

**Academic Review Committee
Meeting Minutes – February 9-10, 2017
Anchorage, AK**

CHAIRPERSON		Alan Shear (YKHC)			
CHAIR-ELECT		Stephannie Christian (TCC)			
SECRETARY-TREASURER		Marlene Katcheak (NSHC)			
RECORDER		Leah Woolard (ANTHC)			
Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Herman Geffe	North Slope Borough	P
Elaine Phillips	Bristol Bay Area Health Corporation	E	Stephannie Christian	Tanana Chiefs Conference	P
Elsie Dexter	Maniilaq Association	P	Faith Walsh	Tanana Chiefs Conference	P
Dan Thomas	Norton Sound Health Corporation	P	Alan Shear	Yukon Kuskokwim Health Corporation	P
Marlene Katcheak	Norton Sound Health Corporation	P	Katherine Evon	Yukon Kuskokwim Health Corporation	P
Honorary Members					
Victorie Heart	Alaska Native Tribal Health Consortium	P	Linda Curda	University of Alaska Fairbanks	P
Rebecca Pazdernik	Alaska Native Tribal Health Consortium	P			
A = Absent E = Excused P = Present T = Teleconference					
Guest/Organization			Guest/Organization		
Leah Woolard	Alaska Native Tribal Health Consortium		Asela Calhoun	Yukon Kuskokwim Health Corporation	
Tasha Hotch	Alaska Native Tribal Health Consortium		Jessica Judy	Yukon Kuskokwim Health Corporation	

Thursday, February 9, 2017

Call to Order	Alan Shear
Discussion	
Meeting was called to order. Introductions were made around the table. Group reviewed agenda.	
Review/Approve Minutes	Group
Discussion	
Group reviewed December 8-9, 2016 ARC meeting minutes. <i>Motion:</i> Dan T. motioned to approve minutes. Stephannie C. 2 nd . Passed.	
RAC Report	Elaine Phillips
Discussion	
See attached RAC Report.	
eCHAM	Rebecca Pazdernik
Discussion	
eCHAM Product Updates	

- New Features: Regional Notes currently in beta testing and build out phase.
- User Management System: Functioning well. Undergoing updates to accommodate Regional Notes.
- PDF: Downloadable PDF and Printable Pt Ed PDF's available for download at: https://access.echam.org/exist/rest/db/anthc/downloads/CHAM-Patient_Education.zip
- Website: Functioning well.
- iPad app: Functioning well.
- New iCHAM released with following enhancements:
 - Improved search feature in process.
 - Improved notification when downloading updates completed.
 - Added release notes to iCHAM log in page and Settings window.
 - Added iCHAM version and content version information to Settings window.
 - Reset password feature added.
 - Content Updating Window added to alert user when iCHAM is searching for new content.
 - Search feature has been improved, but could still use additional refining. Meeting with Dakota on 11/28 to discuss ways to tag content to improve.
- DMS: Functioning well.

Statewide Services

Victorie Heart

Discussion

Activities

- 1/10/17-CHAP Orientation for Maniilaq provider
- for Pacific Telehealth Workshop
- 1/12/17- CHAP Overview for Alaska Family Practice Residents
- 1/13/17-CHAP Orientation for new APIA provider

Curriculum

Group

Discussion

Group continued worked on Unit 16 Musculoskeletal System.

Motion: Dan T. motioned to approve Unit 16 Musculoskeletal System. Stephannie C. 2nd. Passed.

Group continued worked on Unit 18a Endocrine.

Motion: Dan T. motioned to approve Unit 18a Endocrine. Stephannie C. 2nd. Passed.

Group continued worked on Unit 18b Diabetes.

Motion: Dan T. motioned to approve Unit 18b Diabetes. Stephannie C. 2nd. Passed.

Group reviewed Unit 21e Postpartum Care.

Motion: Dan T. motioned to approve Unit 21e Postpartum Care with revisions. Herman G. 2nd. Passed.

Group reviewed Unit 15 Breast.

Motion: Dan T. motioned to accept Unit 15 Breast with changes. Stephannie C. 2nd. Passed.

