

**Review and Approval Committee
Meeting Minutes – February 24, 2016
Anchorage, AK**

CHAIRPERSON	Elaine Phillips (BBAHC)
VICE CHAIRPERSON	Dan Thomas (NSHC)
SECRETARY	Doug Finney (EAT)
TRANSCRIBER	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Alicia Lynn Reft	Karluk Tribal Council	A
Elaine Phillips	Bristol Bay Area Health Corporation	P	Elsie Dexter	Maniilaq Association	A
Cyndy Langmade	Chugachmiut	P	Dan Thomas	Norton Sound Health Corporation	P
Sue Steward	Chugachmiut	P	Faith Walsh	Tanana Chiefs Conference	T
Douglas Finney	Eastern Aleutian Tribes	P	Alan Shear	Yukon Kuskokwim Health Corporation	A

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

Guest/Organization		Guest/Organization	
Torie Heart	Alaska Native Tribal Health Consortium	Crystal Stordahl	Tanana Chiefs Conference
Leah Woolard	Alaska Native Tribal Health Consortium		

Call To Order & Review/Approval of Agenda

Discussion

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

Review/Approval December 2015 Minutes

Discussion

- The December 9, 2015 minutes were reviewed.

Motion: Dan T. motioned to approve the minutes as amended. Cyndy L. 2nd. Passed.

RAC members

Discussion

- Eirik McFerrin was replaced by Sue Steward.
- Election of Officers:

Motion: Cyndy L. motioned to appoint Elaine P. as Chair. Doug F. 2nd. Passed.

Motion: Dan T. motioned to appoint Cyndy L. as Vice Chair. Elsie D. 2nd. Passed.

Motion: Doug F. motioned to appoint Faith W. as Secretary. Dan T. 2nd. Passed.

CHAPCB Business

Discussion

Doug Finney reported on the status of the request to change the CHAPCB Standards with regards to the Primary Provider definition and change to the ratio of Primary Provider to Active Participant pts in

Session II. The first reading was accepted with the provision of being reformatted. A second reading is required, therefore the rewritten version will be submitted for the next CHAPCB meeting.

New Business

Discussion

- a. QA process and criteria for Session Training field staff, and policies for orientation of Session Training field staff: NSHC has policies for Peer Review, Clinical teaching Evals, and Classroom teaching Reviews. Dan will forward current NSHC documents to Doug. These are implemented 4 times yearly. Doug will ask ANTHC for their current QA documents. Wording for Field Trainer Training and QA policies will be explored at the next RAC meeting. This QA is already happening in NSHC, Manillaq and BBAHC in the field.
- b. The Nome Site Review is planned for 4/12- to 4/14/16. Site review Team Members are Al Shear, Carolyn Craig, Elaine Phillips, with backups Elsie Dexter and Cyndy Langmade. Faith Walsh is also attending.
- c. RAC Site Review: The new TCC Training Center RAC Site Review February 8, 2016 was described as "Fascinating" with all new staff starting a TC for the first time. Dan, Cyndy, Carolyn and Elsie attended. The report was reviewed. TCC's first part of Session I review successfully passed the RAC review. The second part of TCC Session I RAC review will take place by distance after the completion of the session, by reviewing the paperwork. There is also a recommendation to observe Session SIV clinical separated into 2 sessions, July 11 to 22, then July 25 to August 5th with 3 students in each group.

Concerns arose about the following during the site visit review: CHAPCB Standards and Procedures Sec. 5.10.040. Trainees Selection Process. (b) Statewide Priorities. The CHA/P Training Center must adhere to statewide placement priorities for training applicants for a limited number of training slots."

Two points allotted as "nonessential" on the RAC checklist are being discussed, concerning the Statewide Selection Process priorities for limited training slots. This Standard and the Statewide Priorities document were written long ago, do not reflect current statewide realities, and will be discussed at the next RAC meeting concerning wording and criteria for filling slots in TCs. Dan will write a statement about how slots are now being filled, using the statewide priorities criteria whenever slots are empty. Dan will write a summary of this first portion of the RAC review, including the ongoing offer for support to TCC, and a return is planned in July for observing Session IV. The final write up will be submitted to RAC, forwarded by Leah for review by members before the next RAC meeting.

