

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – February 6-7, 2018  
Anchorage, AK**

<b>CHAIRPERSON</b>	Crystal Stordahl (TCC)
<b>CHAIR-ELECT</b>	Rebecca Coupchiak (BBAHC)
<b>SECRETARY-TREASURER</b>	Carole Knuth (SEARHC)
<b>PAST CHAIR/ADVISOR</b>	Sue Steward (Chugachmiut)
<b>RECORDER</b>	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Johnathan Lomack	Akiachak Native Community	A	Mariah Craig	Mt. Sanford Tribal Consortium	A
Theresa Unger	Aleutian Pribilof Islands Assn.	P	Grace Friendly	Native Village of Kwinhagak	A
Rebecca Coupchiak	Bristol Bay Area Health Corporation	P	Cassandra Kroto	Native Village of Tyonek	A
Lisa Wade	Chickaloon Village Trad. Council	A	Janet Mullen	Ninilchik Traditional Council	A
Vacant	Chitina Trad. Village Council	A	Glenn Sheehan	North Slope Borough	P
Sue Steward	Chugachmiut	P	Darlene Trigg	Norton Sound Health Corporation	P
Crystal Killian	Copper River Native Association	A	Dr. David James	Southcentral Foundation	P
Paula Ciniero	Council of Athabaskan Tribal Gov.	P	Carole Knuth	SouthEast Alaska Regional Health Consortium	P
Joseph McMillan	Eastern Aleutian Tribes	P	Crystal Stordahl	Tanana Chiefs Conference	P
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl for Shannon Erhart	Tanana Tribal Council	P
Siene Allen	Kodiak Area Native Association	P	Eva Sensmeier	Yakutat Tlingit Tribe	A
Charlotte Nelson	Maniilaq Association	P	Asela Calhoun	Yukon Kuskokwim Health Corporation	P
Vacant	Metlakatla FMC/AISU	A			

P=Present A=Absent E=Excused T=Teleconference

Guest/Organization		Guest/Organization	
Carolyn Craig, Shae Aliu, Leah Woolard	ANTHC CHAP	Elsie Dexter, Heather Pollard, Megan Moser, Jessie Judy	ARC/RAC Members
Sarah Freeman, Garret Spargo	ANTHC Telehealth	Faith Walsh, Dan Thomas, Katherine Evon	ARC/RAC Members
Ian Blake, Ellen Provost	ANTHC EpiCenter	Grace Kirk	Maniilaq Association
Carol Odinzoff	ANTHC Immunization	Tarina Ahkivgak	North Slope Borough
Dr. Tina Woods	ANTHC DCHS	Sarah Harlamert, Renee Gayhart, Jerri Powers, Angela Ybarra	State of Alaska, Conduent
Dr. Bob Onders	APU	Linda Curda	UAF

<b>Call to Order/Review agenda</b>	<b>Crystal Stordahl</b>
<b>Discussion</b>	
<p>Meeting was called to order. Introductions were made around the table. The group reviewed the agenda.</p> <p><i>Motion:</i> Sue S. motioned to approve the agenda as amended. Glenn S. 2<sup>nd</sup>. Passed.</p>	
<b>Review/Approve minutes</b>	<b>Group</b>
<b>Discussion</b>	
<p>The group reviewed the AACHAPD December 5-6, 2017 minutes.</p> <p><i>Motion:</i> Asela C. motioned to approve the minutes. Sue S. 2<sup>nd</sup>. Passed.</p>	
<b>Strategic Plan for 2018</b>	<b>Group</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• Recruitment/Retention – Post traumatic response for CHA/Ps-Darlene T., Asela C., Paula C.</li> <li>• CHA/P competency, beyond session and PSLN evaluation – Sue S., Rebecca C., Asela C. Sue presented what group worked on. Refer to “CHP Competency for Credentialing Process Events” sent to CHAP Directors on Feb. 6.             <ul style="list-style-type: none"> <li>○ Assess current tools, draft new best practices, consideration SO, M&amp;M, skills checklists, Peer Review etc.</li> <li>○ Preceptorship, critical skills, 5 required patient types</li> <li>○ CHAPCB – letter to AACHAPD.</li> </ul> </li> <li>• CHAP Directors Orientation Manual – Crystal S. is working on revisions.</li> <li>• Wellness and Prevention - promoting 50 years of program - Crystal, Sue, Charlotte</li> <li>• 50 years of Wellness/CHAP Logo [Scrubs, Timeline Poster, other] CHAP has a 50<sup>th</sup> anniversary logo. It was decided to order vests with the logo. Timeline poster – send ideas to Shae/Carolyn.             <ul style="list-style-type: none"> <li>○ Promote at AFN – Elder &amp; youth conference October 14-17, AFN October 18-20. Carolyn will look into rate for booth/table. Digital storytelling with pictures and narrator. Shae will collect the stories from all the regions.</li> <li>○ THD – Crystal requested her THD to make note of 50<sup>th</sup> anniversary at the Mega meeting and solicit their input.</li> <li>○ Clinical Directors – CHAP EXO to request to be on September’s agenda.</li> <li>○ Forum – March 26-30, 2018</li> <li>○ Village/Community</li> </ul> </li> <li>• Wellness and Prevention – CHAM - James L.             <ul style="list-style-type: none"> <li>○ CHAM Revisions: re-arrange current content</li> <li>○ Any content need updates?</li> <li>○ Abbreviated visits/templates</li> </ul> </li> <li>• CHA Education Survey – review results. Survey was sent to CHAs. Need to ask Korie Hickel if she has the results.</li> </ul>	

<ul style="list-style-type: none"> <li>• CHAA – facilitate CHAA alignment &amp; purpose with employers and AACHAPD. Sue can talk to Andy regarding CHAA. <ul style="list-style-type: none"> <li>○ AACHAPD Bylaws</li> <li>○ Space on akchap.org – CHAA has a place on akchap.org.</li> </ul> </li> </ul>	
<b>State of Alaska</b>	<b>Sarah Harlamert</b>
<b>Discussion</b>	
<p>CHA I &amp; IIs were the first provider type added new into Enterprise. They are now loaded and they are able to accept new enrollments for CHA I &amp; IIs and BHA I &amp; IIs. They have 5 applications. They are offering an Alaska Medicaid Provider Training from January 29-February 7. Additional training can be provided if you contact Sarah.</p>	
<b>ARC/RAC Report</b>	<b>Group</b>
<b>Discussion</b>	
<p>See attached ARC and RAC Report.</p> <p>ARC Report:  <i>Motion:</i> Paula C. motioned to approve the PEF Documentation Guidelines. Asela C. 2<sup>nd</sup>. Passed.</p> <p><i>Motion:</i> Asela C. motioned to approve the Post Session Learning Needs forms SI and SII-SIV. Darlene T. 2<sup>nd</sup>. Passed.</p> <p><i>Motion:</i> Sue S. motioned to approve CE Guidelines as amended. Asela C. 2<sup>nd</sup>. Passed.</p> <p>RAC Report:  RAC Member to replace Cassandra Kroto:  <i>Motion:</i> Asela C. motioned to nominate Megan Moser as a RAC member. Glenn S. 2<sup>nd</sup>. Passed.</p> <p>RAC Member to replace Sue Steward:  <i>Motion:</i> Asela C. motioned to nominate Siene Allen as a RAC member. Carole K. 2<sup>nd</sup>. Passed.</p>	

Wednesday, February 7, 2018

<b>Call to Order/Announcements</b>	<b>Crystal Stordahl</b>
<b>Discussion</b>	
<p>Meeting was called to order.</p>	
<b>Immunizations</b>	<b>Carol Odinzoff</b>
<b>Discussion</b>	
<p>Tanya Smallenberg has been working on getting standing orders for immunizations for the CHA/Ps. YKHC Session II have immunization standing orders. They have 6 standing orders that they incorporated into their practice. They are linked to the eCHAM pages. Consider putting them into the Statewide standing orders. Next step is to talk to Training Center managers and figuring out the logistics of where it goes in health aide training.</p>	