Call to Order	Alan Shear
Discussion	
Meeting was called to order.	
EMS Report	Jean Rounds-Riley
Discussion	
See attached report. Below are EMS Training Committee proposed meeting dates and locations:	
<ul style="list-style-type: none"> • May 2-4, 2017 Anchorage • Oct. 2-4, 2017 Anchorage 	
Election of Officers	Group
Discussion	
Faith W. declined the Vice Chair nomination made at the December meeting. Nominations for Executive Committee beginning after the May meeting:	
<i>Motion:</i> Chair: Al S. nominated Marlene K. for Chair, Katherine E. 2 nd . Passed.	
<i>Motion:</i> Vice Chair: Stephannie C. nominated Elsie D. for Vice Chair. Herman G. 2 nd . Passed.	
Secretary: Al S. nominated Herman G. Herman needs to check if he will attend the meetings in the future.	
ARC Bylaws	Group
Discussion	
<i>Motion:</i> Elsie D. motioned to accept ARC bylaws with changes dated 2-10-17. Dan T. 2 nd . Passed.	
Torie H. sent the ARC bylaws to AACHAPD Chair for approval in May.	
Other Topics	Group
Discussion	
CHAP Adjunct Instructor Field Trainer Orientation Manual-Crystal S. will send it out with a request for revisions.	
Re-entry Guidelines - Torie H. will work on revisions.	
Post-Session Learning Needs Session IV- Stephannie C. and Torie H. will work on revisions. This will be discussed at the teleconference in March.	
Preceptorship Critical Skills list- Torie H. needs to contact the person with the InDesign files.	
Pre-session – If you need it, contact ANTHC.	
Clinical Evaluation forms - Stephannie C. will make edits.	
PEF Documentation Guidelines – Send out 2 copies, one with track changes and one with track changes accepted. Torie H. will work on revisions and formatting.	
RAC library on website - Add it to next meeting agenda under “other topics.”	
Next Meeting	

Discussion
ARC teleconferences scheduled for first Wednesdays of each month. Next meeting is March 1, 2017, training center coordinators 9-10 am, and curriculum review 10 am – 12 pm.
ADJOURN

Attached to these minutes:

1. RAC report (from 12/7/16 Meeting)

From: Elaine L. Phillips
To: [Thomas, Dan \(NSHC\)](#); [Walsh, Faith](#); [Woolard, Leah S](#)
Subject: RAC correspondance to CD since last RAC meeting
Attachments: [Amendment RAC for Jan 2017.doc](#)
[RAC Bylaws draft 120616.rtf](#)
[RAC Bylaws draft 120616withchanges.rtf](#)

For RAC:

These are the documents sent and emails sent to Crystal Stordahl as RAC correspondence since the last meeting:

1.

To the Chap Directors

Crystal,

The YK site review is scheduled for May 22, 23, and 24, 2017.

RAC committee members scheduled to conduct the site visit are Carolyn Craig, Sue Stewart and Faith Walsh. Backup members are Elaine Phillips and Elsie Dexter.

This information is forwarded to you per the RAC annual calendar.

Elaine

2.

To Crystal Stordahl, CD Chair

The document changes presented here were approved by RAC at the December RAC meeting. This version is forwarded to you for further approval and to be forwarded for implementation.

Thank you,

3.

From: Elaine L. Phillips
Sent: Monday, December 12, 2016 9:24 AM
To: 'Crystal Stordahl'; 'Faith Walsh'
Cc: 'Heart, Victorie (Torie)'
Subject: FW: Draft Amendments to Chapter 5 CHAPCB

To Crystal Stordahl

The changes presented in this updated version reflect the changes approved by RAC at the December RAC meeting.

Please forward as needed for final approval and implementation.

Elaine Phillips FNP WHNP RAC Chair

CHAP Community Health Aide Program Training Supervisor
Bristol Bay Area Health Corporation
6000 Kanakanak Road
P.O. Box 130
Dillingham AK 99576
907 842 9453 Tel
907 842 9301 Fax
elphillips@bbahc.org

From: Heart, Victorie (Torie) [<mailto:vheart@anthc.org>]
Sent: Thursday, December 08, 2016 4:34 PM
To: Elaine L. Phillips; Thomas, Dan (NSHC)
Cc: Woolard, Leah S; Stordahl, Crystal
Subject: Draft Amendments to Chapter 5 CHAPCB

Hi,

Attached is a draft. I searched the standards for the term "self" and found TOC and 2 sections in Chapter 5 that would need to be changed. This has already been approved by RAC. Would need approval by CHAPCB before going to CHAPCB. They meet Jan 25-26.n
You may want to discuss CHA Training Center v CHA/P Training Center. Both the process and the document should be consistent. The standards are not consistent at this time.