Unfinished Business

Discussion

- a. RAC Training Center Annual Self Evaluation Checklist for each Training Center not receiving a site review- paperwork was distributed. ANTHC and YKHC will exchange completed self-evaluation checklists with each other after completion. They will tally the most recent schedule for each Session, comparing subjects and hours to those listed in the Basic Training Curriculum.
- b. RAC will send out letters to Training Centers listing any items on the Self Evaluation Checklist requiring improvement.
- c. NSHC team will start looking at the Nome notebook which Dan sent out Feb. 1st.

Documents

Discussion

Documents posted or sent since last meeting:

- a. Letters to CHAP Directors re: site review plan for 2016.
- b. Annual Self Evaluation Checklist to ANTHC and YKHC.
- c. Thank you letter to supervisors of RAC members, cc to RAC members sent.
- d. Dan added dates to RAC Orientation for New TC Coordinators and RAC members, posted.

ADJOURN

Note: Meeting minutes were transcribed from RAC Report to CD 2-24-16.

**Review and Approval Committee
Meeting Minutes – May 11, 2016
Anchorage, AK**

CHAIRPERSON	Elaine Phillips (BBAHC)
VICE CHAIRPERSON	Cindy Langmade (Chugachmiut)
SECRETARY	Faith Walsh (TCC)
TRANSCRIBER	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Alicia Lynn Reft	Karluk Tribal Council	A
Elaine Phillips	Bristol Bay Area Health Corporation	P	Elsie Dexter	Maniilaq Association	P
Cyndy Langmade	Chugachmiut	A	Dan Thomas	Norton Sound Health Corporation	P
Sue Steward	Chugachmiut	E	Faith Walsh	Tanana Chiefs Conference	P
vacant			Alan Shear	Yukon Kuskokwim Health Corporation	P

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

Guest/Organization		Guest/Organization	
Victorie Heart	Alaska Native Tribal Health Consortium		
Leah Woolard	Alaska Native Tribal Health Consortium		

Call To Order & Review/Approval of Agenda

Discussion

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

Review/Approval Minutes

Discussion

- The February 24, 2016 RAC meeting minutes were reviewed.
- Motion:* Dan T. moved to approve the minutes. Faith W. 2nd. Passed.

RAC members

Discussion

- Doug F. resigned. CHAP Directors will vote electronically on a new member for RAC.

CHAPCB Business

Discussion

Status of request to change the CHAPCB Standards with regards to the Primary Provider definition and change to the ratio of Primary Provider to Active Participant pts in Session II. This document is with the CB for a second read-through at their next meeting.

New Business

Discussion

- a. QA process and criteria for field based session Training field staff: This is a work group of CHAP Directors including Training Center members. Deanie G. has a booklet; the model at TCC is a little different from YKHC. Orientation is required.

Recommendation: RAC send a recommendation to CD requesting that a representative from each of the four Training Centers meet to develop this resource. The TCs will collaborate on developing a standard guideline and criteria for training Field Training Instructors associated with a Training Center. Essential guidelines can then be adapted for each region, agreed upon by all TCs as required for training Field Session Instructors. The Training Manual with checklists would then be presented to CD for approval of Manual for orientation of Session Training field staff.

- b. RAC Training Center Annual Self Evaluation Checklists returned by each Training Center were received. See the summaries sent out from YKHC and ANTHC. Each site passed review.
- c. The quinquennial Site Review schedule will require adjustment due to 2 site reviews being done in one year. The next TCC site review would be in 4 years, and the NSHC review would be in 5 years. Torie H. updated the AKCHAP site review schedule list.
- d. Nome Site Review 4/12-4/14/16 report has been distributed to all RAC members.

Motion: Alan S. moved to accept report. Faith W. 2nd. Passed.

The report will be forwarded to CD, to then be passed along to CB. CD is awaiting the NSHC Site Review and they will vote electronically then it will be sent to CB with a Face Sheet for approval in June.

The issue of interpretation arose concerning Well Child visits being the format for Approach to Child experience. This will be discussed at the meeting of TCs in the afternoon. The topic of interpretation and flexibility includes “meeting the standard to the best of the ability of the TC for the best learning experience for the student.”

- e. New TCC Training Center 2016 February RAC Site Review Report for Session I was sent to and approved by RAC members by email. It was sent to CD for approval and will be voted on electronically by CD members. It will then be forwarded to CB.
- f. The additional required TCC Session IV site review segment is planned for July 18-22, 2016 with workdays Tues Wed Thurs, the second week of the 2 week session, which is the last week of the first group of students connected to Session IV Distance Learning. RAC Team Members: Carolyn C. and Alan S. co-chairing. Elsie D. and Elaine P. are back-ups. The TCC site review will be completed after the follow-up in July and submitted after it is done.