<b>Environmental Health</b>	<b>Mike Brubaker</b>
<b>Discussion</b>	
<p>Refer to Powerpoint. Environmental health is the branch of public health that is concerned with all aspects of the natural and built environment that may affect human health.</p> <ul style="list-style-type: none"> <li>• Healthy Homes-Working with local organizations to achieve healthy home environments.</li> <li>• ATCEM-Annual gathering for environmental health conversations and training.</li> <li>• Contamination support-Working with communities to identify and address Brownfields and other contaminated sites.</li> <li>• Tribal Capacity-Building Tribal capacity to enhance local environmental management.</li> <li>• LEO Network-Local Environmental Observers of environmental and climate change impacts.</li> <li>• Emergency Preparedness-Supporting preparedness of the Alaska Tribal Health System.</li> <li>• Field Services-Working with Tribal partners to support local environmental health services.</li> <li>• Food Security-Monitoring quality of traditional food resources to encourage a healthy diet.</li> </ul>	
<b>GIS Report</b>	<b>Ian Blake</b>
<b>Discussion</b>	
<p>Refer to map handouts for total certified CHA/Ps, BHA/Ps, and DHATs by location. They're all drafts, and they can be edited. Contact:</p> <p>Ian Blake, MS  Statistician, Alaska Native EpiCenter  (907) 729-4496, idblake@anthc.org</p>	
<b>Statewide Services</b>	<b>Carolyn Craig</b>
<b>Discussion</b>	
<p>Activities</p> <ul style="list-style-type: none"> <li>• 11/27/17- CHAP Program Manager attended ANTHC Annual Meeting</li> <li>• 11/29/17- CHAP Orientation for Jeff Solheim, President Emergency Nurses' Association (post visit to BBAHC CHAP)</li> <li>• 10/19- Meeting with ANTHC Palliative Care Team re: development of Primary Palliative Care training and certification for CHA/Ps</li> <li>• 1/8/17- Teleconference with American Heart Association about collaboration opportunities</li> <li>• 1/10/18-CHAP Overview for Alaska Family Practice Residency</li> <li>• 1/24-25/18- CHAPCB Meeting</li> </ul>	
<b>Forum</b>	<b>James Lesniak</b>
<b>Discussion</b>	
<p>The Forum is on March 26-30, 2018. Registration is open now. Registration fee \$325 through March 12; late fee \$425. It's an increase of \$25. Nexplanon training will be offered in the evening.</p>	

<b>eCHAM</b>	<b>James Lesniak</b>
<b>Discussion</b>	
The eCHAM team is Rebecca Pazdernik, Jean Rounds-Riley, Tasha Hotch, and James. Rebecca works on eCHAM as a contractor 20 hours/week. Rebecca focuses on Women's Health and Skin. Jean Rounds-Riley focuses on Emergency handbook. eCHAM Advisory Committee-need a meeting to discuss purpose of it.	
<b>Cerner</b>	<b>James Lesniak</b>
<b>Discussion</b>	
They are going to pick the top 10 templates from the playbooks that need revision, to make them closer to the CHAM. James will send an email to Cerner committee to see if they still want to be in group.	
<b>CHAPCB</b>	<b>Sue Steward</b>
<b>Discussion</b>	
The CHAPCB meeting was January 24-25, 2018. Miranda P. nominated for RASU position open since last June. Sue's position will be open in June 2018; it's a CHAP Director position. A letter was sent to Crystal regarding CHA Competency verification. CHAP Directors discussed tools implemented: refresher course every 6 years-clinical evaluation, PEF review, re-entry evaluation, standing orders.	
<b>EMS Report</b>	<b>Jean Rounds-Riley</b>
<b>Discussion</b>	
Below are EMS Training Committee proposed meeting dates and locations:	
<ul style="list-style-type: none"> <li>• Feb. 6-8, 2018 Juneau</li> <li>• May 8-10, 2018 Anchorage</li> <li>• October 16-18, 2018 Anchorage</li> </ul>	
<b>UAF</b>	<b>Linda Curda</b>
<b>Discussion</b>	
Grading system for CHAs-workgroup members: Asela C., Linda C., Siene A., Sue S., Megan M., Bob O., Caroline C., Jesse J., Dan T., Faith W., Elsie D. Topics to discuss: Training Centers-standardizing clinical evaluation form with a scoring system. Standardization of both clinical and written tests. Field orientation to role of instructor evaluation piece. What is needed for a grading system: personnel, orientation process, tool. Clinical evaluation form-need to standardize it by the four training centers.	
<b>ADJOURN</b>	

Attached to these minutes:

1. RAC Report to AACHAPD (from 2/8/18 Meeting)
2. ARC Report to AACHAPD (from 2/8-2/9/18 Meeting)
3. CHAPCB Letter-CHA Competency Verification

ARC Report to CHAP Directors  
December 2017 meeting  
Submitted by Dan Thomas

Items we worked on and for which **we request CD action** are:

1. Revision of "Continuing Education Guidelines", approved by ARC. **Please approve.**
2. Revision of "PEF Documentation Guidelines". Approved by ARC. **Please approve.**
3. Revision of "Preceptorship Critical Skills List". Approved by ARC in September. **Please approve.**

Other projects we worked on included:

1. Units 4a-4g. Linda to make the agreed-upon changes, and the work will continue by teleconference in January.
2. CHP as training center clinical instructor. Input was gathered from all ARC members present with input relayed from the Medical Directors of the TCs at ANTHC and NSHC. This will be summarized and passed on to CDs and CHAPCB as requested.

Other projects for upcoming meetings/teleconferences include:

1. Continued work on the Introduction to the Curriculum (training center coordinators and Linda).
2. Continued work on the Adjunct Instructor handbook (training center coordinators).
3. Review of the Curriculum time chart with input from all training centers.
4. Revision of Unit 27a Health Promotion and Surveillance .
5. Revision of Unit 20e Mental Illness .
6. Continued work on a "Re-entry Skills List".
7. Continued work on the "Re-entry Guidelines".
8. Revision of the "Post-Session Field Training Follow-up Plan" document.

# RAC Letter to CD

December 6, 2017

**To CHAP Directors:**

**The following actions were taken during the December RAC meeting.**

**Please see the items highlighted in yellow which pertain to action items for CD from RAC.**

- I. Review/Approval of Agenda and minutes: September 2017
  - II. A recommendation is being forwarded to request AKCHAP website calendar have the meeting dates posted as soon as dates are determined.
  - III. CHAP CD Action Items
    1. The addendum for Curriculum changes by TCs to add to Standard 5.30.010 (4) was approved by CD, and will be forwarded to CHAPCB. Crystal explained to RAC that more questions may arise in future for any new major changes, so this may change in the future as needed.
    2. CHPs teaching skills in TCs was Submitted to CD, to pass to instructors and TC Coordinators and Medical Directors of TCs. Crystal shared that Jean Rounds Riley also asked for this to be discussed at ARC to get ARC feedback, and consider the comparison with DHA qualifications and scope of teaching. This was discussed at ARC, and a summary will be sent to CD.
    3. The RAC membership appointment request for Asela Calhoun, and reappointment for Elsie Dexter, were approved electronically by CD since the last meeting.
    4. Cassandra resigned, therefore one vacancy remains, and CD is soliciting recommendations.
- a) Documents since May RAC meeting:
- A New RAC folder will be created in the AKCHAP website titled “Form Letters” to contain prototypes of letters: Thank you, Dates for site review, Approval of annual review RAC Review, Dan’s standard sample of RAC review 5 year RAC site review report template.
- b) Lack of training opportunities in Nome for newborn and postpartum exams. When newborns and Post-Partum exams are unavailable, allow the option of using a RAC approved high-quality Simulation model. RAC will review this as a proposed change in the Standards, then submit to TC Medical Directors and CD for approval. Update: Dan

will continue to develop the wording, after the appropriate models are identified. Review this in February.

#### IV. New business

- a) RAC Training Center Annual RAC Requirements Review 2018 Checklist to each Training Center not receiving a site review:  
For 2018: YK will review TCC, TCC will review NSHC, NSHC will review YK. ANTHC is being reviewed.
- b) ANTHC has requested the dates of July 23-27, or July 16-20 2018 for the site review during which classes will be held are S I/II and S III. The review team will be decided after Carolyn checks availability of the previous week.
- c) Once ANTHC Site Review dates are finalized and members are determined, a letter will be sent to CHAP Directors re: site review plans for 2018.
- d) New email addresses of RAC member supervisors were provided for Faith to send out Thank you letters to supervisors via email, and CC to the RAC member.
- e) A CHA does not need to have the official ETT certificate document to be admitted into a training session, because of backlogs and long waiting periods for receiving it in the mail. However, a written letter or email from the EMS trainer is required stating the CHA name, training dates and successful completion of ETT or EMT. There would be time to remedy any lack before seeing patients alone at the next level.

The actual ETT certificate or card is required for CHAP Certification and Recertification, because that is a licensure requirement and no items may be left unfinished in that application to CHAP CB.

- f) If a RAC member misses two meetings, a new member will be appointed. RAC needs members who can be present either in person or telephonically and perform the work required throughout the year.