Thanks, Torie

Victorie "Torie" Heart, MS, R
Director Community Health Aide Program/Rural Health
Alaska Native Tribal Health Consortium
4000 Ambassador Drive, 4th Floor
Anchorage, AK 99508
Ph: 907.729.3642|Fax: 907.729.3629
email: vheart@anthc.org|website: www.akchap.org

**Academic Review Committee
Meeting Minutes – May 11-12, 2017
Anchorage, AK**

CHAIRPERSON						Alan Shear (YKHC)					
CHAIR-ELECT						Stephannie Christian (TCC)					
SECRETARY-TREASURER						Marlene Katcheak (NSHC)					
RECORDER						Leah Woolard (ANTHC)					
Member/Organization						Member/Organization					
Carolyn Craig	Alaska Native Tribal Health Consortium	E	Herman Geffe	North Slope Borough	T 5/12						
Elaine Phillips	Bristol Bay Area Health Corporation	E	Stephannie Christian	Tanana Chiefs Conference	E						
Elsie Dexter	Maniilaq Association	P	Faith Walsh	Tanana Chiefs Conference	P						
Dan Thomas	Norton Sound Health Corporation	P	Alan Shear	Yukon Kuskokwim Health Corporation	P						
Marlene Katcheak	Norton Sound Health Corporation	E	Katherine Evon	Yukon Kuskokwim Health Corporation	E						
Honorary Members											
Victorie Heart	Alaska Native Tribal Health Consortium	P	Linda Curda	University of Alaska Fairbanks	P						
Rebecca Pazdernik	Alaska Native Tribal Health Consortium	P									
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Guest/Organization						Guest/Organization					
Leah Woolard	Alaska Native Tribal Health Consortium		Asela Calhoun	Yukon Kuskokwim Health Corporation							
Tasha Hotch	Alaska Native Tribal Health Consortium		Jessie Judy	Yukon Kuskokwim Health Corporation							

Thursday, May 11, 2017

Call to Order	Alan Shear
Discussion	
Meeting was called to order. Introductions were made around the table. Group reviewed agenda.	
Review/Approve Minutes	Group
Discussion	
Group reviewed February 9-10, 2017 ARC meeting minutes. <i>Motion:</i> Asela C. motioned to approve minutes as amended. Dan T. 2 nd . Passed.	
Membership	Group
Discussion	
Remove Alan Shear and Stephannie Christian from membership list after this meeting. Jessie Judy replaces Alan Shear. Herman Geffe declined the Secretary nomination made at the February meeting.	
Adjunct Instructor Orientation Manual	Group
Discussion	

Request field staff to review manual-Christina King & Marsha Smith, YKHC; Elaine Phillips, BBAHC; Angie Stephan, Stephannie Christian, Jo & Darlene Bifelt, TCC; Louisa Albright, NSHC; Carolyn Craig, ANTHC (ask her for names).

Curriculum

Group

Discussion

Group continued work on Introduction to Curriculum.

Group continued work on Respiratory System, Unit 10.

eCHAM

Rebecca Pazdernik

Discussion

eCHAM Product Updates

Regional Notes: Every region has a test account for the QA site, and one set up for the Production site. Currently testing eCHAM and iCHAM.

Revision: Currently in QA for review for Review Includes:

- Bleeding
- c-a-b medical assessment
- Choking Guideline
- CPR
- Emergency Childbirth-EFH
- Emergency Childbirth-PCV
- Emergency Preparedness
- Hypothermia
- Near Drowning
- Telehealth
- Tourniquet

Future Revision: Plans for 2017

- Conversion to metric
- Edits to be made: Women’s Health
- Immunizations as needed
- Working with ANMC Pediatrics for updates to Pediatrics sections

Friday, May 12, 2017

Call to Order

Alan Shear

Discussion

Meeting was called to order.

EMS Report

Jean Rounds-Riley

Discussion

See attached report. Below are EMS Training Committee proposed meeting dates and locations:

- Oct. 2-4, 2017 Anchorage
- Feb. 6-8, 2018 Juneau

CHAPCB

Victorie Heart

Discussion	
<ul style="list-style-type: none"> The next CHAPCB meeting is in Kodiak June 21-22, 2017. 	
Statewide Services	Victorie Heart
Discussion	
<p>Activities</p> <ul style="list-style-type: none"> 2/16-17/17-eCHAM Super User Training (7 students: YKHC-5; SCF-1; TCC-1) 3/10/17-CHAP Orientation for Dr. Naomi Gough, New Zealand 3/13/17-CHAP Overview for St. Scholastica nursing students 4/21/17- CHAP Overview and tour for Kodiak High School students 4/24-28/17- CHAP Forum, refer to Forum report 5/5/17-Attended TCC CHA/P graduation, Fairbanks 	
UAF	Linda Curda
Discussion	
<p>Refer to handouts.</p> <p>Straw poll vote on grading system: Pass/Fail (2), Grades (8)</p>	
RAC Report	Dan Thomas
Discussion	
<p>See attached RAC Report.</p>	
Other Topics	Group
Discussion	
<p>PSLN Session IV Fast Track Form- CHAP Directors would like it revised. Needs a new title. Al and Stephannie can revise it and send it back to CHAP Directors with an explanation.</p> <p>Re-entry Guidelines –Dan will make his adjustments and send to Torie. Torie will add Linda’s comments. Dan and Torie will work on the checklists. This will be brought back to the next ARC meeting.</p>	
Next Meeting	
Discussion	
<p>ARC teleconferences scheduled for first Wednesdays of each month. Next meeting was moved to June 21, 2017, training center coordinators 9-10 am, and curriculum review 10 am – 12 pm.</p>	
ADJOURN	