TC Self-Evaluation Checklists

Discussion

- a. A copy of the summary will be reviewed at the December meeting.
- b. The summary and all the Self Evaluation documents were given to Torie H. for ANTHC CHAP Statewide Services to archive.
- c. Chair will send a letter of RAC approval of the Self Evaluation to the TC Coordinators, CD Chair, and the RAC archives.

Documents

Discussion

Dan T. made revisions to the RAC Orientation for New TC Coordinators and RAC Members, to make it

easier to read and not redundant.

Motion: Elsie D. moved to accept changes. Dan T. 2nd. Passed.

The Priorities Document was sent to CD and discussed at the Executive Committee meeting Wednesday morning. The paper will be streamlined to send on to Tribal Health Directors for a vote on revisions and standards updates.

Projects

Discussion

Expanding capacity projects: ANTHC Session II Clinical portion at Dillingham and Maniilaq upcoming dates. Standards are being met in various locations and formats by trainers who are under the oversight of ANTHC. This is a work in progress. Split session schedules will be included in the 2017 self eval.

Time allotment for skills of various body systems: test out or hours counted. Time is built into the schedule for remediation as needed based on testing.

Motion: Carolyn C. moved that blended Face to Face sessions will not be held strictly to time requirements but rather will demonstrate adequate coverage of curriculum objectives. Faith W. 2nd. Passed.

This will be forwarded as a proposal to CD after further development pertaining to curriculum and standards at the next RAC meeting.

ADJOURN

Note: Meeting minutes were transcribed from RAC Report to CD 5-11-16.

**Review and Approval Committee
Meeting Minutes – September 14, 2016
Anchorage, AK**

CHAIRPERSON	Elaine Phillips (BBAHC)
VICE CHAIRPERSON	Cyndy Langmade (Chugachmiut)
SECRETARY	Faith Walsh (TCC)
TRANSCRIBER	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	E	Alicia Lynn Reft	Karluk Tribal Council	A
Elaine Phillips	Bristol Bay Area Health Corporation	P	Elsie Dexter	Maniilaq Association	P
Cyndy Langmade	Chugachmiut	P	Dan Thomas	Norton Sound Health Corporation	P
Sue Steward	Chugachmiut	P	Faith Walsh	Tanana Chiefs Conference	P
Cassandra Kroto	Native Village of Tyonek	T	Alan Shear	Yukon Kuskokwim Health Corporation	P

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

Guest/Organization		Guest/Organization	
Victorie Heart	Alaska Native Tribal Health Consortium	Eileen Owen-Williams	Eastern Aleutian Tribes
Leah Woolard	Alaska Native Tribal Health Consortium	Asela Calhoun	Yukon Kuskokwim Health Corporation
Dr. David James	Southcentral Foundation		

Call To Order & Review/Approval of Agenda

Discussion

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

Review/Approval Minutes

Discussion

- The May 11, 2016 RAC meeting minutes were reviewed.

Motion: Elsie D. moved to approve the minutes as amended. Dan T. 2nd. Passed.

RAC members

Discussion

- Cassandra Kroto is the new appointed member to RAC replacing Doug Finney.
- Notification will be given to CD that Cyndy Langmade will retire December 31 2016 and a replacement will be needed.

CHAPCB Business

Discussion

The request to change the CHAPCB Standards with regards to the Primary Provider definition and change to the ratio of Primary Provider to Active Participant pts in Session II. This document was approved by the CB; changes incorporated in Standards are now on the website. Torie updated the CB standards typo, so this is all done.

