

**Review and Approval Committee
Meeting Minutes – September 24, 2014
Anchorage, AK**

CHAIRPERSON	Elaine Phillips (BBAHC)
VICE CHAIRPERSON	Dan Thomas (NSHC)
SECRETARY	Doug Finney (EAT)
RECORDER	Faith Mojin (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	PA	Dan Thomas	Norton Sound Health Corporation	P
Elaine Phillips	Bristol Bay Area Health Corporation	P	Andrew Tooyak	North Slope Borough	A
Andy McLaughlin	Chugachmiut	A	Alan Shear	Yukon Kuskokwim Health Corporation	P
Eirik McFerrin	Copper River Native Association	A	Herman Geffe	Yukon Kuskokwim Health Corporation	T
Douglas Finney	Eastern Aleutian Tribes	A			

A = Absent E = Excused P = Present T = Telephonic PA = Partial Attendance

Guest/Organization		Guest/Organization	
Torie Heart	Alaska Native Tribal Health Consortium	Dr. Christine Golnick	Alaska Native Tribal Health Consortium
Rebecca Pazdernik-Moore	Alaska Native Tribal Health Consortium	Crystal Stordahl	Tanana Chiefs Conference
Faith Mojin	Alaska Native Tribal Health Consortium		

CALL TO ORDER & REVIEW/APPROVAL OF AGENDA

Discussion

- Introductions were made around the table.
- The agenda was reviewed.

Group motioned to approve the Agenda.

REVIEW/APPROVAL MAY 2014 MINUTES

Discussion

- The May 2014 minutes were reviewed.

Group requested changes to be made to the minutes and will review/approve when complete.

REVIEW MEMBERSHIP

Discussion

Eirik McFerrin (Copper River Native Association) has accepted to be a new member on the RAC committee.

CHAP DIRECTORS' REPORT

Discussion

1. CHAPCB requested to reconsider paying for RAC reviews at June meeting-denied.
2. RAC has proposed to amend the RAC Bylaws **Article VI: Subcommittees of RAC**. Highlighted below are the two proposed changes.

Article VI: Subcommittees of RAC

Subcommittees of RAC may be formed and meet as needed to deal with special issues until resolved.

Section I. Site Review Teams

- a. For the five year on-site review of a CHA training center, the site review team will consist of at **least three** RAC members or special appointees, [ie, with two back up members].
- b. Team leadership shall be limited to individuals with past RAC review experience, if possible.
- c. No more than one member from the same region may serve on a site review, nor shall a member from the program being reviewed serve as a member of that review team.

- d. The expenses of the site review teams are paid by the training center. RAC is supported with staff and technical assistance from ANTHC CHAP Statewide Services.

Follow-Up

Faith Mojin will send an email to the CHAP Directors for a vote to approve the changes to **Article VI: Subcommittees of RAC**. Note: Approved by e-vote 10/2/14 and posted on website.

UNFINISHED BUSINESS

Discussion-Training Center Annual Evaluations

- a. The annual self-evaluations for NSHC and YKHC are complete for 2013. The ANTHC Training Center annual review is still in process. Al reported that everything was fine and that the paperwork was being turned in to CHAP Statewide Services. Proposed dates for 2015 NSHC review: April 7-9; April 14-16; June 9-11. April 14-16 selected as the review date. Concern over workforce time given potential for TCC to open their training center in 2015.
- b. Bylaws, see CHAP Directors' Report above
- c. Update on Training Center Tuition-no plans to charge tuition at any TC at this time.
- d. Field Basic Training Instructors-no progress. Group plans to meet and develop guidelines for regional providers.

Follow-Up

- a. Note: Paperwork received and evaluation is acceptable and complete.
- b. Updated Bylaws posted on website.

Discussion-Documents

The group reviewed the following documents and Dan will make the suggested changes and edits.

