

**Academic Review Committee
Meeting Minutes – February 8-9, 2018
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	E	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											
Carolyn Craig	Alaska Native Tribal Health Consortium	A	Linda Curda	University of Alaska Fairbanks	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							

Thursday, February 8, 2018

Call to Order	Elsie Dexter
Discussion	
Meeting was called to order. Introductions were made around the table. Group reviewed agenda.	
Review/Approve Minutes	Group
Discussion	
No quorum on February 9 to approve minutes. Review December 7-8, 2017 minutes at the next meeting.	
Membership	Group
Discussion	
Carolyn Craig replaces Victorie Heart as honorary member. Remove Rebecca Pazdernik.	
Curriculum	Group
Discussion	
Group continued work on Units 4a-4h.	

Friday, February 9, 2018

Call to Order	Elsie Dexter
Discussion	

Meeting was called to order.	
Other Topics	Group
Discussion	
<p>CHPs as Training Center Instructors - The 12/8/17 ARC Discussion Summary was sent to CHAP Directors on 2/7/18.</p> <p>Re-entry Guidelines- Add it to the May meeting agenda. Suggestion to have a separate skills list for each session. There could be a packet submitted to the student's CHAP Director, similar to the credentialing packet.</p> <p>Orientation Manual for Training Center and Field Instructors- Request clarification from CHAP Directors on what direction to take.</p> <p>Medical Traffic Checklist – Move it to the May meeting agenda.</p>	
Next Meeting	
Discussion	
ARC teleconferences scheduled for first Wednesdays of each month. Next meeting was moved to February 28, 2018, training center coordinators 9-10 am, and curriculum review 10 am – 12 pm.	
ADJOURN	

Attached to these minutes:

1. 12/8/17 ARC Discussion Summary

12/8/17

ARC Discussion Summary

The question:

CHPs as training center instructors: What qualifications would be required and what scope of teaching is appropriate?

ARC members present (with input from other training center staff) generally agreed on the following:

1. An experienced and knowledgeable CHP has the potential to be a good instructor.
2. Like any training instructor, in addition to knowledge and education, they would need to have appropriate motivation and teaching skills.
3. Like any training center instructor, they would need the following:
 - a. Thorough orientation to Basic Training.
 - b. Training on how to teach the subject in question.
 - c. Regular review of their teaching by peer instructors and students.
4. Training by a CHP should be limited. There is some disagreement on what parts of Basic Training would be appropriate.
 - a. Points we seemed to agree on included:
 - 1) The appropriately skilled and prepared CHP could teach most hands-on skills.
 - 2) All instructors should be held to same training criteria, including midlevel providers and physicians.
 - b. Subjects that need more discussion include:
 - 1) Which hands-on skills could be taught by a CHP?
 - a) How would this be supervised?
 - 2) Which classes could be taught by a CHP?
 - b) The opinion was voiced that a CHP could teach some classes that do not require in-depth knowledge of anatomy and physiology.
 - 3) What clinical training could be done by a CHP?
 - a) There was general agreement that a CHP could not and should not be the clinical instructor for real patients (as opposed to surrogate "pretend" patients).
 - b) There were some concerns voiced about whether a CHP has enough knowledge to be the clinical instructor for a surrogate prenatal encounter.
 - c) Define "formal training" for instructors as discussed by CHAPCB Standard 5.10.025(a)(2).
 - d) The wording of CHAPCB Standard 5.10.025(a)(3) needs clarification on what clinical activities can be taught by instructors other than physicians and midlevel's, with emphasis on whether experienced CHP can teach a full HEAP. It would also be helpful to clearly define "general review" by midlevel or physician.
 - e) We need input from the THO Medical Directors on what CHPs should be able to do as clinical trainers.

**Academic Review Committee
Meeting Minutes – May 10-11, 2018
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	E	Marlene Katcheak	Norton Sound Health Corporation	A						
Megan Moser	Chugachmiut	P	Faith Walsh	Tanana Chiefs Conference	P						
Elsie Dexter	Maniilaq Association	P	Jessie Judy	Yukon Kuskokwim Health Corporation	P						
Henrietta Rivers	North Slope Borough	P	Katherine Evon	Yukon Kuskokwim Health Corporation	P						
Dan Thomas	Norton Sound Health Corporation	P									
Honorary Members											
Carolyn Craig	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					
Leah Woolard	Alaska Native Tribal Health Consortium		Asele Calhoun	Yukon Kuskokwim Health Corporation							
Minji Kim	North Slope Borough										

Thursday, May 10, 2018

Call to Order	Elsie Dexter
Discussion	
Meeting was called to order. Introductions were made around the table. Group reviewed agenda.	
Review/Approve Minutes	Group
Discussion	
Group reviewed December 7-8, 2017 ARC meeting minutes.	
<i>Motion:</i> Dan T. motioned to approve minutes. Jessie J. 2 nd . Passed.	
Group reviewed February 8-9, 2018 ARC meeting minutes.	
<i>Motion:</i> Dan T. motioned to approve minutes. Faith W. 2 nd . Passed.	
Membership	Group
Discussion	
Remove Elaine Phillips from membership list.	
Curriculum	Group
Discussion	
Group continued work on Units 4a through 4h Patient Encounter.	
<i>Motion:</i> Dan T. motioned to approve Units 4a through 4h with revisions. Jessie J. 2 nd . Passed.	

Group continued work on Units 1a-1b Introduction to the Community Health Aide Program.

Motion: Faith W. motioned to approve Units 1a-1b with revisions. Jessie J. 2nd. Passed.

Group continued work on Unit 5b1 IV Therapy.

Motion: Dan T. motioned to approve Unit 5b1 with revisions. Jessie J. 2nd. Passed.

Group continued work on Unit 5d1 Injections.

Motion: Dan T. motioned to approve Unit 5d1 with revisions. Jessie J. 2nd. Passed.

Friday, May 11, 2018

Call to Order	Elsie Dexter
Discussion	
Meeting was called to order.	
Other Topics	Group
Discussion	
Overview of Credentialing/Rec credentialing Guidelines and Preceptorship Critical Skills List-There are inconsistencies in the paperwork requirements. The intent was for the Training Center to receive a PEF, Clinical Evaluation Form, and PEF Review Form for a minimum of 15 encounters.	
<i>Motion:</i> Carolyn C. motioned to revise "Overview of Credentialing/Rec credentialing Guidelines and Preceptorship Critical Skills List". Dan T. 2 nd . Passed.	
CHPs as Training Center Instructors - The 12/8/17 ARC Discussion Summary was sent to CHAP Directors on 2/7/18. ARC made revisions and it will be presented to Training Center Medical Directors, CHAP Medicals Directors, and CHAP Directors.	
Re-entry Guidelines- Parking lot.	
Medical Traffic Checklist – Parking lot.	
Revised Post-Session Field Training Follow-Up Plan – Approved by AACHAPD at the February 2018 meeting.	
Orientation Manual for Training Center and Field Instructors- Crystal clarified it's for field instructors for Basic Training, functioning as extensions of training centers.	
Gloves for immunizations-Dan will submit a request to revise the CHAM.	
Next Meeting	
Discussion	
ARC teleconferences scheduled for first Wednesdays of each month. Next meeting was moved to June 13, 2018, training center coordinators 9-10 am, and curriculum review 10 am – 12 pm.	
ADJOURN	