#### Next meeting

February

1. Review the RAC Training Center Annual Self Evaluation Checklist returned by each Training Center not receiving a site review.
  - a. Team up Training Center and field members for the annual paperwork reviews.
  - b. Tally the most recent schedule for each Session, comparing subjects and hours to those listed in the Basic Training Curriculum.
  - c. Send out letters to Training Centers listing any items on the Checklist requiring improvement.
2. Site Review Team meeting





# Community Health Aide Program Certification Board

Authorized by Alaska Area Native Health Service

Administered by

Alaska Native Tribal Health Consortium

4000 Ambassador Drive, 4th Floor

Anchorage, AK 99508

Phone: (907) 729-3624/3642 Fax: (907) 729-3629

Email: chapcb@anthc.org Web: www.akchap.org

Mary E. Williard, DDS  
Alaska Native Tribal  
Health Consortium  
**Chair**

Rahnia Boyer,  
Vice President of Village  
Health  
Yukon-Kuskokwim Health  
Corporation  
**Vice Chair**

Kathleen Steward, CHP  
Chugachmiut  
**Secretary**

Stephen Daniel, MD  
Norton Sound Health  
Corporation

Heidi Hedberg  
Alaska Dept. of Health  
and Social Services  
State of Alaska

Ellen Hodges, MD  
Yukon-Kuskokwim Health  
Corporation

Sandra L. Kleven, LCSW  
Chugachmiut

Andrew McLaughlin,  
CHP, EMT, BS, AAS  
Chugachmiut

Jean Rounds-Riley, PA-C  
Alaska Native Tribal  
Health Consortium

Capt. Denman Ondelacy,  
P.E.  
Alaska Area Native  
Health Service

Crystal Stordahl, PA,  
MMSC  
Tanana Chiefs  
Conference

To: Chrystal Stordahl PA, MMSC  
Chair, Alaska CHAP Directors  
Crystal.stordahl@tananachiefs.org

January 31, 2018

RE: Community Health Aide Competency verification

Dear Ms. Stordahl,

The Alaska Community Health Aide Program (CHAP) Certification Board met on January 24 and 25, 2018 for a regularly scheduled quarterly meeting in Anchorage, Alaska. During the meeting the Board entered into a colorful discussion regarding determination of which courses should be approved for continuing education for community health aides. The conversation quickly turned to consideration of how the CHAP Certification Board verifies competency of certified health aides. Many on the Board felt continuing education requirements do not suffice for verification of competency. Board members believed continuing education courses completion shows a process of life-long learning to which we attach the hope that it will be utilized to remain up-to-date on new medical science. Within the discussion of competency verification, it was suggested that supervising physicians might not be aware that signing the CHAP applications means they attest to the health aide's competency in the scope of practice for which certification is being requested. Some Board members recommended changing the CHAP application to include a wording under the supervising physician's signature noting that the signature signifies that the health aide's competency was appropriately assessed. The Board would also like to know how the competency was assessed. A suggestion was made for a line to be added to the application under the physician's signature where the method of competency evaluation can be described. Using a series of check boxes with the following designations; chart review, direct observation, ..., other, may be the easiest way to do this.

The CHAP Certification Board is formally asking the CHAP Directors committee to discuss how programs are verifying continual competency of their health aides and how that may be documented on the application for certification. It is important to the Board that supervising physicians understand what they are attesting to with their signatures.

Very Respectfully,

A handwritten signature in black ink, appearing to read "ME Williard DDS".

Mary E. Williard, DDS  
Chair, CHAP Certification Board  
Phone: 907-729-5602  
mewilliard@anthc.org

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – May 8-9, 2018  
Anchorage, AK**

<b>CHAIRPERSON</b>	Crystal Stordahl (TCC)
<b>CHAIR-ELECT</b>	Rebecca Coupchiak (BBAHC)
<b>SECRETARY-TREASURER</b>	Carole Knuth (SEARHC)
<b>PAST CHAIR/ADVISOR</b>	
<b>RECORDER</b>	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
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Rebecca Coupchiak	Bristol Bay Area Health Corporation	T	Cassandra Kroto	Native Village of Tyonek	A
Lisa Wade	Chickaloon Village Trad. Council	A	Janet Mullen	Ninilchik Traditional Council	A
Vacant	Chitina Trad. Village Council	A	Henrietta Rivers for Glenn Sheehan	North Slope Borough	P
Megan Moser for Vacant	Chugachmiut	P	Darlene Trigg	Norton Sound Health Corporation	P
Crystal Killian	Copper River Native Association	A	Miranda Petruska for Dr. Galbreath	Southcentral Foundation	P
Paula Ciniero	Council of Athabaskan Tribal Gov.	A	Carole Knuth	SouthEast Alaska Regional Health Consortium	P
Joseph McMillan	Eastern Aleutian Tribes	A	Crystal Stordahl	Tanana Chiefs Conference	P
Alicia Lynn Reft	Karluk Tribal Council	A	Curtis Summer	Tanana Tribal Council	A
Siene Allen	Kodiak Area Native Association	P	Eva Sensmeier	Yakutat Tlingit Tribe	A
Vacant	Maniilaq Association	P	Asela Calhoun	Yukon Kuskokwim Health Corporation	P
Vacant	Metlakatla FMC/AISU	A			

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Dr. Tina Woods	ANTHC DCHS	Minji Kim	North Slope Borough
Dr. Bob Onders, Hilton Hallock, Katie Baraki	APU	Linda Curda	UAF

<b>Call to Order/Review agenda</b>	<b>Crystal Stordahl</b>
<b>Discussion</b>	
<p>Meeting was called to order. Introductions were made around the table. The group reviewed the agenda.</p> <p><i>Motion:</i> Asela C. motioned to approve the agenda as amended. Carole K. 2<sup>nd</sup>. Passed.</p>	
<b>Review/Approve minutes</b>	<b>Group</b>
<b>Discussion</b>	
<p>The group reviewed the AACHAPD February 6-7, 2018 minutes.</p> <p><i>Motion:</i> Asela C. motioned to approve the minutes. Carole K. 2<sup>nd</sup>. Passed.</p>	
<b>Nationalization of CHAP</b>	<b>Crystal Stordahl</b>
<b>Discussion</b>	
<p>IHS had a year-long consultation regarding the health aide program and its ability to be taken outside of Alaska. IHS has formed a tribal advisory group. Dr. Willard, Dr. Onders, and Crystal met with them a couple months ago. They need a policy to guide the implementation of the health aide program. We will be asked to share parts of our program such as CHAM and curriculum. Curriculum needs a new process: 1) process diagram 2) defined process for change 3) concept of revising curriculum as it exists. ARC needs to be a smaller group. CHAM-Tasha made a process flow for changes. There is a concept of a national certification board as well as regional certification.</p>	
<b>Strategic Plan for 2018</b>	<b>Group</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• CHA/P competency, beyond session and PSLN evaluation –Carole K., Rebecca C., Asela C. Asela presented what group worked on. Siene A. &amp; Miranda P. added to workgroup.             <ul style="list-style-type: none"> <li>○ Assess current tools, draft new best practices, consideration SO, M&amp;M, skills checklists, PSLN, PEF Review, Peer Review etc.</li> <li>○ Preceptorship, critical skills, 5 required patient types</li> <li>○ CHAPCB – letter to AACHAPD. CHAP Directors propose to add to the certification application a checklist to clinically evaluate the CHA/P. Siene &amp; Crystal worked on a draft with the checklist. Tina sent 2 options to Legal for review: 1) I verify that the pertinent competency evaluation forms have been reviewed and are appropriate for level of certification. 2) I attest the applicant has completed competency evaluation as appropriate for level of certification. Legal approves of both options.</li> </ul> </li> <li>• CHA Education Survey – review results. Results emailed to CHAP Directors on May 9.</li> <li>• CHAA – facilitate CHAA alignment &amp; purpose with employers and AACHAPD. Miranda has attended CHAA meetings and 2-10 people call in. Crystal will look at the agenda and follow up with Andy.</li> </ul>	

- Recruitment/Retention – Post traumatic response for CHA/Ps-Darlene T., Asela C., Paula C. Darlene will write a narrative of what NSHC is doing. Darlene will send out the evaluations, CHA compensation plan, and PPT she presented at Forum. Best Practice for Recruitment, Retention and Post Traumatic Compensation survey- Asela will send Crystal her questions.
- CHAP Directors Orientation Manual – Crystal S. has a summary.
- Wellness and Prevention - promoting 50 years of program – Crystal. TCC has water bottles with 50<sup>th</sup> anniversary logo and floor banners with 50 years and CHAs on them.
  - 50 years of Wellness/CHAP Logo [Scrubs, Timeline Poster, other] CHAP has a 50<sup>th</sup> anniversary logo. It was decided to order vests with the logo. Timeline poster – send ideas to Shae/Carolyn.
  - Promote at AFN – Elder & youth conference October 15-16; rate for booth/table is \$825. Send photos for slideshow to Shae. TCC banners can be used at the booth.
  - THD – Request to be on the August agenda and give them the State of Alaska annual proclamation. Crystal will look at calendar for next THD/Clinical Directors meeting dates.
  - Clinical Directors – Request to be on next agenda. Give a short presentation and suggest that they recognize the Shining Star award winners.
  - Forum – March 26-30, 2018 – State of Alaska presented annual proclamation.
  - Village/Community
- Wellness and Prevention – CHAM - James L.
  - CHAM Revisions: re-arrange current content
  - Any content need updates?
  - Abbreviated visits/templates

ARC/RAC Report	Group
<b>Discussion</b>	
See attached ARC and RAC Report.	
ARC Report: <ul style="list-style-type: none"> <li>• CHP as Training Center Instructor – ARC to discuss further during the 5/10-11 meeting.</li> <li>• Field orientation manual – It is meant for training center extensions and for the purposes of basic training.</li> </ul>	
RAC Report: RAC Member to replace Elaine Phillips: <i>Motion:</i> Darlene T. motioned to nominate Rebecca Coupchiak as a RAC member. Miranda P. 2 <sup>nd</sup> . Passed.	