- RAC Orientation for New Training Center Coordinators and RAC Members
- Standards (title changed, some typos corrected)
- Membership List
- Bylaws (see CHAP Directors' Report)
- Instructions for RAC CHA Education Program Evaluation Checklist
- Site Review Preparation

Follow-Up

Faith Mojin will post final documents on the www.akchap.org website. Note: All above documents posted on the website

NEW BUSINESS

- a. Dr. Golnick postponed her report on ANTHC Distance Session IV until the ARC meeting to follow.
- b. Crystal Stordahl gave an update on the new Tanana Chiefs Conference training center. There is now a location as to where the training center will be and a working budget. Currently positions are being advertised and they would like to hire 6 trainers. She is currently looking at best practices of other training centers. TCC anticipates applying for Start-Up Certification in the next six months. CHAPCB S&Ps Sec.5.20.010.requires a site review during the first training session. RAC recommends that the site review schedule change to accommodate the review of the new TCC Training Center in 2015, and push back NSHC to 2016, and YKHC to 2017.
- c. RAC Standards-See "Documents" above
- d. CHA Program Evaluation Checklist-See "Documents" above

Follow-Up

See attached letter to CB requesting this change in sequence and scheduling. Note: CHAP Directors endorsed letter; forwarded to CHAPCB at October 2014 meeting and approved.

PROJECTS

1. Using RN as Trainer-The standards state the CHA/P Training Center instructors must consist of a majority of full-time equivalent mid-level practitioner or physician instructors. Additional instructors should be certified or licensed and have formal training in the knowledge and skills that they are teaching. All instructors will be monitored to assure compliance. Clinical instructors must be mid-level practitioners or physicians. Certain diagnostic procedures may be taught by other persons who have appropriate experience or certification (e.g. well child examination, prenatal exam by a public health nurse). After RAC discussion, it is incumbent upon the training center to ensure competency and evaluation when using non mid-level physician staffing. The methods by which they ensure guidelines are followed should be written in the RAC notebook.

ADJOURN

Motion: Dan T. motioned to adjourn. Alan S. 2nd. Passed.

**Review and Approval Committee
Meeting Minutes – December 10, 2014
Anchorage, AK**

CHAIRPERSON	Elaine Phillips (BBAHC)
VICE CHAIRPERSON	Dan Thomas (NSHC)
SECRETARY	Doug Finney (EAT)
RECORDER	Faith Mojin (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Andrew Tooyak	North Slope Borough	A
Elaine Phillips	Bristol Bay Area Health Corporation	P	Alan Shear	Yukon Kuskokwim Health Corporation	P
Eirik McFerrin	Copper River Native Association	A	Herman Geffe	Yukon Kuskokwim Health Corporation	A
Douglas Finney	Eastern Aleutian Tribes	P			
Dan Thomas	Norton Sound Health Corporation	P			

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Guest/Organization		Guest/Organization	
Torie Heart	Alaska Native Tribal Health Consortium	Cyndy Langmade	Chugachmiut
Rebecca Pazdernik-Moore	Alaska Native Tribal Health Consortium	Rahnia Boyer	Yukon Kuskokwim Health Corporation
Faith Mojin	Alaska Native Tribal Health Consortium	Crystal Stordahl	Tanana Chiefs Conference

CALL TO ORDER & REVIEW/APPROVAL OF AGENDA

Discussion

- Introductions were made around the table.
- The agenda was reviewed.

Group motioned to approve the agenda.

REVIEW/APPROVAL MAY/SEPTEMBER 2014 MINUTES

Discussion

- The May 2014 minutes were reviewed. Doug took notes for any modifications to be made and gave to Elaine to make the changes.

Motion: Carolyn C. motioned to approve the minutes after changes are made. Dan T. 2nd Passed.

- The September 2014 minutes were reviewed. Elaine would like to change Carolyn Craig to PA for partial attendance and would like #1 under the projects to be deleted.

Motion: Doug F. motioned to approve the minutes with the above changes. Dan T. 2nd Passed.

REVIEW MEMBERSHIP

Discussion

Dan Thomas has received Andy McLaughlin letter of resignation from the Review and Approval Committee.

Cyndy Langmade (Chugachmiut) has been nominated to run as new member on the RAC committee. Faith Mojin will send an email to CHAP Directors asking for more nominates and then a formal vote will be sent out. Crystal Stordahl contacted Eric McFerrin to invite him to attend RAC meetings.