New Business

Discussion

- a. QA process and criteria for field based session Training field staff update: TC coordinators will meet over the next 3 months via teleconference to update Dr. Golnick's booklet "Train the Trainers" for instructors to teach Basic Training, in a center or in the field, to make it generic and user friendly.
- b. RAC Training Center Annual Self-Evaluation Checklists from 2015: Victorie H. will confirm if letters were sent to YKHC and ANTHC and archived.
- c. YKHC will have their site review on May 22, 23, and 24, 2017. The binder is due March 22, 2017.
- d. TCC: Sessions 2, 1 and 4 are completed for site review in TCC. Needed: a full schedule and template for each session from TCC, Session 4 full schedule still needs to be looked at and provided before December's meeting in order to be fully certified before Dec 31. Session 2 schedule is complete, and all others are in process and will be divided between TCs to be reviewed. Faith will send these out. No on site visit is needed until 3 years, not wait a full 5 years since they are so new.
- e. The additional required TCC Session IV site review segment on July 18 to 22, 2016: This SIV skills observation went great, the hands on portion skills and clinicals passed and much learning was done in the process, with no deficiencies. Six sessions have been completed as of September, 4 students each time. Alan S. will send the report to the group.
- f. Update: The issue of interpretation arose concerning Well Child being done in Session II. This can be viewed in light of visits being the format for Approach to Child experience. The CHA can be an Active Participant. They should not be counted as primary since they are not trained to do a WC visit. This topic was to be discussed at the meeting of TCs in May 2016. The topic of interpretation and flexibility includes "meeting the standard to the best of the ability of the TC for the best learning experience for the student." Dan will do research. It was recommended by RAC to observe only WC visits to fulfill Approach to Pediatric, rather than the CHA be a Primary Participant, per Standards in brackets 68 in new Standards section 5.10.030 C. On August 29, CHAP coordinators asked CHAP directors rewrite the intro to training curriculum. Page 14 in Curriculum says active participant can be Approach to Child, needs to be corrected in intro.
- g. New TCC Training Center 2016 February RAC Initial Session I Site Review Report update: Session I was all completed.
- h. NSHC Site Review: This was sent to CD, and should be completed by October, December final due date.

TC Self-Evaluation Checklists

Discussion

- a. A copy of the summary will be reviewed at the December meeting. ANTHC and NSHC will be due and Faith will be mentored by Dan to perform the Self-Evaluation review. TCC is still under review therefore they will not write a self-evaluation review this year.

Documents

Discussion

Projects

Discussion

- a. Review RAC By-Laws / Standards, incorporate the approved changes in CHAPCB Standards: Dan put Primary Provider changes into RAC standards and Torie confirming changes in CB standards, fixing a typo: it is all done.
- b. Review RAC tools: CHA program education program evaluation checklist needs update in numbers of primary provider visits. Dan will change this.
- c. Expanding capacity projects update: ANTHC Session II Clinical portion at Dillingham and at Maniilaq. Upcoming dates include ANTHC/BBAHC Session I in Dillingham October 23 to November 18. Standards are being met in various locations and formats, by trainers who are under the oversight of ANTHC. This is a work in progress. Split session schedules will be included in the 2017 self-evaluation. Dan will check if this on the self-evaluation checklist.
- d. Update on Topic of Discussion:
 - What has been forwarded to CDs regarding the prerogative of a training center to change the time requirements in the Curriculum for face to face training without approval from a higher authority?
 - To be discussed at the next meeting: We need to come up with standards for an exception to standards. For example, who is responsible for administering the written test for the didactic portion may be addressed as distance sessions expand and develop. Proposals for changes in timing of skills and clinics hours should be discussed at RAC meetings. Some guidelines and standards may need change. Changes are to be expected as more distance sessions are developed.
 - What new processes will be realistic and helpful for changes evolving?
 - What changes in standards are needed to facilitate distance delivery of Basic Training?
 - Has the culture been changed as the learning and teaching changes with expansion?
 - How should things be done in the future?
 - Consult with RAC periodically during the development of the new distance projects before they are complete?

ADJOURN

Note: Meeting minutes were transcribed from RAC Report to CD 9-14-16.

**Review and Approval Committee
Meeting Minutes – December 7, 2016
Anchorage, AK**

CHAIRPERSON	Elaine Phillips (BBAHC)
VICE CHAIRPERSON	Cyndy Langmade (Chugachmiut)
SECRETARY	Faith Walsh (TCC)
RECORDER	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Alicia Lynn Reft	Karluk Tribal Council	A
Elaine Phillips	Bristol Bay Area Health Corporation	T	Elsie Dexter	Maniilaq Association	P
Cyndy Langmade	Chugachmiut	P	Dan Thomas	Norton Sound Health Corporation	P
Sue Steward	Chugachmiut	P	Faith Walsh	Tanana Chiefs Conference	P
Cassandra Kroto	Native Village of Tyonek	E	Alan Shear	Yukon Kuskokwim Health Corporation	P

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

Guest/Organization		Guest/Organization	
Victorie Heart	Alaska Native Tribal Health Consortium	Katherine Evon	Yukon Kuskokwim Health Corporation
Leah Woolard	Alaska Native Tribal Health Consortium	Rebecca Coupchiak-T	Bristol Bay Area Health Corporation

Call To Order & Review/Approval of Agenda

Discussion

- Introductions were made around the table.
 - The agenda was reviewed.
- Motion:* Cyndy L. moved to approve the agenda. Faith W. 2nd. Passed.