Wednesday, May 9, 2018

Call to Order/Announcements	Crystal Stordahl
<b>Discussion</b>	
Meeting was called to order.	

<b>AFHCAN</b>	<b>Sarah Freeman, Garret Spargo</b>
<b>Discussion</b>	
<p>AFHCAN presented updates to the group. Sarah had a discussion with Renee Gayhart with the State of Alaska regarding radio medical traffic definition and store-and-forward. The other issue is USAC funding-FCC posted a letter to Alaska Communications that it is illegal for them to charge more for rural rates than urban under the USAC agreement and they can't ask for payment above and beyond urban rates. AFHCAN received funding to expand behavioral health emergency services through videoconferencing. The options are a new JCAHO cart and upgrades to AFHCAN carts and Codex.</p>	
<b>Immunizations</b>	<b>Crystal Stordahl</b>
<b>Discussion</b>	
<p>CHAP Immunization Standing Orders - Packet Presentation for Clinical Directors is almost ready.</p> <p>CDC wants each site that uses vaccines to be credentialed. Rounding at each village for compliance. Matt Bobo &amp; Kelsey with the State of Alaska will be invited to the September meeting. Crystal will contact them if we need to meet before September for a possible Vidyo meeting.</p>	
<b>Round Robin</b>	<b>Group</b>
<b>Discussion</b>	
<p>Topic: What is your CHA/P best practice(s)? The following organizations participated in the discussion: APIA, BBAHC, Chugachmiut, KANA, NSB, NSHC, SCF, SEARHC, TCC and YKHC.</p>	
<b>Statewide Services</b>	<b>Carolyn Craig</b>
<b>Discussion</b>	
<p>Activities</p> <ul style="list-style-type: none"> <li>• 3/26-30/18 -CHAP Forum</li> <li>• 3/27/18 - Met with Dr. Kevin Hall KICHHC; overview CHAP</li> <li>• 4/03/18 - CHAP Orientation for APIA employee</li> <li>• 4/25/18 -CHAP Orientation for Lori Jackson, NP - St George Traditional Clinic</li> <li>• Meetings on APU involvement with CHAP; e.g. credits</li> <li>• Meetings with ANTHC-HIT on development of CHAP Database</li> </ul>	
<b>Forum</b>	<b>Carolyn Craig</b>
<b>Discussion</b>	
<p>The Forum was on March 26-30, 2018. In the future, may have two on a smaller scale. We can post other regions' CEs on the akchap.org website under Continuing Education.</p>	
<b>CHAPCB</b>	<b>Crystal Stordahl</b>
<b>Discussion</b>	

<p>CHAPCB Member to replace Sue Steward:  <i>Motion:</i> Siene A. motioned to nominate Miranda Petruska as a CHAPCB member. Megan M. 2<sup>nd</sup>. Passed. It's a CHAP Director seat; Crystal will check if Miranda's position qualifies for it. Then Crystal will write a letter of recommendation to Chris Mandregan, IHS.</p> <p>The next CHAPCB meeting is June 6-7, 2018.</p>	
<b>EMS Report</b>	<b>Jean Rounds-Riley</b>
<b>Discussion</b>	
<p>See attached report. Below are EMS Training Committee proposed meeting dates and locations:</p> <ul style="list-style-type: none"> <li>• May 8-10, 2018 Anchorage</li> <li>• October 16-18, 2018 Anchorage</li> <li>• January 28-30, 2019 Juneau</li> </ul>	
<b>UAF</b>	<b>Linda Curda</b>
<b>Discussion</b>	
<p>Grading system for CHAs-workgroup members: Asela C., Linda C., Siene A., Megan M., Bob O., Carolyn C., Jessie J., Dan T., Faith W., Elsie D. Asela presented what group worked on. Standardize Written Testing and Clinical Evaluations at Training Centers; Standardize Evaluation of Field Clinical Performance; Training; Written tests-Need software ideas. Refer to "Grading Documents" sent to CHAP Directors on May 9. Session I Clinical Evaluation Form – Linda collected suggestions from the group and will work on changes.</p>	
<b>ADJOURN</b>	

Attached to these minutes:

1. RAC Report to AACHAPD (from 2/8/18 Meeting)
2. ARC Report to AACHAPD (from 2/8-2/9/18 Meeting)
3. EMS Report

# **RAC report to CHAP Directors 2/7/18**

by Dan Thomas for Elaine Phillips, Chair

## **Items that require action by CHAP Directors:**

1. None.

Meeting: Wednesday, February 7, 2018: **10am-12pm**

**1. Review of 12/17 Minutes:** Approved.

**2. Review membership update.**

- a. CHAP Directors has appointed Megan Moser of KANA to fill the seat vacated by Cassandra Kroto.
- b. Sue Steward will be leaving soon and her seat will need to be filled.

**3. New Business:**

- a. RAC approved the “RAC Annual Work Plan” document. This was previously titled “RAC Annual Calendar”. In addition to the new title, a few minor changes had been made to better reflect what we do.
- b. The annual paperwork reviews of YKHC, TCC, and NSHC was started. Faith will complete the process for NSHC, Dan for YKHC, and Jessie for TCC.
- c. It was agreed that the site review for ANTHC will be the week of July 16-20, 2018, to include face-to-face Session III and the new blended Session I/II. Jessie, Faith, and probably Elaine will make up the team, with Megan and Asela as alternates.

**4. Old Business:**

- a. We have been informed that our requested amendment to CHAPCB Standard 5.30.010(4) regarding methods of Curriculum delivery was approved by CHAP Directors and the Certification Board.
- b. Dan showed photos and examples of the new model used at the NSHC training center to simulate a boggy and firm fundus in a newly delivered postpartum patient in the event that a real patient is not available in Session III. RAC members agreed that this provides a good simulation of the postpartum fundus exam. It was recommended that this be approved by the four training center Medical Directors. Dan will send them a formal request for approval via the training center coordinators.

ARC Report to CHAP Directors  
February 2018 meeting  
Submitted by Dan Thomas 2/26/18

Items we worked on and for which **we request CD action** are:

1. ARC discussion on "CHP as training center instructor".. The ARC 12/8/17 Discussion Summary document (prepared at the request of CDs and CHAPCB) was modified and will be passed on to CDs (at their request) for their consideration at their next meeting. **Information only.**
2. ARC requests clarification on what CDs want with regards to an orientation manual(s) for training center and field instructors. **Request for clarification.**

Other projects we worked on included:

1. Units 4b-4h. Reorganization of topics/units to create a new "professional conduct" unit and "role of the CHA" unit. Linda to make the agreed-upon changes, and the work will continue by teleconference on February 28.
2. QA concerns regarding the Re-entry Guidelines. Suggestions: 1. Create a complete skills list for each Session level, matching the requirements of CHAPCB Standard 2.50.200(b); 2. Require submission of a packet of the needed paperwork to the student's CHAP Director, similar to the credentialing packet; 3. Can a CHP/SI do the evaluation? Nothing in Standard 2.50.200 (b) forbids that, but the 9/2000 CHAP guidelines state that it must be a midlevel or physician.
3. Medical Traffic Checklist. There have been concerns expressed that Health Aides are not adequately trained on how to report other than reading their entire note. Revision of this form may help.
4. Training Center coordinators continued work on the "adjunct training center instructor" orientation manual. There was uncertainty regarding what CDs want.
5. Training Center coordinators and Linda continued work on the "Intro to Basic Training and Curriculum".
6. Input from ARC on a proposed scored Field Clinical Evaluation form for potential use in assigning a grade to the field portion of a Basic Training Session.

Projects completed and approved by CDs since the last ARC meeting

1. "Continuing Education Guidelines"
2. "PEF Documentation Guidelines"
3. "Preceptorship Critical Skills List"

Other projects for upcoming meetings/teleconferences include:

1. ARC will continue work on Units 4a-h and Unit 1.
2. ARC will continue to draft proposed changes to CHAPCB Standards 5.10.025 (a) (2) & (3) to clarify who can be a training center instructor.
3. Continued work on the Re-entry Guidelines (skills lists, QA process).
4. Continued work on the Introduction to the Curriculum (training center coordinators and Linda).
7. Continued work on the "adjunct training center instructor" orientation manual (training center coordinators).
5. Create a field instructor orientation manual.
6. Review of the Curriculum time chart with input from all training centers.
7. Revision of Unit 27a Health Promotion and Surveillance .
8. Revision of Unit 20e Mental Illness .



