

COMMUNITY HEALTH AIDE PROGRAM
 Academic Review Committee Report to the CHAP Directors (CDs) –
 Presented to CD Chair by Dan Thomas, ARC Chair, 9/27/14
 for ARC meeting September 24-25, 2014

Topic	Discussion	Action by ARC	Requested Action by CDs
Attendance	See ARC minutes.		Information only.
Minutes	With new supportive staff and ARC membership, we encountered difficulties with recording accurate minutes for the May meeting, particularly with reports from other entities. We have requested that reports to ARC be submitted in writing. The ARC Chair summarizes most of the important ARC discussions and decisions in this ARC Report to CDs. It is not reasonable to expect someone new to the topics/issues of ARC and CHAP to take detailed notes of our discussions.	As ARC Chair, I believe it is best for the minutes of our discussions be limited to the votes and decisions. There can be reference to this attached ARC report to CDs. Reports from other entities can be referred to as attached documents. The recorder of the minutes should wait for this report to ensure that the minutes and this report are in agreement. I try to get this report done within two weeks of the meeting. If there are points that we want noted in the minutes, we need to state that at the time and assist the recorder with the language. The minutes ideally should be completed within two weeks of the meeting and sent promptly to the Chair and Secretary for proofing while we can still remember what happened.	Information only.
2014 meeting dates and times	No change in the December dates. How RAC and ARC split the time on Wednesday 12/10 will depend on the RAC agenda..	Tentative RAC and ARC meetings for December 2014: CDs RAC ARC 12/8-9 12/10 10-12pm? 12/10 1?-5pm, 12/11-12 CHAP leadership 8-10am before RAC	Information only.
Agenda	Curriculum work is mentally taxing. The request was made that we try to do the Curriculum work in the AMs when our minds are fresh and leave the other topics for the	I will try to schedule the Curriculum work at the beginning of the ARC meeting of each day.	Information only.

	afternoons.		
Report from CD CHAP Leadership	<p>1. The CD CHAP Leadership committee (meeting on 9/24) decided that a CD vote of approval was not necessary for the completed revised Curriculum units and endorsed their implementation. They directed that the new learning objectives and units be made available for review. Torie advised that a directive letter signed by the ARC and CD Chairs be sent to the training centers (TC) to implement the units. It was agreed that the TCs would be allowed two Sessions of teaching a particular unit to fully implement it.</p> <p>2. A summary of the significant changes to the Curriculum should be presented to CHAPCB. A change in the Curriculum as it is reflected in the CHAPCB Standards may require their approval (e.g. adding an Ear class to Session II).</p> <p>3. CDs approved the ARC proposal to change the Curriculum Unit 5d-1 Injections so that the dorsal gluteal (buttock) IM injection will no longer be taught, to be replaced by the ventral gluteal site. ARC members noted that the CHAM diagram and terminology for the ventral gluteal site need improvement.</p>	<p>1. ARC Chair Dan will write the directive letter for implementation of the new units.</p> <p>2. ARC Chair Dan will write a summary of Curriculum changes and present it to CHAPCB.</p> <p>3. Dan will draft a revised Unit 5d-1 Injections and distribute to ARC members/CDs for review. Rebecca Pazdernik will add this topic to the CHAM revision list. Implementation of this change in practice in the field is not an ARC responsibility.</p>	Information only.
CHAM/Curriculum alignment for body system units	<p>1. We have reached the point where we are wrapping up several units and are ready to implement them at the training centers. We made a significant addition to the exam learning objective.</p> <p>With one of the hours gained in Session II by cutting two hours from the eight hours of Dental, we decided to add 30 minutes to the Nervous lecture and 30 minutes to the Nervous</p>	<p>1. Linda will make the revisions we approved for the units. Dan will proof them and send them out to the training centers to implement.</p> <p>2. Linda and Dan will teleconference with Jean regarding Units 6a/6c and bring her recommendations to the next ARC meeting.</p> <p>We will continue the monthly teleconferences to work on this project between ARC</p>	Information only.

	<p>skills. The other cut Dental hour will be a new lecture of Eye standing order assessments.</p> <p>We finalized and approved the content of several units: Eye, Nervous, Respiratory, Ear, Substance Abuse (Units 20f-1 and 20f-2), Digestive, and Eye Skills (Unit 5b4).</p> <p>2. We received feedback from NSHC trainers on the proposed Unit 6a/6c (Emergency Care) units. We need input from Jean Rounds-Riley, long time ANTHC trainer for these units and CHAP/EMS liaison.</p>	meetings.	
Status of other ARC projects	1. “Basic Training Center Guidelines for Student Records”	This document as revised again by ARC has been returned to CDs. It was not addressed at the meeting this week. Crystal will arrange for an electronic vote.	Please review and approve.
	2. Credentialing/Rec credentialing packets	This draft document has been available on the website for several months and is getting field tested. Torie will gather more input from the folks that have been involved in this project.	Information only.
	3. “Process for CE Review for Approval”	ARC did not discuss this at this meeting. Dawyn Sawyer, TC representative on CHAPCB, reports that CHAPCB reviewed this document and had no problem with it but took no action with regards to the document.	Information only.
	4. “Approved CE Hours for CHA/P Program Activities”	ARC did not discuss this at this meeting. Torie Heart reports that CHAPCB decided to list the content of this document with other approved CHAPCB CE. The document will be removed from the website.	Information only.
	5. TABE doc	CDs reviewed the ARC “Facts on TABE Testing” document and found that it needed very little revision. ARC is now tasked to update the 5/05 document “Overview of Math Skills Assessment and Remediation”	Information only.

		document, with reference to the TABE document. The question of what TABE scores are recommended for new hire CHAs will wait for formal evaluation of the eCHAM reading level by Statewide Services.	
Proposed topics for next ARC agenda	<ol style="list-style-type: none"> 1. Ongoing Curriculum revision. 2. Finish up Units 6a/6c. 3. Approve a revised Unit 5d-1 Injections. 4. Update “Overview of Math Skills and Remediation” document. 5. Review the proposed telemedicine unit. 		

Attachments: none
10/27/14 dt