P	Herman Geffe	Yukon Kuskokwim Health Corporation	T
Honorary Members					
Torie Heart	Alaska Native Tribal Health Consortium	P	Linda Curda	University of Alaska Fairbanks	P
A = Absent E = Excused P = Present T = Teleconference					
Guest/Organization			Guest/Organization		
Christine Golnick	Alaska Native Tribal Health Consortium		Tim Jeter	Alaska Native Tribal Health Consortium	
Dorothy Hight	Alaska Native Tribal Health Consortium		Charlotte Nelson	Maniilaq Association	
Faith Mojin	Alaska Native Tribal Health Consortium				

Wednesday, September 24, 2014

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> Elsie Dexter made a motion to approve the agenda. Alan Shear 2nd. Passed.</p>	
Curriculum Review	Group
Discussion	
<p>Curriculum review: Eye Unit 7</p> <p><i>Motion:</i> Elaine Phillips made a motion to approve changes to the Eye Unit. Elsie Dexter 2nd. Passed.</p> <p>Curriculum review: Respiratory System Unit 10</p> <p><i>Motion:</i> Christine Golnick made a motion to approve changes to the Respiratory Unit. Alan Shear 2nd. Passed.</p>	

Curriculum review: Nervous System Unit 17

Motion: Christine Golnick made a motion to approve changes to the Nervous Unit. Elsie Dexter 2nd. Passed.

ADJOURN

Thursday, September 24, 2014

Call to Order **Dan Thomas**

Discussion

- Group reviewed ARC Membership list.
- Minutes were reviewed by the group. Elaine will work with Torie to make changes to the May minutes.

eCHAM

Rebecca Moore-Pazdernik

Discussion

Rebecca Moore-Pazdernik provided an overview of the eCHAM to date (see attached). Successfully released eCHAM revision on June 30, 2014. December 30 is the next release date. Pharmacy topics are being worked on:

1. Antibiotics
2. Dosing issues
3. Replacing medicines that do not exist anymore

Adding more to the index and links for training.

Chapters are being reviewed by content experts for revision.

Licensing model was released at the August meeting by the Alaska Tribal Health System. ANTHC will assume cost of the eCHAM within the Alaska Tribal Health System.

Training and products and functionality updates were provided.

CHAP Statewide Services Report

Torie Heart

Discussion

Torie gave an overview of her statewide services report (see attached).

Activities-Ongoing

- Distance Learning Network-full report 9/22, Dr. Golnick
 - Session IV blended training, groups 1&2 here for didactic
 - Session IV blended training, group 1 graduation 9/26 3pm COB
- eCHAM Strategic Initiative-full report 9/22, R. Moore-Pazdernik
 - THD/ANHB Meeting 8/12/14
 - decision and payment model for eCHAM within ATHS rescinded

Activities

- 8/11/14-Council of State Governor’s presentation, CHAP Overview (7 min)
- 8/12/14- THD/ANHB Meeting
- 8/19-21/14-NSB/ASNA Provider Orientation
- 8/20-21/14-Northwest Territories Visit, focus on Cancer Services, CHAP
- 9/5/14-Panelist at SOCAP14 <http://socap14.socialcapitalmarkets.net/>

EMS Report

Discussion

Jean provided an overview of her EMS report (see attached). EMS Training Committee has not met since the last ARC meeting—will be meeting the same days as ARC (Sept 24, 25, 26—here in Anchorage).

A couple of things that are upcoming:

- The ETT manual is in final revisions. There are a couple of changes in the content that will need to be incorporated in the CHAM curriculum (and CHAM).
- The State is revising the EMT-1 written test. Some concerns about the language complexity for people whom English is a second language, or people who live in more remote areas. It might be helpful if CHAP folks talk with their regional representatives, so those issues are raised by more than one voice on the EMS committee.

If a community or organization is interested in hosting the EMS Training Committee meeting in their area, let Jean Rounds-Riley know.

University of Alaska Fairbanks

Linda Curda

Discussion

Linda Curda gave her UAF report. 20 students taking courses supported through the Denali Grant towards their AAS and PA school etc. from around the state and different communities, 7 individuals got their AAS degree last spring and certificates as part of the university process. The Denali Grant ends in March. They are able to support students for spring semester for tuition, fees and books. Have been looking for other funding sources and grants.