## Report to CHAP Directors & ARC

EMS Training Committee Meeting 2/6/18-2/8/18

Submitted by Jean Rounds-Riley, PA-C 2/13/18 (See addendum of 4/26/18)

### State EMS Office:

- Todd McDowell is new EMS Program Manager
- Will soon post job listing for Data Manager,
- Dr. Mike Levy is new State EMS Physician Director
  - New Medical Directors' Medical Direction group met in Nov and is working on delineating new Scope of Practice for EMT-1, 2, 3.
  - ACEMS will form a task force to work on implementation of this new Scope of Practice
- Someone in EMS office is being trained to be able to access the EMS part of the State website, and keep more up to date.
  - Cold Injury Guidelines are being updated, no timeline for release
  - Blunt Head Injury Guidelines revised, but not yet on website
  - Testing: State is interested in moving toward using scenario-based skills testing, rather than just isolated skill stations (much like the practical exams CHAP has been using)

### Regulations changes:

- State EMS Office anticipates submitting for public comment this spring (they did not specify what changes are being proposed).
  - Might include new Scope of Practice

### EMS Training and CME:

- National Continued Competency Program <https://www.nremt.org/rwd/public/document/nccp> Introduced by National Registry EMTs (NREMT) 2012 as a model for recertification with guidelines on types of CE—meeting national guidelines, state requirements and individual needs. They also provide detailed training materials for instructors; including supply list, cognitive content, rationale and updates, and resources and citations for content.
  - This will be the renewal process by 2019 for all NREMTs
  - State Office suggests this be used to standardize refresher courses—will pilot soon
    - This may encourage more EMTs to get their CE via refresher courses, and more courses to be offered.
    - SREMS would consider videotaping their refresher course to make content available on-line or thumb drive, with an instructor available for questions
  - I plan to use these materials in the CHAM EMS revision, and recommend it as a resource for CHAP instructors.
- Naloxone Training: It is not clear what will be available or when. No word from State at this time about CHA/P or First Responder training or access to kits, most of the focus seems to be on lay people and family members.
- IREMS Symposium will be in Fairbanks March 21-24, 2018, Also working on developing an on-line EMT 1 course and on-line CME to be offered on a regular basis
  - <http://www.iremssc.org/symposium/symposium2018.htm>
- SEREMS Symposium will be in Haines April 18-22 2018 <http://www.serems.org/symposium/>
- SREMSc continues to offer free monthly webinar for EMS CE <https://www.sremssc.org/>

- EMT 2 and EMT 3 courses will continue to be offered, as well as AEMT courses. National Registry has been to AK to provide training for practical exams AEMT will probably only be taught through the university at this time.
- Working on the blended (on-line/face-to-face) MOI/Instructor course to reduce the amount of time people must be away from home to train to be EMS Instructors.
- Working on blended material that an EMS Instructor from another state would need to complete before being granted Alaska EMS Instructor status. This will include some training on cultural relevancy/competency –anyone who has materials that you might be using for new employees and want to contribute—please let me know.
- State Training Committee hopes to survey instructors and EMS students for areas of need for on-line instructional materials and training, to focus the Training Committee’s efforts.
- If you have ideas—you can send to me, even before this survey is implemented
- EMS Agenda 2050 is seeking input from the public on long-range recommendations for EMS “EMS Agenda 2050 Straw Man document”.  
<https://www.ems.gov/newsletter/september2017/EMS-Agenda-2050-Releases-Straw-Man-document.html>
- **Questions:**
  - Are your CHAs and/or ETT/EMTs using hemostatic agents (such as “quick-clot” gauze)?
    - (should we include this in the CHAM?)
  - What are your regional needs for basic EMS services; how are these being met (e.g. ETT? EMT-1? Availability of training? Availability of responders?)
  - What are your regional needs for advanced EMS skills and how are these being met?
- Please contact me or your Regional EMS representatives with thoughts of what you would like to see for EMS in Alaska for the future.
- **EMS Training Committee meetings proposed dates and locations:**
  - May 8-10 2018 Anchorage
  - October 16-18 2018 Anchorage
  - January 28-30 2019 Juneau?

ADDENDUM 4/26/18 (this information was sent to CHAP Directors and ARC members by separate email on 4/11/18):

On April 4<sup>th</sup> the State Office of EMS released information about proposed changes to EMS regulations. Please review and send comments during the public response period which ends June 5<sup>th</sup> 2018. The documents are at the bottom of the page of the Online Public Notices.

“ The Office of Emergency Medical Services hereby announces the NOTICE OF PROPOSED CHANGES ON EMERGENCY MEDICAL SERVICES IN THE REGULATIONS OF THE DEPARTMENT OF HEALTH & SOCIAL SERVICES which is available at the State of Alaska Online Public Notice:

<https://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=189423>”

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – September 25-26, 2018  
Anchorage, AK**

<b>CHAIRPERSON</b>	Crystal Stordahl (TCC)
<b>CHAIR-ELECT</b>	Rebecca Coupchiak (BBAHC)
<b>SECRETARY-TREASURER</b>	Carole Knuth (SEARHC)
<b>PAST CHAIR/ADVISOR</b>	
<b>RECORDER</b>	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Johnathan Lomack	Akiachak Native Community	A	Vacant	Metlakatla FMC/AISU	A
Carolyn Craig	Alaska Native Tribal Health Consortium	P	George Drinkwater	Mt. Sanford Tribal Consortium	A
Miranda Petruska	Aleutian Pribilof Islands Assn.	P	Grace Friendly	Native Village of Kwinhagak	A
Rebecca Coupchiak	Bristol Bay Area Health Corporation	P	Cassandra Kroto	Native Village of Tyonek	A
Lisa Wade	Chickaloon Village Trad. Council	A	Janet Mullen	Ninilchik Traditional Council	A
Vacant	Chitina Trad. Village Council	A	Glenn Sheehan	North Slope Borough	A
Chris Diaz	Chugachmiut	P	Carol Charles	Norton Sound Health Corporation	P
Crystal Killian	Copper River Native Association	A	Miranda Petruska for Dr. Galbreath	Southcentral Foundation	P
Paula Ciniero	Council of Athabaskan Tribal Gov.	T	Carole Knuth	SouthEast Alaska Regional Health Consortium	P 9/26
Joseph McMillan	Eastern Aleutian Tribes	T	Crystal Stordahl	Tanana Chiefs Conference	T 9/25 11-12
Alicia Lynn Reft	Karluk Tribal Council	A	Curtis Summer	Tanana Tribal Council	A
Dr. Kevin Hall	Ketchikan Indian Community	A	Eva Sensmeier	Yakutat Tlingit Tribe	A
Siene Allen	Kodiak Area Native Association	P	Asela Calhoun	Yukon Kuskokwim Health Corporation	P
Kathryn Stalker-Kirk	Maniilaq Association	P			

P=Present A=Absent E=Excused T=Teleconference

Guest/Organization		Guest/Organization	
James Lesniak, Tasha Hotch, Shae Aliu, Leah Woolard	ANTHC CHAP	Elsie Dexter, Jessie Judy, Marlene Katcheak	ARC/RAC Members
Sarah Freeman, Garret Spargo	ANTHC Telehealth	Faith Walsh, Dan Thomas, Katherine Evon	ARC/RAC Members
Dr. Bob Onders	APU	Linda Curda	UAF
Brian Reiselbara		Dr. Piromalli, Stacy Kelly	ANTHC Palliative Care
Nikki Smoke	TCC		

Tuesday, September 25, 2018

<b>Call to Order/Review agenda</b>	<b>Rebecca Coupchiak</b>
<b>Discussion</b>	
<p>Rebecca Coupchiak, Acting Chair for September meeting, called meeting to order. Introductions were made around the table. The group reviewed the agenda.</p> <p><i>Motion:</i> Siene A. motioned to approve the agenda as amended. Asela C. 2<sup>nd</sup>. Passed.</p>	
<b>Review/Approve minutes</b>	<b>Group</b>
<b>Discussion</b>	
<p>The group reviewed the AACHAPD May 8-9, 2018 minutes.</p> <p><i>Motion:</i> Asela C. motioned to approve the minutes. Siene A. 2<sup>nd</sup>. Passed.</p>	
<b>Membership</b>	<b>Group</b>
<b>Discussion</b>	
<p>Siene A. motioned to accept ANTHC Training Center and Ketchikan Indian Community as voting members of AACHAPD. Asela C. 2<sup>nd</sup>. Passed.</p>	
<b>Nationalization of CHAP</b>	<b>Carolyn Craig</b>
<b>Discussion</b>	
<p>Carolyn attended NIHB meeting last week. The interest continues for all 3 areas – medical, dental, and behavioral health. NPAIHB hired Sue Steward as CHAP Manager to implement programs for their area. They have over 40 tribes. They've been working on the DHAT program for over 8 years. IHS is not letting any of the other tribes move forward on certification until a national policy is in place.</p>	
<b>CHAPCB</b>	<b>Carolyn Craig</b>
<b>Discussion</b>	
<p>At the June meeting, CHAP Directors' seat is not yet approved by the IHS Area Director. The next CHAPCB meeting is October 3-4, 2018. Attorneys from Sonosky and ANTHC will be attending to answer questions on certification.</p>	
<b>Strategic Plan for 2018</b>	<b>Group</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• CHA/P competency, beyond session and PSLN evaluation – current work group: Carole K., Rebecca C., Asela C. Asela gave an update on what group worked on.</li> <li>• Recruitment/Retention – Post traumatic response for CHA/Ps- Brian Reiselbara gave a summary on his research paper on stressful events and attrition rates for female AK Native providers. He's also involved with SCF's Beauty for Ashes program.</li> </ul> <p><i>Motion:</i> Asela motioned to put Recruitment/Retention in the parking lot. Carolyn C. 2<sup>nd</sup>. Passed.</p>	