Review/Approval Minutes

Discussion

- The September 14, 2016 RAC meeting minutes were reviewed.
- Motion:* Elsie D. moved to approve the minutes. Dan T. 2nd. Passed.

RAC members

Discussion

Crystal S. will replace Cyndy L. on RAC, effective January 1, 2017.

Election of officers:

Motion: Cyndy L. nominated Elaine P. as Chair. Alan S. 2nd. Passed.

Motion: Elsie D. nominated Sue S. as Vice Chair. Cyndy L. 2nd. Passed.

Motion: Elsie S. nominated Faith W. as Secretary. Carolyn C. 2nd. Passed.

New Business

Discussion

- Update: QA process and criteria for field based session Training field staff: booklet “Train the Trainers.” Tabled until Alan S. is present.
- RAC Training Center Annual Self Evaluation Checklists from 2015: They are done but not signed. Cyndy L., Vice Chair, can sign the letters. Victorie H. will need binders for TCC and NSHC.

Motion: Carolyn C. moved to rename RAC Training Center Annual Self-Evaluation Checklists to Annual RAC Requirements Review. Sue S. 2nd. Passed.
This will be sent to CHAP Directors on Monday, December 12. CHAP Directors will send it on to CHAPCB.

- Send out RAC Training Center Annual Self Evaluation Checklist to each Training Center not receiving a site review, after RAC reviews the previous year’s Self Evaluation summaries for each Training Center. Next RAC meeting in February: Dan T. reviews TCC, Faith W. reviews ANTHC, Carolyn C. reviews NSHC.

Sent to CHAP Directors for approval: A letter from RAC to all TCs stating that changes in timing of skills and clinics hours must be presented to RAC for review and approval before implementation. This will be addressed during training center teleconferences.

- YKHC site review-May 22, 23, and 24, 2017. The binder is due March 22, 2017. Members-Carolyn C., Faith W., Sue S. with Elsie D. and Elaine P. as back-ups. Travel on Sunday, May 21.
- Elaine P. will write letter re: YKHC site review plan for the next year. Request to include form letters as a template and put on akchap.org under RAC.
- Update: New TCC Training Center 2016 February RAC Initial Session I Site Review Report was approved by RAC, sent on to CD for approval, will be reviewed and forwarded to CHAPCB.
- There was discussion by RAC concerning whether the Approach to Child clinical component of Sessions I and II could be accomplished with a Well Child Visit with the CHA as Primary Participant (as is done at the Nome training center) rather than as an observer watching another provider see pediatric patients (as is done at ANTHC and YKHC). The Curriculum does not currently restrict the student to an observer role for this clinical experience. There was discussion as to whether this section of the Curriculum should be revised to make such a restriction. Dan will write a detailed explanation of this issue for RAC.
- Send out thank you letter to supervisors of RAC members, cc to RAC members. Faith needs supervisors’ names and mailing addresses so she can send out letters.
- RAC Bylaw changes-Refer to draft.

Motion: Cyndy L. moved to accept RAC bylaws as amended. Elsie D. 2nd. Passed.

Documents

Discussion

Dan T. put Primary Provider changes into RAC Standards and CHA Evaluation Checklist.

Motion: Cyndy L. moved to approve the Primary Provider changes into RAC Standards and CHA Evaluation Checklist. Faith W. 2nd. Passed.

Projects

Discussion

- Expanding capacity projects: Update: ANTHC Session training in regional locations of Dillingham and at Maniilaq. Report: ANTHC/BBAHC Session I in Dillingham October 23 to November 18. Split session schedules will be included in the 2017 Self Evaluation.
- Distance Session IV Face to Face skills classes:
 - Standards for an exception to standards:
 - Time allotment for skills in Blended Face to Face sessions will not be held strictly to time requirements but rather will demonstrate adequate coverage of curriculum objectives.
 - Proposals for changes in timing of skills and clinics hours should be presented to RAC for approval before implementation. CD approval is requested.

ADJOURN