Credentialing Packet

Torie Heart

Discussion

Stephanie Christian and Torie Heart went through all the Credentialing documents that were posted on the website with the revised date of 2002, almost completely parallel set of Credentialing documents, combine them into a 5 page instruction sheet and a checklist and then a web link to all the documents. So that as other external documents get updated, that would be the place that you would need to go.

Curriculum Review

Group

Discussion

The remainder of the day was spent working on CHAM Curriculum review: Emergency Care Review Unit 6c, Emergency Care Skills Unit 6a, Ear Skills Unit 5b, Ear Unit 8

Motion: Dan motioned to accept changes to Ear Unit. Elsie Dexter 2nd. Passed.

ADJOURN

Friday, September 24, 2014

Call to Order	Dan Thomas
Meeting was called to order.	
CHAP Training Center	Dr. Christine Golnick
Discussion	
<p>Dr. Christine Golnick presented on the current distance session IV. The ANTHC CEO has requested to train more health aides faster. The long term goal is to increase the number of health aides per year. Session IV has 57 didactic class hours that are being resigned into highly interactive on-line modules. This includes a forum which creates dialogue between the instructors and students. Tim Jeter gave a presentation of what a session IV module would look like. The format allows for sounds, video, and the students are able to rewind and watch video again if needed. The videos have scenario based activities to facilitate learning. Most of the questions require the student to refer to the CHAM to answer it. In general the students really like the videos to refer back to. Progress reports are sent out to each student.</p>	
2015 CHAP Directors meeting	
Discussion	
<p>2015 CHAP Directors meeting dates are:</p> <ul style="list-style-type: none">• February 23-24, 2015• May 11-12, 2015• September 21-22, 2015• December 7-8, 2015	
Curriculum Review	
Discussion	
<p>The remainder of the day was spent working on the CHAM- Curriculum review: Substance Abuse/ETOH Unit 20f, Digestive System Unit 12</p>	
ADJOURN	

**Academic and Review Committee
Meeting Minutes – December 10-12, 2014
Anchorage, AK**

CHAIRPERSON						Dan Thomas (NSHC)					
CHAIR-ELECT											
SECRETARY-TREASURER						Elaine Phillips (BBAHC)					
RECORDER						Faith Mojin (ANTHC)					
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Carolyn Craig	Alaska Native Tribal Health Consortium	T	Marlene Katceak	Norton Sound Health Corporation	P						
Elaine Phillips	Bristol Bay Area Health Corporation	P	Crystal Stordahl	Tanana Chiefs Conference	P						
Andy McLaughlin	Chugachmiut	A	Alan Shear	Yukon Kuskokwim Health Corporation	P						
Elsie Dexter	Maniilaq Association	P	Herman Geffe	Yukon Kuskokwim Health Corporation	A						
Dan Thomas	Norton Sound Health Corporation	P									
Honorary Members											
Torie Heart	Alaska Native Tribal Health Consortium	P	Linda Curda	University of Alaska Fairbanks	P						
Rebecca Pazdernik	Alaska Native Tribal Health Consortium										
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Guest/Organization						Guest/Organization					
Mary Williard	Alaska Native Tribal Health Consortium		Charlotte Nelson	Maniilaq Association							
Faith Mojin	Alaska Native Tribal Health Consortium		Victoria Norton	Maniilaq Association							
Cyndy Langmade	Chugachmiut		Stephannie Christian	Tanana Chiefs Conference							

Wednesday, December 10, 2014

Call to Order	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • Introductions were made around the table. • Agenda was reviewed by the group. Dan requested to add elections of officers to the agenda. 	
Curriculum Review	Group
Discussion	
<p>There have been many revised body system units that have been approved for the training centers to begin implementing. Copies of these units are available on the akchap.org website.</p> <p>Curriculum review: Unit 5d1 Injections</p> <p><i>Motion:</i> Stephanie C. made a motion to approve changes to the Unit. Alan S. 2nd. Passed.</p> <p>Curriculum review: Unit 9a/b Mouth and Teeth</p> <p>Dr. Mary Williard, ANTHC Clinical Site Director came to help review and make recommendations to the mouth and teeth units.</p>	
ADJOURN	