<ul style="list-style-type: none"> <li>• CHAP Directors Orientation Manual – draft from Crystal S. was sent to CHAP Directors on Sept. 25<sup>th</sup> for feedback.</li> <li>• Wellness and Prevention - promoting 50 years of program. Promote at AFN – Elder &amp; youth conference October 15-16 and AFN on October 18-19. Send photos for slideshow to Shae.</li> </ul>	
<b>Executive Session</b>	<b>Group</b>
<b>Discussion</b>	
AACHAPD went into Executive Session on Sept. 25 from 11 – 12 pm, and on Sept. 26 from 11 – 11:30 am.	
<b>Basic Training Letter Grading</b>	<b>Group</b>
<b>Discussion</b>	
Current work group: Asela C., Jessie J., Dan T., Faith W. Nikki S., Carolyn C. Nikki presented what group worked on. Proposed Letter Grading System: Didactic and clinical components will be weighted for standardization and flexibility with the grading process. Points will be assigned to learning and evaluation activities that are associated with the specific weighted categories.	

Wednesday, September 26, 2018

<b>Call to Order/Announcements</b>	<b>Rebecca Coupchiak</b>
<b>Discussion</b>	
Meeting was called to order.	
<b>AFHCAN</b>	<b>Sarah Freeman, Garret Spargo</b>
<b>Discussion</b>	
AFHCAN presented updates to the group. They piloted a new AFHCAN cart binder to be kept on the cart instead of having to go online for it. Chugachmiut, Maniilaq, and CRNA have them. They have a training video on Vidyo that's almost done. The Diabetes team has started using an ophthalmoscope and they're sending them to Ophthalmology. AFHCAN would like to do a pilot with an organization. They've also done direct to patients' home visits with Palliative Care. As internet connectivity improves, they can do more of these type visits.	
<b>Round Robin</b>	<b>Group</b>
<b>Discussion</b>	
Topic: What are the next the next initiatives AACHAPD should focus on? What would help you run your program? The following organizations participated in the discussion: ANTHC, APIA, BBAHC, Chugachmiut, CATG, KANA, Maniilaq, NSHC, SCF, SEARHC, and YKHC.	

<b>eCHAM</b>	<b>James Lesniak</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• Continued to review and revise flow chart representing eCHAM revision process and written departmental policies and procedures for all future CHAM revisions.</li> <li>• Completed revisions: <ul style="list-style-type: none"> <li>○ Reviewed 600 revision suggestions submitted through the Contact Us feature which were made from 9/2014 through 8/2018</li> <li>○ Released approximately 60 contact us revisions.</li> <li>○ Preparing to release another 150 contact us revisions during October 2018</li> <li>○ Released Emergency Childbirth section rewrite on 8/14/18.</li> <li>○ Released Hypoglycemia section rewrite on 8/14/18.</li> </ul> </li> <li>• Pending release: Medication Changes (Estimated release by 9/28/18)</li> <li>• Regional Notes: SEARHC, TCC and YKHC are utilizing Regional Notes</li> </ul>	
<b>Palliative Care</b>	<b>Dr. Piromalli</b>
<b>Discussion</b>	
<p>Refer to Powerpoint presentation.  Overall themes of what we have learned through meetings, discussions, formal and informal needs assessments:</p> <ul style="list-style-type: none"> <li>• Palliative Care specific training/education</li> <li>• Culturally appropriate tools and resources</li> <li>• Many CHA/Ps are already providing some of this care to family and patients</li> </ul> <p>Future Direction</p> <ul style="list-style-type: none"> <li>• Phase I: Update the eCHAM to include evidence based Palliative Care</li> <li>• Phase II: Develop a Palliative Care training curriculum for CHAP (based on eCHAM update)</li> <li>• Phase III: Develop a Primary Palliative Care Training and Certification Program <ul style="list-style-type: none"> <li>○ Specialized training in primary palliative care skills (use ECHO for ongoing support)</li> <li>○ Explore the creation of a Palliative Care support team pool of deployable CHA/Ps</li> </ul> </li> </ul>	
<b>EMS Report</b>	<b>Jean Rounds-Riley</b>
<b>Discussion</b>	
<p>See attached report. Below are EMS Training Committee proposed meeting dates and locations:</p> <ul style="list-style-type: none"> <li>• October 16-18, 2018 Anchorage</li> <li>• January 28-30, 2019 Juneau</li> <li>• May 7-9, 2019 Anchorage</li> </ul>	
<b>ARC/RAC Report</b>	<b>Group</b>
<b>Discussion</b>	
<p>See attached ARC and RAC Report.</p> <p>ARC Report:  Curriculum Overview-  <i>Motion:</i> Siene A. motioned to accept the Curriculum Overview. Asela 2<sup>nd</sup>. Passed.</p>	

CHPs as Training Instructors-

*Motion:* Chris D. motioned to accept CHPs as Training Instructors. Asela 2<sup>nd</sup>. Passed.

RAC Report: No action items.

**ADJOURN**

Attached to these minutes:

1. RAC Report to AACHAPD (from 5/10/18 Meeting)
2. ARC Report to AACHAPD (from 5/10-11/18 Meeting)
3. EMS Report

DRAFT

# RAC report to CHAP Directors June 2018

by Faith Walsh, Chair

Items that require action by CHAP Directors:

1. None.

Meeting: Thursday May 10, 2018: 8:30am-10am

## 1. Review of 2/18 Minutes: Approved.

## 2. Review membership update.

- CHAP Directors appointed Siene Allen to replace Sue Steward as RAC member.
- CHAP Directors appointed Rebecca Coupchiak to replace Elaine Phillips as RAC member.
- Elaine Phillips has stepped down as Chair and her position needs to be filled.
- Elections of Executive Committee through 12/18:
  - *Motion:* Dan T. nominated Faith W. as RAC Chair. Carolyn C. 2<sup>nd</sup>. Passed.
  - *Motion:* Dan T. nominated Megan M. as RAC Vice Chair. Siene A. 2<sup>nd</sup>. Passed.
  - *Motion:* Dan T. nominated Siene A. as RAC Secretary. Elsie D. 2<sup>nd</sup>. Passed.

## 3. New Business:

- a. Completed TCC, YKHC and NSHC Training Center's 2017 TC Self Evaluation and email letter of completion to CHAP Director chair on May 10<sup>th</sup>.
- b. ANTHC site review is scheduled on July 16 to 20<sup>th</sup> with team members: Jessica Judy, Faith Walsh (team lead) and Elsie Dexter.
- c. At next RAC meeting (September) will review RAC bylaw Section V "Elections and Vacancies" to align with ARC bylaw

## 4. Old Business:

- a. Follow up approval by the four training center Medical Directors that NSHC training center to simulate a boggy and firm fundus in a newly delivered postpartum patient in the event that a real patient is not available in Session III. Dan will write a Standards change and send to Medical Directors.



**Association of Alaska Community Health Aide Program Directors  
Review and Approval Committee**

July 20, 2018

Crystal Stordahl, Chairperson  
Association of Alaska CHAP Directors

Dear Ms. Stordahl,

On behalf of the Review and Approval Committee, this letter is to inform you that the ANTHC Training Center passed its 2018 five year site review with a score of 100% and is recommended by RAC for CHAPCB recertification. See attached site review report, CHA Education Program Evaluation Checklist and routing facesheet.