Dan recommended that the current Chair, Vice-Chair, and Secretary officers get extended for another year. The current officers are willing to do so.

Motion: Cyndy L. motioned Dan's recommendation. Group approved. Passed.

CHAP DIRECTORS' REPORT

Discussion

- a. CHAP Directors' report regarding response to the report from the last meeting

Elaine asked that those who attended the CHAP Directors' meeting if anyone had comments for the RAC report. There were no comments or questions with the group.

UNFINISHED BUSINESS

Discussion-Training Center Annual Evaluations

1. Field Basic Training Instructors, status report
Dan requested that this item be removed from the RAC Agenda.
2. Review what revised documents are now on the website, since Dan did several documents.
 - Orientation revised 10/14
 - Standards revised 9/14
 - Bylaws document revised 10/14
 - Patient Encounter Reporting Form revised 12/08
 - CHAP Priority List for Basic Training revised 5/06
 - Instructions for CHA Education Program Evaluation Checklist revised 9/14
 - CHA Education Program Evaluation Checklist revised 5/14
 - Template for Annual Session Attrition Report revised 3/09
 - RAC Session Schedule Guidelines revised 5/09
 - RAC Instructor Interview Form revised 5/09 (needs to be edited to be a template)
 - RAC CHA Interview Form revised 5/09 (needs to be edited to be a template)
 - Annual Calendar revised 9/11
 - Annual Calendar Self-Evaluation Form revised 12/08 (outdated)
 - Site Review Preparation revised 5/14
 - Training Center Site Review Quintannual Schedule (outdated)
 - RAC Training Center Site Review Schedule revised 11/14
3. Revised schedule of Site Visits
Dan stated that the schedule was approved at the last CHAP Certification Board meeting.
 - TCC 2015
 - NSHC 2016
 - YKHC 2017

NEW BUSINESS

- a. New TCC training center plans: Crystal
 1. Date to apply for Start-Up Certification
 2. Date for site review of the new Tanana Chiefs Conference Training Center in 2015
 3. Members of review team
 4. Send letter to CHAP Directors re: site review plan for the next year (team members, where, when).

Crystal has a deadline to start training students at TCC on March 1. Uncertain if the goal will be met since there is no staff currently hired. She is being driven to try and achieve

that goal. Currently interviewed about a half a dozen people but is trying to hire the right candidates who will be able to stay and train students and not leave in a few months after being hired. The reality of hiring clinical staff is if you are not hiring a new graduate it, usually takes at least three months for the transition to take place. There is a possibility that they may be able to start at a limited rate of 1 or 2 students. Dan has requested that she begin working on her training center binder, because RAC would need at least a month to review the binder. Torie suggested that if she starts on March 1, have the binder done by March 1 and then do the review mid or late April. It was asked of Crystal to get her information by the end of January to Elaine as to where she is at with meeting her deadline for the TCC review. Dan, Carolyn and Elaine were chosen to be the RAC members for the TCC review and the backups will be Doug Finney and Cyndy Langmade. Torie also volunteered to be a backup as well if needed.

- b. Send out RAC Training Center Annual Self Evaluation Checklist to each Training Center not receiving a site review, after the RAC Committee reviews the previous year's Self Evaluation summaries for each Training Center and selects the items needed for each.

Dan requested that everyone look at the copy that has been given to the group. What was done in the past was they just had the training centers trade off on each other's evaluation checklist.

- Alan Shear will be responsible for NSHC.
- Carolyn Craig will be responsible for YKHC.
- Dan will be responsible for ANTHC.

- c. Send out thank-you letter to supervisors of RAC members, cc to RAC members. Elaine has asked Doug Finney as Secretary of RAC to send the letters out.

PROJECTS

- a. New RAC documents ready for the AKCHAP website
 1. Confirm RAC documents Faith posted since our last meeting.
This has already been completed earlier in the meeting.

ADJOURN

Motion: Group motioned to adjourn meeting.