Thursday, December 11, 2014

Call to Order/Curriculum Review	Dan Thomas
Discussion	
Group began with CHAM Curriculum Review. Unit 9a/b Mouth and Teeth	
Overview of Credentialing/Recredentialing Guidelines	Torie Heart
Discussion	
<p>The Overview of Credentialing/Recredentialing Guidelines document that was approved for Field Test and Use in May 2014 was discussed. Additional input was received and comments integrated into revised document which was approved effective December 2014 with the following provisions:</p> <ol style="list-style-type: none">1. It was confirmed that the practice has been that the CHA/P score 80% or higher on both Closed Book and Open Book sections of the Alaska Community Health Aide Program Credentialing Exam. The CHAPCB S&Ps currently state that a “combined” score of 80% is required. CHAP Directors’ moved to amend the CHAPCB Standards and Procedures Sec. 2.20.500 to reflect current and historic practice. Doug F. as the AACHAPD rep to the CHAPCB will move the motion forward for consideration at the January 2015 CHAPCB meeting.2. The Letter of Recommendation was discussed and it was confirmed that the Letter of Recommendation and the Summary of Preceptorship can be written by the same person if this is appropriate for the organization. The Summary of Preceptorship must be written by a person qualified to do the clinical preceptorship. If that person is also a supervisor, they may also write the Letter of Recommendation. CHAP Directors’ moved to clarify that a single qualified person could write both the Letter of Recommendation and the Summary of Preceptorship.3. The document states in “Role of the Preceptor” that: “If possible, the CHA/P will see an infant under 3 months old, a child under three years old, and an elder.” There was discussion about the intent to get a wide range of patient types and the difficulty of targeting specific age ranges for the Well child requirement. CHAP Directors’ moved to keep the language in the document as written.4. There was a discussion about surrogate patients that followed. CHAP Directors’ moved to add the following language to the “Role of the Preceptor” section, #1, which will read as follows, new material underlined. <ol style="list-style-type: none">1. Communicate with the CHAP Training Center where the CHA/P last attended training (usually Session IV). Inform them that an initial or recredentialing preceptorship will take place for this candidate. Select a facility that allows the CHA/P to see a broad range of patients in the 5 basic patient types below. If possible, the CHA/P will see an infant under 3 months old, a child under three years old, and an elder. At least 15 patients must be seen. <u>In rare cases, when a patient is not available that meets the recommended patient demographic for the preceptorship requirements, a surrogate patient can be substituted.</u> This is not meant to be a substitute for the THO making every effort to provide an adequate training experience to ensure the highest level of community care. Most patients should be acute care and also include one patient from each type below. Keep a record of all patients seen on the Patient Log-Sample. Click here for the Patient Log-Sample.<ol style="list-style-type: none">a. Acute Careb. Chronic Carec. Return Prenatald. Well childe. Recheck visit	

eCHAM	Rebecca Moore-Pazdernik						
Discussion							
<p>Rebecca gave her eCHAM report. All of the revisions are done for December release. They have one pdf document that they are going to upload and Tasha is finishing some hyperlinks this week that needed to be completed. She will print out the revisions report and make it available for anyone who would like to receive it. The Pediatric revision will be its own revision, since it's a large one. They have hired a proof reader for formatting, punctuation, index review, making sure all the pages numbers go to the right places. The licensing model has been approved for non-ATHS users and it's on the akchap.org website. The cost is between one and two hundred dollars a year. In terms of training, they are offering two live Pre-Session trainings on the January 9th and 16th. In January, there will be training sessions every single week. Students are asked to attend one 2 1/2 day eCHAM training session. If you want to register contact Tasha Hotch. Rebecca did some training center refreshers in NSHC (September), YKHC (October) and ANTHC (November). She provided training for the instructors to help them incorporate eCHAM into their training centers. There is still the on-demand training which is available at the echam.org website. Health aides are welcome to use this anytime they want. Also, encourage the referral provider to use this as well as it is a great learning tool. The other big news, in terms of the iCHAM application is ANTHC has changed contractors. The contractor that built our website has since taken over. They are tracking our bugs and they let us know what they are finding and correcting. The website is now running smoothly. There are also weekly functionality tests on the website for the iPad application. If people are finding a link that no longer works, to please email echam@anthc.org and they will be able to repair them.</p>							
EMS Report							
Discussion							
<p>Jean was not able to attend the meeting in person but sent a copy of her EMS report from September 2014 meeting to the group (see attached).</p> <p>EMS Training Committee meetings proposed dates and locations:</p> <table data-bbox="289 1163 954 1264"> <tr> <td>Jan. 28, 29, 30 2015</td> <td>Juneau (State offices)</td> </tr> <tr> <td>April 28, 29, 30 2015</td> <td>Fairbanks (IREMS)</td> </tr> <tr> <td>September 29-Oct 1, 2015</td> <td>Anchorage (SREMS)</td> </tr> </table>		Jan. 28, 29, 30 2015	Juneau (State offices)	April 28, 29, 30 2015	Fairbanks (IREMS)	September 29-Oct 1, 2015	Anchorage (SREMS)
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University of Alaska Fairbanks	Linda Curda						
Discussion							
<p>Linda gave her UAF report. She had three different items in the packet that were given to the group. The first packet is for the students and these have all been mailed to your village clinics. The packet gives information to students about taking courses in the spring. There are a lot of students that are taking courses and working toward their degree. The packet includes:</p> <ul data-bbox="240 1528 971 1705" style="list-style-type: none"> • cover letter • tracking guide • courses that are available by distance (yellow pages) • registration form • Denali grant form <p>The Denali grant ends this semester and she is currently taking applications; seven students registered and will be funded. She can take about 15 more students depending on how many courses each of the students decide to enroll in. If you have new field staff, please give them the application. The applications will be processed by the end of January. The last reminder, how many of you have students about to take a preceptorship in the next four/five months? Remind everyone that when they do the preceptorship, it is the CHP 135 registration form. That</p>							