Attached to these minutes:

1. RAC report (from 2/8/17 Meeting)

RAC report to CHAP Directors 2/8/17

by Vice Chair Dan Thomas

Items that require action by CHAP Directors:

1. Delete the proposed amendment to CHAPCB Standard 5.10.065. (see 3.b. below)
2. Write a letter to the training centers stating that changes in the time allotments of skills and clinics must be presented to RAC for review and approval before implementation. (see 4.a. below)
3. Review the RAC decision regarding approval of the ANTHC blended Session IV skills schedule. (see 4.b. below)

Meeting: Wednesday, February 8, 2017: **10am-12pm**

Note: There was no quorum, so no formal actions were taken.

1. Review of 12/16 Minutes: One section (New Business, i.) was unclear regarding the use of a Well Child Visit as the Approach to Child clinical encounter in Sessions I and II. Dan will revise it for clarification. Leah will put it in the minutes and send them out to RAC members for an email vote for approval.

2. Review membership list / terms of appointment

- a. Elaine and Sue have been reappointed by CHAP Directors. Their new terms will end 12/19.

3. New Business:

- a. The TCC and ANTHC training center members are not present, and we didn't have their Annual Self Evaluation paperwork packets, so no review of the packets took place. The packets will go to their intended recipient (another training center coordinator) for review. These will be reported upon at the May meeting.
- b. The changes needed to the CHAPCB Standards with regards to the new title of the CHA Training Center Annual Self-Evaluation Checklist were clarified. Section 5.30.010 needs an amendment; Section 5.10.065 does not refer to the checklist and should not be amended. Crystal will fix the proposal and send it on to CHAPCB.
- c. The members of the 2017 YKHC Site Review team were not present to plan the review. Dan will send them a reminder of what they need to do at this point.

4. Old Business:

- a. Crystal reports that the letter RAC requested by written by CHAP Directors to the training centers has not yet been written. The letter was to state that changes in the time allotments of skills and clinics must be presented to RAC for review and approval before implementation. Crystal agrees to get this done.
- b. Letter from ANTHC about skills class time allotments in the blended Session IV: Deanie's letter and descriptive documents were distributed by email, and she explained the new approach. Dan presented his paper describing the issue. Deanie will revise Dan's paper, and then all the documents will be sent to all RAC members for their consideration and vote regarding approval of this new approach. The decision will be sent on to CHAP Directors.

**Academic Review Committee
Meeting Minutes – September 28-29, 2017
Anchorage, AK**

CHAIRPERSON						Marlene Katcheak (NSHC)					
CHAIR-ELECT						Elsie Dexter (Maniilaq)					
SECRETARY-TREASURER						Vacant					
RECORDER						Leah Woolard (ANTHC)					
Member/Organization						Member/Organization					
Carolyn Craig	Alaska Native Tribal Health Consortium	E	Marlene Katcheak	Norton Sound Health Corporation	P						
Elaine Phillips	Bristol Bay Area Health Corporation	P	Faith Walsh	Tanana Chiefs Conference	P						
Megan Moser	Chugachmiut	P	Jessie Judy	Yukon Kuskokwim Health Corporation	P						
Elsie Dexter	Maniilaq Association	P	Katherine Evon	Yukon Kuskokwim Health Corporation	P						
Dan Thomas	Norton Sound Health Corporation	P									
Honorary Members											
Victorie Heart	Alaska Native Tribal Health Consortium	P	Linda Curda	University of Alaska Fairbanks	P						
Rebecca Pazdernik	Alaska Native Tribal Health Consortium	P									
A = Absent E = Excused P = Present T = Teleconference											
Guest/Organization						Guest/Organization					
Leah Woolard	Alaska Native Tribal Health Consortium		Dillon Bennet	Bristol Bay Area Health Corporation							
Heather Pollard	Alaska Native Tribal Health Consortium		Asela Calhoun	Yukon Kuskokwim Health Corporation							
Deanie Golnick	Alaska Native Tribal Health Consortium										

Thursday, September 28, 2017

Call to Order	Marlene Katchiak
Discussion	
Meeting was called to order. Introductions were made around the table. Group reviewed agenda. <i>Motion:</i> Elsie D. motioned to approve the agenda as amended. Dan T. 2 nd . Passed.	
Review/Approve Minutes	Group
Discussion	
Group reviewed May 11-12, 2017 ARC meeting minutes. <i>Motion:</i> Elsie D. motioned to approve minutes. Dan T. 2 nd . Passed.	
Membership	Group
Discussion	
Secretary position is vacant.	