*Faith Walsh*

Faith Walsh, Site Review Team Leader

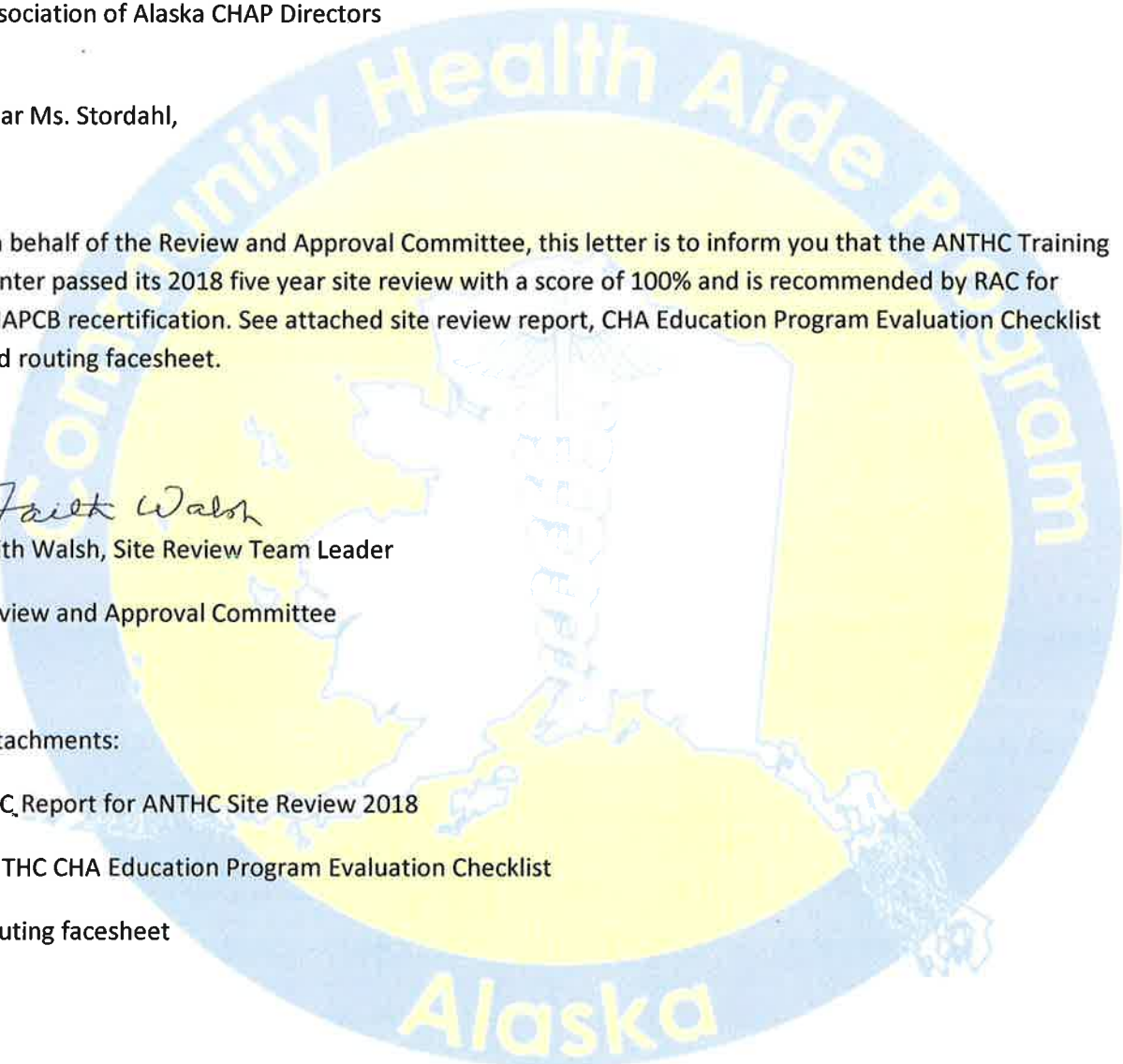
Review and Approval Committee

Attachments:

RAC Report for ANTHC Site Review 2018

ANTHC CHA Education Program Evaluation Checklist

Routing facesheet



Introduction The CHAP Review and Approval Committee for Community Health Aide Training Programs (RAC) conducted a site review of the ANTHC CHAP Training Program in Anchorage. The RAC members of the review team were:

1. Faith Walsh, RN; TCC CHAP Training Center Manager
2. Jessica Judy, DNP, NP-C; YKHC CHAP Training Center Coordinator
3. Elsie Dexter, CHP; CHAP Supervisor Instructor Maniilaq Association

Interviews were conducted with the Medical Advisor, Training Center Director/Coordinator, Program Manager, two Program assistant, six students, and five instructors.

On 7/20/18, upon review and discussion, the site review team determined that the **ANTHC Training Center has met the CHAPCB requirements for full certification.**

### **The Standards**

**Findings for RAC Standards:** (see the CHA Education Program Evaluation Checklist)

**Sec. 5.10.015. The Educational Program Philosophy:** Meets the Standard.

- ANTHC is following the statewide CHAP Basic Training Curriculum with the CHAM as the standard of care and key reference for instruction.

**Sec. 5.10.020: Training Facilities:** Meets the Standard.

- The Training Center has adequate space for classroom instruction for a maximum of twelve students. Two large classrooms with a central divider between them that can be removed for larger activities serve as the main instructional space. There is also one small classroom that functions as a mock clinic and double as locker space for CHAs in training. All rooms were neat, clean, and well maintained.
- There are several exam tables in different rooms available for skills training.
- ANTHC classrooms and most offices are well lit with large windows and inspiring views. The training center is located in the Consortium Office Building on ANMC campus. Air quality, lighting, heating and storage, and disposal of hazardous materials are provided through the hospital and meet all current industry standards. There is adequate exam room space for students to complete return demo exams in privacy.
- There is space for privacy when meeting with students for counseling or remediation.
- Clinical training sites on campus include:

- Southcentral Foundation Outpatient clinics: both Primary Care Clinics and Pediatrics Clinic
  - ANMC Hospital Inpatient Units: used for ward rounds (focus systems exams) and OB observation and Newborn Clinic.
  - ANTHC Walk-in Clinic: used for acute care clinics
- All clinical training sites on campus are compliant with hospital and JCAHO standard and provide a high quality clinical experience for CHA student.
  - ANTHC provides regional training; all regional site have adequate space for clinical training. ANTHC CHAP Training staff and students use both conference rooms and outpatient clinical space.
  - Environmental Health Review was completed 4/26/2018 with discrepancies addressed.
  - Safety and privacy for e-Classroom with DLN meets standards.

**Sec. 5.10.025: Training Staff:**

- (a) **Qualifications and Roles.** Meets the Standard. The training center has two vacancies for midlevel instructors. The instructors spend a portion of their time in clinical practice to maintain their clinical skills
  - (1) **Director/Instructor of Record:** Meets the Standard.
  - (2) **Instructor:** Meets the Standard.
  - (3) **Clinical Instructor:** Meets the Standards.
  - (4) **Medical Advisor:** Meets the Standard
- (b) **Job Descriptions.** Meets the Standard.
- (c) **Orientation of New Staff.** Meets the Standard.
  - Cheryl Brown, FNP-BC was hired last year and has completed her orientation
  - Dr. Mary Gwaji-Choe is adjunct field instructor for Maniilaq and completed the adjunct instructor checklist.
  - Shawna Wilson, FNP is hired in April and is still in process of completing her orientation checklist
- (d) **Faculty Turnover.** Meets the Standard. Existing Training Center Director/Instructor of Record will formally notify RAC of anticipated changes in staffing as appropriate.

**Sec. 5.10.030. Hospital/Clinic Affiliation.**

- (a) **Accreditation.** Meets the Standard. ANTHC Hospital passed Joint Commission Inspection July 2018.
- (b) **Hospital/Clinic Commitment.** Meets the Standard.
  - ANTHC CHAP Program and Hospital staff have a good partnership and working relationship. CHA/Ps are respected and supported as part of the ANTHC health care team. During training sessions they are welcomed and encouraged to participate in patient care.

**Sec. 5.10.035. Volume, Hours, and Distribution of Patient Encounters.** Meets the Standard.

- There is an effective system in place to track patient distribution and to meet the requirements. The RAC Patient Distribution Requirement Reports of the past year showed high success with meeting the patient distribution and number requirements

**Sec. 5.10.040. Trainees Selection Process.**

- (a) **Qualifications for Trainees and Application Process.** Meets the Standard.
- (b) **Statewide Priorities.** Meets the Standard.
- (c) **Exceptions.** Meets the Standard.

**Sec. 5.10.045. Trainee Services.**

- (a) **Counseling and Health Services:** Meets and exceeds the Standard.
- (b) **Academic Advising:** Meets the Standard.
- (c) **Attrition:** Meets the Standard.
- (d) **Housing, Meals and Transportation:** Meets the Standard.
  - Housing is in the APU campus dorms. There are three units; each unit has three rooms with two beds, and a shared bathroom. There is also cable TV, hot pot, microwave oven, plates, cups, bowls and utensils. There is Wifi throughout the campus. The dorms have washers/dryers and fitness center in the basement for the CHAs. In the Fall/Spring semester, the CHAs are able to use the APU campus cafeteria next to the dorm. During the summer the APU campus cafeteria is closed. CHAs need to commute to the ANMC cafeteria or food court for all meals.
  - During interviews with the Health Aides, they all commented that they would like to be able to cook in the units. They also mentioned it was quite a distance from APU to the Training Center.