registration form needs to come into the training center and they send the form to the university. That prompts the student's admission and graduation. The graduation form and fee are due February 15. There is an additional fee after that date.

ADJOURN

Friday, December 12, 2014

Call to Order/Curriculum Review	Dan Thomas
Discussion	
Meeting was called to order.	
Group began with CHAM Curriculum Review. Unit 11 Circulatory System and Blood.	
Statewide Services Report	Torie Heart
Discussion	
Torie Heart, ANTHC Director CHAP/Rural Health gave an overview of CHAP Statewide Services. One of Melany Cueva's (ANTHC CHAP Cancer Education) cancer grants just got refunded. She will produce 10 hours of Cancer CE that will be available online. That is one of the things that distance learning team haven't been able to do while they have been developing session content. The EMS report has been submitted from Jean. There is now an EMS page on the akchap.org website and it has links to all the regional areas. The CHAP department will probably no longer have the eCHAM website and will just have the akchap.org website. Tasha has worked on cleaning up the eCHAM website. The UAF page has also been updated. The eCHAM is available electronically to all AHS Employees free of charge. If people find CE courses that are great to recommend to other CHA/Ps please let us know. We will be able to help get the information out. The TABE testing document was finished and posted on the website under the pre-session section along with a fillable form to get you into training. ARC got the curriculum updated and there are packets made and will be distributed in the ARC meeting. They are also available on the website to print.	
ARC Membership list	
Discussion	
Group reviewed ARC Membership list.	
Dan Thomas was reelected as Chair.	
Alan Shear was elected for Vice Chair.	
<i>Motion:</i> Cyndy L. motioned to accept. Carolyn C. 2 nd . Passed.	
Marlene Katcheak was elected for Secretary.	
<i>Motion:</i> Elsie D. motioned to accept. Cyndy L. 2 nd . Passed.	
ADJOURN	

Report to CHAP Directors & ARC
EMS Training Committee 9/24/14-9/26/14
Submitted by Jean Rounds-Riley, PA-C 12/04/14

EMS Training and CME:

- SEREMS <http://www.serems.org/>
 - ETT: finishing revisions; maintaining rural / remote Alaska focus and including some new skills and equipment and new content so it can be consistent with the national Emergency Medical Responder (EMR)
 - ETT will be more of a First Responder course, with the addition of stabilization and transport, rather than the prior strong emphasis on trauma.
 - Revised ETT course will NOT include the ICS 100 and 700 information, HazMat or chemical warfare auto-injections required for EMR
 - With the additional didactic requirements, anticipate at least 56 hour course.
 - Working on Instructor materials (scenarios, sample schedules, etc.)
 - Revising ETT policies, on-line registration,
 - SEREMS had Sessions at November EMS Symposium for Instructors— including incorporating lots of hands-on practice.
 - The hybrid ETT course is still available through UAS; SEREMS is looking into funding to update this on-line didactic material to be congruent with the ETT revisions.
 - NSB plans region-wide ETT using a blended format (not the UAS course).
- YKHC has established protocols for doing BLS check-off via video-conferencing. (not using recording mannequins—instead utilizing video capabilities of zooming in to skills closely.
- There are several brands of CPR mannequins some have lights/sounds to provide immediate feedback, others can be networked to computers for more distant monitoring.
- CME: SREMS plans to develop a monthly synchronous webinar CME to be presented in the evening. They do not plan to record or distribute this for later viewing. (Cost to be determined)