Remove Herman Geffe from membership list. Add Megan Moser of Chugachmiut to the list.	
ANTHC Blended Session I/II	Deanie Golnick
Discussion	
See attached letter. Blended Session I/II is a pilot and expect changes on the way.	
Curriculum	Group
Discussion	
<p>Curriculum-5 pieces that they are working on:</p> <ul style="list-style-type: none"> • Rewriting Introduction to Curriculum • Unit 4b Patient Encounter • Unit 10 Respiratory-minor formatting changes • Time chart-assignment • Where are we/what is our goal-published last in 6/10 <p>Group continued work on Unit 4b Patient Encounter.</p> <p>Group broke out into smaller workgroups to work on Units 4a-4g. Linda will gather the units that groups worked on. Continue work on Units 4a-4g at the ARC teleconference, to be done by next ARC meeting in December.</p> <p>Unit 27a Health Promotion and Surveillance - field group to work on before the next meeting.</p> <p>Unit 20e Mental Illness- Dan and Linda to work on before the next meeting.</p>	
eCHAM	Rebecca Pazdernik
Discussion	
<p>eCHAM Product Updates</p> <ul style="list-style-type: none"> • New Features: <ul style="list-style-type: none"> ○ Regional Notes: Approved by eCHAM team. iCHAM currently in Apple App Store Approval Process. eCHAM team in process of developing necessary documents and trainings to roll out Regional Notes Feature. Feature will be released when iCHAM is approved and training of administrators has taken place. ○ Symptoms Index: Index is currently undergoing review by content experts for completeness. Will be given to Dakota for development upon completion of review. ○ Suggestions/Submissions received from "Contact Us" website feature are now available for review at www.akchap.org and will be updated on a regular basis for end user access. • User Management System, Website, DMS: Functioning well. • PDF: Updated to include June 2017 revision release. Downloadable PDF and Printable Pt Ed PDF's available for download at: https://access.echam.org/exist/rest/db/anthc/downloads/CHAM-Patient_Education.zip • iPad app: Functioning well; new iCHAM to be released in the near future will include Regional Notes feature. 	

Friday, September 29, 2017

Call to Order	Marlene Katchiak
Discussion	
Meeting was called to order.	

EMS Report	Jean Rounds-Riley
Discussion	
See attached report. Below are EMS Training Committee proposed meeting dates and locations:	
<ul style="list-style-type: none"> • Oct. 2-4, 2017 Anchorage • Feb. 6-8, 2018 Juneau • May 8-10, 2018 Anchorage 	
CHAPCB	Victorie Heart
Discussion	
<ul style="list-style-type: none"> • The next CHAPCB meeting is October 25-25, 2017. 	
Statewide Services	Victorie Heart
Discussion	
<p>Activities</p> <ul style="list-style-type: none"> • 5/19/17- CHAP Orientation for Chugachmiut MLP • 5/25/17- Attended Mental Health First Aid Course • 6/20-22- CHAPCB Meeting, Kodiak • 7/17/17- CHAP Orientation/Update for new CRNA CHAP Director • 7/31/17- CHAP/Palliative Care meetings regarding curriculum • 8/3/17- CHAP Overview (TC) for Great Plains IHS • 8/8-9/17- Attended World Indigenous Peoples' Conference on Viral Hepatitis • 8/30/17- CHAP Orientation/Update for new CRNA CHAP Director 	
UAF	Linda Curda
Discussion	
<p>Refer to handouts: Registration Form and Certificate of Completions for Course Credits with Invoice; Procedures for Course Credit, Grades and Payment for CHP 131-135; Student letter regarding UAF credits information given out at Training Centers each Session; CHA Basic Training Course Grading.</p> <p>CHAP Directors Pass/Fail workgroup - Jessie, Megan, Heather, and Faith are interested in joining.</p>	
ARC Report	Marlene Katchiak
Discussion	
<p>Marlene wrote a letter for CHAPCB for CE approval of ARC Program Activities 1 through 7 for another 3 years retroactively beginning July 1, 2017.</p> <p><i>Motion:</i> Dan motioned to accept the letter to CHAPCB for CE approval. Elaine 2nd. Passed.</p>	
RAC Report	Elaine Phillips
Discussion	
See attached RAC Report.	