**Sec. 5.10.050. CHA Curriculum and Teaching Guidelines** Meets the Standard

- (a) **Duration of Training and Attendance.** Meets the Standard.
- (b) **Class Size:** Meets the Standard. Adjusted as necessary for faculty/trainee ratio.
- (c) **Faculty/Trainee Ratio.** Meets the Standard. Adjusted as necessary for faculty/trainee ratio.
- (d) **Classroom and Clinical Instruction:** Meets the Standard.
  - Copy of Current Curriculum is not included as part of all lesson plans folders; this was brought to the attention of the Training Coordinator. A copy of current curriculum and lesson plans are in each unit specific folder on the electronic shared drive.
  - ANTHC has an admirable system of lesson plan review and approval.
  - ANTHC has a unique system of breaking Units apart and combining them with other Units in certain classes. This presents a challenge to RAC in evaluating lesson plans and schedules to determine if the Curriculum requirements are being met. ANTHC has been cooperative with RAC requests for “cheat sheets” that map out location of the parts of the fragmented Units. These are essential for RAC reviews.

**Sec. 5.10.055. Field Training.**

- (a) **Preparation of Post Session Learning Needs.** Meets the Standard.
  - PSLN are customized for each student. The evaluation process is collaborative with multiple instructors making comments in a shared student document throughout the training. If a student had a learning need, this was addressed in the written evaluation and an appropriate PSLN was formulated.
- (b) **Review of Post Session Field Training Follow-up Plan.** Meets the Standard.
  - The previous PSLN form was included in the academic files.

**Sec. 5.10.060. CHA/P Training Center Administration and Records.**

- (a) **Commitment of Administration.** Meets the Standard.
- (b) **Secretarial Support.** Meets the Standard
- (c) **Training Center Files.** Meets the Standard.
  - The paper student academic files are located in a locked filing cabinet; the administrative assistant secures the key. There are also electronic student academic files in a shared drive restricted to CHAP staff. All Basic Training Applications are filed electronically, with a few also being available in the student paper file.
  - Lesson Plans: After reviewing a random selection of Lesson Plans, it was discovered that some teaching materials contained page numbers from the paper version of the CHAM. These same materials were marked “revised” as of 2017.

- (c) **Training Center Office Space.** Meets the Standard.
- The ANTHC Training Center has adequate space for their instructors. Some instructors share and office or a cubicle area, and some instructors have single office space. There are adequate private areas to speak with students. The current office space is easy to navigate and offers natural light, wonderful views, and an aura of serenity.

**Sec. 5.10.065. Training Center Self-Evaluation.**

- (a) **Quality Assurance Policy.** Meets the Standard
- The Quality Assurance/Continuous Quality Improvement files are locked in the office of the Medical Director.
- (b) **QA/CQI Process.** Meets the Standard

**Sec. 5.10.070. Faculty Continuing Education.** Meets the Standard.

- ANTHC Training Center faculty are encouraged to attend continuing education in the areas of medicine, adult education, and promotion of cultural understanding. Midlevel providers are allotted \$1500 per year and physicians are allotted \$2000 per year. Part time faculty have their monies pro-rated

**Sec. 5.30.010. Periodic Submissions and Reviews.** Meets the Standard

**Collective Interview Comments:**

- Several faculty interviewed mentioned that they appreciated the flexibility of working hours in the ANTHC Training Center.
- Some staff are over-committed, especially when there are several simultaneous sessions running.
- Faculty enjoy their co-workers and teaching the health aides.
- There is an enjoyment watching students grow.
- Students like meeting health aides from all over the state.
- Some students wanted to have the same amount of time dedicated to skills as the lectures.
- Some students do not like long power points.
- The students like how instructors are adaptive to the students' needs.
- The proximity of the instructors to the students was appreciated.
- There was a request for starting later in the day and also having a coffee machine available.

**Committee Comment:**

The overall observation is that the staff and faculty at the ANTHC Training Center genuinely care about the students. The goal is provide the best educational opportunities for the students so they can succeed at home while maintaining the Standards and following the Curriculum. The sense of altruism is

ever-present. There is a feeling of an open door policy which makes students, staff, and visitors feel welcome. It was a pleasure to interact with the ANTHC Training Center.

ARC Report to CHAP Directors  
May 2018 meeting  
Submitted by Dan Thomas 5/11/18

Items we worked on and for which **we request CD action** are:

1. ARC added detail to our proposed guidelines document **"CHPs as Training Center instructors"**, including identifying which classes, skills, and clinic can be taught by a CHP, in what capacity, and with what qualification requirements, orientation, and QA procedures. This document will be presented to the Training Center Medical Directors for their review, then the CHAP Medical Directors, and then brought to CHAP Directors **for your review**.
2. The **Curriculum Units 1a, 1b, 4a-4h, 5b1 (IV Therapy), and 5d1 (Injections)** have been revised and approved by ARC and will soon be ready for implementation by the Training Centers. They will be **presented to CHAP Directors for your information**.

Other projects we worked on included:

1. **Medical Traffic Checklist**. We decided that this can be revised regionally if needed to match the local procedure for reporting.
2. Crystal Stordahl, CD Chair, clarified that the **"adjunct training center instructor" orientation manual** project is intended by CDs to address field instructors for Basic Training, functioning as extensions of training centers.
3. Training Center coordinators and Linda continued work on the **"Basic Training Curriculum and Process Overview"**.
4. We discussed and provided input on the proposed scored **Field Clinical Evaluation form** for use in assigning a grade to the field portion of a Basic Training Session. Discussion of how a scored Clinical Evaluation Form might work at a Training Center raised several questions, such as how many encounters and which ones would be scored.
5. Carolyn pointed out inconsistencies in the **"Overview of Credentialing/Recredentialing Guidelines" and "Preceptorship Critical Skills List"** with regards to paperwork requirements. We agreed that the intent was for the Training Center to receive a PEF, Clinical Evaluation Form, and PEF Review form for a minimum of 15 encounters. **Carolyn** will revise those two documents to clarify this and bring them to the next ARC meeting.

Projects completed and approved by CDs since the last ARC meeting

1. The revised **Post-Session Field Training Follow-up Plan** document was approved at a previous meeting.

Other projects for upcoming meetings/teleconferences include:

1. Review proposed changes to the **Session III postpartum clinic** in Curriculum and CHAPCB Standards. (**Dan**)
2. Review/approve the revised ARC paper on **"CHPs as Training Center Instructors"** and draft proposed changes to **CHAPCB Standards 5.10.025 (a) (2) & (3)** to clarify who can be a training center instructor, including what a CHP can do (**Dan**).
3. June teleconference review and approval of the **"Basic Training Curriculum and Process Overview"** (training center coordinators and **Linda**), then bring to September ARC meeting for review.
6. Review proposed reduction in content of body system exams (**Jessie** to draft changes to **Unit 10 Respiratory**).



7. Continued work on the “adjunct/field training center instructor” orientation manual (Training Center coordinators).
4. Create a field instructor orientation manual.
8. Review of the Curriculum time chart with input from all training centers. Training Center coordinators).
5. Revision of Unit 27a Health Promotion and Surveillance .
6. Revision of Unit 20e Mental Illness .
7. Continued work on the Re-entry Guidelines (skills lists, QA process).

**Report to CHAP Directors & ARC  
EMS Training Committee Meeting 5/7/18-5/9/18  
Submitted by Jean Rounds-Riley, PA-C 8/31/18**

**Regulations changes:**

- April 11<sup>th</sup> State EMS Office released proposed regulation changes for public comment, available at <https://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=189423>
  - These include changes in certification requirements and Scope of Practice
- End of public comment period is June 5<sup>th</sup>. Please review and make your concerns/comments known
- At the request of Alaska Council on EMS (ACEMS) the State EMS Training Committee spent our entire meeting reviewing these proposed regulation changes
  
- See the “Response Package Attachment” on the State Website (<http://dhss.alaska.gov/dph/Emergency/Pages/ems/default.aspx> )  
Many of the comments sent in during the public comment phase were addressed in these responses, directing to other documents “adopted by reference” rather than including the details in the Regulations. Documents adopted by reference can be updated periodically without having to go through an entire regulations change.  
I do not know what the next step will be.

**EMS Training and CME:**

- Naloxone Training: The State’s Project HOPE has been training lay people and distributing nasal naloxone kits. Andy Jones, director of the program, met with the Training Committee to discuss how this could include first responders and CHA/Ps.
  - He suggested Regional EMS offices coordinate training and resources for ETT/EMT
  - He is interested in meeting with tribal organizations who are interested in local training of responders and lay people and providing naloxone for to the communities.
  - Tribal organizations can contact him directly at [andy.jones@alaska.gov](mailto:andy.jones@alaska.gov)
    - Since the Training Committee meeting in May, I have spoken to some CHAs who say they have received intranasal naloxone kits.
    - None seem to have received the “train-the-trainers” or “just-in-time” training in order to provide the antidote to lay people in the community and train them on its use.
  
- EMT 2 and EMT 3 courses will continue to be offered, as well as AEMT courses. National Registry has been to AK to provide training for practical exams.
  - AEMT will probably only be taught through the university at this time.

**EMS Training Committee meetings proposed dates and locations:**

- October 16-18 2018 Anchorage
- January 28-30 2019 Juneau
- May 7-9 2019 Anchorage