State EMS Office:

- The 2014 revised Cold Injury Guidelines were presented at the EMS Symposium.
 - These are available on the State website: Alaska.gov>Health and Social Services > Public Health > Emergency Programs > EMS Downloads: Treatment Guidelines> Cold Injuries Guidelines-Multi Level (2014 version)
 - <http://dhss.alaska.gov/dph/Emergency/Documents/ems/documents/Alaska%20DHSS%20EMS%20Cold%20Injuries%20Guidelines%20June%202014.pdf>
 - NOTE: Some of this content differs from the 2006 CHAM (which was based on the 2005 Guidelines). Recommend ARC/eCHAM address this.
- Still working on the policies for internet-based computer testing for all State EMS exams. (Intended to improve efficiency, allow immediate feedback, and help ensure exam integrity.)
 - The EMT-1 written exams have been completely revised, to be consistent with the National Agenda objectives.
 - The National Agenda teaching is a higher “Bloom level”: more critical thinking skills, and not just hands-on skills or “technicians”. The new State Exam is formatted much like the National Registry exam: student needs to select the “most right” or “least wrong” answer, rather than a clearly correct answer. The State Office plans to assist with developing vocabulary lists, videos of some new/specific content, powerpoints, recommended websites, etc. (Contact the State Office if you have questions/concerns)
 - State is developing an on-line orientation to the new test process and implementation

- The State EMS website is being updated and revised, some new content has been added, but some information is still outdated.
 - For questions regarding EMS Data: EMSdata@alaska.gov
 - For questions regarding EMS Training: EMSTraining@alaska.gov
 - For questions regarding EMS Certification: hss.emt.cert@alaska.gov
 - For questions regarding EMS Awards: EMSAwards@alaska.gov
 - For questions regarding Ambulance Certification: EMSAmbulanceCert@alaska.gov
 - For questions regarding EMS for Children Programs: emscalaska@alaska.gov

2014 Alaska State EMS re-assessment by National Highway Traffic Safety

Administration The full report is available at the State EMS website:

Alaska.gov>Health and Social Services > Public Health > Emergency Programs > Emergency Medical Services Unit>2014 NHTSA Re-Assessment of the Alaska EMS System:

<http://dhss.alaska.gov/dph/Emergency/Documents/ems/documents/2014%20Alaska%20EMS%20Reassessment%20Final%20Report%20May%202014.pdf>

Regulations changes:

While awaiting State finalization of Regulation changes, the State EMS Office has developed “Interim Guidance” to take effect 11/13/14 until further notice (see State EMS website for details), to include:

- Adoption of National EMS Education Standards core content for EMS courses
 - The State office is working on a transition course for EMT-1 Instructors
 - **NOTE:** Some of this content differs from the 2006 CHAM (e.g. use of tourniquet for bleeding control). Recommend ARC/eCHAM address this
- Suspension of written tests for recertification of EMT 1,2,3 beginning with Recertification for 12/31/14
- EMT-1 instructors must pass the new EMT-1 State Certification Exam by 3/31/15
- On-line Certification: all EMS providers need to create or claim an online account within the Alaska EMS Certification Management system. Instructions are on the State EMS website
 - <http://dhss.alaska.gov/dph/Emergency/Pages/ems/default.aspx>
 - The On-line Certification system may be used for EMT-1 Recertifications expiring 12/31/14, and for initial EMT-1 Certifications

Alaska.gov>Health and Social Services > Public Health > Emergency Programs > Emergency Medical Services Unit>2014 EMS Interim Guidance:

[http://dhss.alaska.gov/dph/Emergency/Documents/ems/documents/2014%20EMS%20Interim%20Guidance%20\(2\).pdf](http://dhss.alaska.gov/dph/Emergency/Documents/ems/documents/2014%20EMS%20Interim%20Guidance%20(2).pdf)

State EMS Office anticipates the first batch of Regulation Changes (fundamentally the same as what was presented for Public Comment last spring) will be instituted in early 2015, and the next batch should go out for Public Comment in Spring 2015.

EMS Training Committee meetings proposed dates and locations:

Jan. 28, 29, 30 2015	Juneau (State offices)
April 28, 29, 30 2015	Fairbanks (IREMS)
September 29-Oct 1, 2015	Anchorage (SREMS)

www.akchap.org now has an EMS page (listed under “Library”) containing useful links to State and Regional sites, and these reports. Many thanks to Faith Mojin for setting this up.