Elaine will send an email to Crystal to pass to instructors, TC Coordinators and TC Medical Directors, for input on utilizing CHPs as instructors for prenatal and well-child visits in session training, with surrogate or real patients.

Other Topics

Group

Discussion

Preceptorship Critical Skills List –Torie will revise and bring back form to the Dec. meeting. Elaine and Faith will proof it.

Motion: Elsie D. motioned to approve Preceptorship Critical Skills List as amended. Dan T. 2nd. Passed.

Marlene to include Preceptorship Critical Skills List on ARC Report to AACHAPD.

PEF Documentation Guidelines – ARC members to review and discuss at Dec. meeting.

Re-entry Guidelines- Add “Create a re-entry skills checklist” on Dec. meeting agenda.

Next Meeting

Discussion

ARC teleconferences scheduled for first Wednesdays of each month. Next meeting was moved to November 15, 2017, training center coordinators 9-10 am, and curriculum review 10 am – 12 pm.

ADJOURN

Attached to these minutes:

1. ANTHC Blended SI/II Letter
2. EMS Report
3. RAC report (from 5/10/17 Meeting)



May 8, 2017

Elaine Phillips, FNP, Chair
Review and Approval Committee
Bristol Bay Area Health Corporation
PO Box 130
Dillingham, AK. 99576

Re: Overview of ANTHC Blended SI/II Training

Dear Ms. Phillips,

There continues to be a high demand for basic training sessions and insufficient training slots available across the state. To meet this statewide need, the ANTHC Training Center was asked to continue to develop blended training sessions.

The current pilot is composed of a combination of SI and SII. This allows for smooth development of skills through both sessions with consistent repetition where necessary. The course is built around 6 blocks alternating distance work with face to face work. Knowledge and skills are built on each other to develop proficiency as required in the curriculum. All material taught in both SI and SII is repeated in at least two blocks. A brief summary of each block follows. Detailed plan documents are available from the training center.

Prerequisites are the same as any SI trainee. In addition, the trainee must be comfortable using a computer and be able to work independently. The trainee's clinic must be able to provide work space and time for completion of distance activities.

Block 1 - Distance - 2 weeks

- Introduction to program
- Health and disease, immune system, concepts of disease
- Anatomy and function, medical terminology
- Use of the CHAM
- Ear anatomy, few problems, intro to exam
- Respiratory anatomy, few problems, intro to exam
- Clean and sterile technique
- Response to contamination
- Approach to the child, intro to sick child
- Medicine skills

Block 2 - Face to face in Anchorage - 2 weeks

- Use of the CHAM skills
- Unit 4b skills
- Unit 5 skills from SI
- Emergency skills - basic 6a #1, 2
- Ear exams, assessment and plans



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

Respiratory exams assessment and plans
Sick child exam and assessments
Medicine skills
Mental Health introductory skills

Clinics - 8 hours acute care, 4 hours sick child, blood drawing clinic, ward rounds

Block 3 - Distance classes - 4 weeks

Students need to see 10 patients, work 30 hours in clinic and complete distance material

It is preferable if students see patients with ear and respiratory problems.

4b skills particularly screening PE skills and clinic

Eye anatomy problems and intro to exam

Ear problems further developed

Respiratory - further assessment practice, begin SII work

Emergency skills: poisoning, facial trauma, ALOC, chest pain, cold injuries

Circulatory - introductory material

Digestive - anatomy, history, use of CHAM, intro to exam, some assessments

Musculoskeletal - anatomy, history use of CHAM, intro to exam, some assessments

Skin - SI objectives

Sick child - all session II objectives

Block 4 - Face to face in Anchorage - 2 weeks

Use of the CHAM SII skills

4b skills particularly screening PE skills and clinic

Wound care

Eye exam practice, eye skills

Ear exam practice, further assessment skills

Respiratory exam practice, further assessment skills

Medicine skills – from SII

Emergency skills - rest of 6a SI skills

Circulatory - exam, few assessments

Digestive - exam, assessments and plans

Musculoskeletal - practice exam, more assessments

Mental health - some SI objectives, some SII objectives

Sick child - exam and assessments

University credit

Clinics - 8 hours acute care, 4 hours sick child, ward rounds, blood draw clinic

Block 5 - Distance classes - 4 weeks

Students need to see 10 patients, work 30 hours in clinic and complete distance material

Eye SII objectives

Ear practice

Respiratory review of all SII objectives except #1

Circulatory - finish SII objectives

Digestive - finish SII objectives

Urinary, male repro female repro - all class objectives

HIV



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

STI - class objectives
Musculoskeletal - problem
Nervous - class objectives, exam intro
Endocrine - class objectives
Skin - all SII objectives
Substance abuse
Prenatal care - class objectives, intro to exam
Patient education

Block 6. Face to face classes in Anchorage - 2 weeks

Unit 4b - screening PE class and clinic
IV and blood drawing skills and clinic
Plaster splints and crutches
Wound care
Lab skills SII
Injections
Emergency skills - all SII objectives
Dental units
Respiratory review of exam and reinforce skills
Circulatory - exam and reinforce skills
Digestive - exam and reinforce skills
Exam skills for urinary, male and female repro and STI
Musculoskeletal - practice exam
Nervous exam and problems
Endocrine - thyroid exam
Prenatal - practice exam

8 hours acute care clinic, ward rounds

All distance classes have quizzes and in class evaluations. Post session learning needs will be communicated at the end of each face to face block. Supervisors will be kept informed on student progress during distance portions of training.

This summary is being sent to ARC as a preview and for preapproval for a different approach to basic session I and Session II training.

Sincerely,

A handwritten signature in cursive script that reads "Christine Golnick, M.D.".

Christine Golnick, M.D.
Medical Director

**Report to CHAP Directors & ARC
EMS Training Committee Meeting 5/2/17-5/4/17
Submitted by Jean Rounds-Riley, PA-C 5/8/17**

State EMS Office:

- Their current focus is getting the Medical Direction Committee up and running.
 - The Medical Direction Committee is starting to work on defining EMT scope of practice.
 - If your EMS Physician Medical Director is not involved with this, and would like to be, have them contact Dr. Ken Zafren (chair).
 - For EMT-1 anticipate scope would be consistent with National Standard EMTs, with perhaps some additional skills (such as supra-glottic airways).
 - Once scope of practice is revised and delineated, this will drive regulations proposals, training and testing
 -
- State Guidelines:
 - Trauma Guidelines have been revised and will be released soon.
 - Head Injuries Guidelines are being reviewed by the State Trauma Systems Review Committee
 - The Transport and Triage Guidelines are in process

Regulations changes:

- No update from the State office.
- .

EMS Training and CME:

- Methods of Instruction (MOI) / EMS Instructor courses: Several this year, see State website training for list.
- One region using an online system “Class Marker” for quizzes, inexpensive and working well
- NSB looking into collaborating with the University of Alaska on a paramedic program in Barrow
- UAA will continue to offer EMT-1, 2, 3 classes (i.e. not AEMT)
 - Considering developing an AAS “Frontier EMS degree”. And perhaps a BS in EMS/Fire management in the next few years (budget dependent)
- Training Committee developed a course evaluation tool to be completed by EMT students at the end of class. We suggest this be used again 6-12 mo. after a class to evaluate training needs/results. (survey is available through your regional EMS office)

Symposium:

SREMS	Nov	8-11, 2017	Anchorage
IREMS	March	21-24, 2018	Fairbanks
SEREMS	April	18-21, 2018	Haines

EMS Training Committee meetings proposed dates and locations:

October	2-4	2017	Anchorage
Feb	6-8	2018	Juneau
May	8-10	2018	Anchorage

RAC report to CHAP Directors 5/10/17

by Vice Chair Dan Thomas

Items that require action by CHAP Directors:

1. Write a CHAP document describing the process by which training centers will comply with CHAPCB Standard 5.30.010 regarding notification of CHAPCB of changes in the items listed, including methods of Curriculum delivery. Generally such communications go from the training center to RAC to CHAP Directors to CHAPCB.
2. Pass on to CHAPCB the information regarding the major changes made by the ANTHC training center with regards to its blended Session IV skills schedule and the decision by RAC to approve it. RAC and ANTHC will write a summary of this to present to the CHAP Directors Chair.

Meeting: Wednesday, May 10, 2017: **10am-12pm**

1. **Review of 2/17 Minutes:** Approved after clarification of who was present.
2. **Review membership update.**
 - a. No change.
3. **New Business:**
 - a. The slightly revised and retitled “CHA Training Center Annual RAC Requirements Review” (replacing the old “Self Evaluation” document) was approved (no substantive changes in content or intent).
 - b. The annual paperwork reviews of ANTHC, TCC, and NSHC were presented as approved. Faith will work with Elaine to get the appropriate letters distributed.
 - c. The members of the 2017 YKHC Site Review team (Carolyn, Sue, and Faith, with Elsie and Elaine as back-up) have received the Site Review Notebook and are reviewing it. The site review is in two weeks.
4. **Old Business:**
 - a. The February RAC minutes were passed by email vote in March (no quorum at the February meeting).
 - b. The new approach to skills instruction in the ANTHC blended Session IV was approved by RAC by email in March (no quorum

at the February meeting). Dan, Carolyn, and Deanie will produce a short description of what those changes are, an explanation of how they meet the Curriculum objectives, and the RAC decision to approve these changes, to be passed on to CDs who will forward it to CHAPCB. See Action Item #2 above.

- c. RAC had requested a letter from CDs to the training centers regarding presenting changes in Curriculum delivery to RAC before implementation. Rather than a letter, CHAP Leadership has decided to write a process description that will become an official CHAP document. See Action Item 1 above. Crystal Stordahl as CD Chair agrees to get this done.

**Academic Review Committee
Meeting Minutes – December 7-8, 2017
Anchorage, AK**

CHAIRPERSON						Marlene Katcheak (NSHC)					
CHAIR-ELECT						Elsie Dexter (Maniilaq)					
SECRETARY-TREASURER						Vacant					
RECORDER						Leah Woolard (ANTHC)					
Member/Organization						Member/Organization					
Heather Pollard	Alaska Native Tribal Health Consortium	P	Marlene Katcheak	Norton Sound Health Corporation	E						
Elaine Phillips	Bristol Bay Area Health Corporation	P	Faith Walsh	Tanana Chiefs Conference	P						
Megan Moser	Chugachmiut	P	Jessie Judy	Yukon Kuskokwim Health Corporation	P						
Elsie Dexter	Maniilaq Association	P	Katherine Evon	Yukon Kuskokwim Health Corporation	P						
Dan Thomas	Norton Sound Health Corporation	P									
Honorary Members											
Victorie Heart	Alaska Native Tribal Health Consortium	P	Linda Curda	University of Alaska Fairbanks	P						
Rebecca Pazdernik	Alaska Native Tribal Health Consortium	P									
A = Absent E = Excused P = Present T = Teleconference											
Guest/Organization			Guest/Organization								
Leah Woolard	Alaska Native Tribal Health Consortium	Grace Kirk	Maniilaq Association								
Heather Pollard	Alaska Native Tribal Health Consortium	Asela Calhoun	Yukon Kuskokwim Health Corporation								

Thursday, December 7, 2017

Call to Order	Elsie Dexter
Discussion	
Meeting was called to order. Introductions were made around the table. Group reviewed agenda.	
<i>Motion:</i> Dan T. motioned to approve the agenda as amended. Megan M. 2 nd . Passed.	
Review/Approve Minutes	Group
Discussion	
Group reviewed September 28-29, 2017 ARC meeting minutes.	
<i>Motion:</i> Dan T. motioned to approve minutes. Megan M. 2 nd . Passed.	
Membership	Group
Discussion	
Secretary position is vacant.	
Heather Pollard replaces Carolyn Craig as ANTHC Training Center member.	
Curriculum	Group

Discussion

Group continued work on Units 4a-4g.

Friday, December 7, 2017

Call to Order

Marlene Katchiak

Discussion

Meeting was called to order.

Other Topics

Group

Discussion

CE Guidelines - *Motion*: Megan M. motioned to approve CE Guidelines as amended. Jessie J. 2nd. Passed.

Torie emailing Crystal for review and final proofreading. For approval at February AACHAPD meeting. Follow-up for CE Guidelines: consider adding ARC as a sponsor of CE. Consider when the reentry materials are complete, consider putting those as part of CHAP program activity as purpose of CE. If they are approved, go back to this document and put them in the right place.

Adjunct Instructor Manual – Torie will give it to TC coordinators. Carolyn C. has a hard copy of all her notes.

Pre-session is with Tori Schmidt for a distance course. Version on website is June 2017. Instructor handout book on secure document website.

Preceptorship Critical Skills List-Torie will send it to Dan. June 2017 version is on the website.

Re-entry Guidelines- Torie will give it to Dan to work on.

CHPs as TC Instructors-Elaine took notes on this discussion. Elaine, Megan, and Katherine to review notes and make a summary to bring back to the next meeting.

PEF Documentation Guidelines - *Motion*: Megan motioned to approve PEF Documentation Guidelines as amended, Dan 2nd. Passed. For approval at February AACHAPD meeting.

Workgroup for letter grades-CHAP Directors & TC coordinators (Heather, Jessie, Faith, Dan) to be involved.

Post Session field training follow up- Linda check with Crystal on status.

Next Meeting**Discussion**

ARC teleconferences scheduled for first Wednesdays of each month. Next meeting was moved to January 17, 2018, training center coordinators 9-10 am, and curriculum review 10 am – 12 pm.

ADJOURN