

**Review and Approval Committee  
Meeting Minutes – February 8, 2017  
Anchorage, AK**

<b>CHAIRPERSON</b>	Elaine Phillips (BBAHC)
<b>VICE CHAIRPERSON</b>	Sue Steward (Chugachmiut)
<b>SECRETARY</b>	Faith Walsh (TCC)
<b>TRANSCRIBER</b>	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	E	Elsie Dexter	Maniilaq Association	P
Elaine Phillips	Bristol Bay Area Health Corporation	E	Dan Thomas	Norton Sound Health Corporation	P
Sue Steward	Chugachmiut	E	Crystal Stordahl	Tanana Chiefs Conference	P
Cassandra Kroto	Native Village of Tyonek	E	Faith Walsh	Tanana Chiefs Conference	E
Alicia Lynn Reft	Karluk Tribal Council	A	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
Rebecca Pazdernik	Alaska Native Tribal Health Consortium	Asela Calhoun	Yukon Kuskokwim Health Corporation
Dr. Deanie Golnick	Alaska Native Tribal Health Consortium	Jessica Judy	Yukon Kuskokwim Health Corporation
Leah Woolard	Alaska Native Tribal Health Consortium		

**Call To Order & Review/Approval of Agenda**

**Discussion**

- Quorum: There was no quorum, so no formal actions were taken.
- Introductions were made around the table.
- The agenda was reviewed.

**Review/Approval Minutes**

**Discussion**

- The December 7, 2016 RAC meeting minutes were reviewed. One section (New Business, i.) was unclear regarding the use of a Well Child Visit as the Approach to Child clinical encounter in Sessions I and II. Dan T. will revise it for clarification. Leah W. will put it in the minutes and send them out to RAC members for an email vote for approval.

**RAC members**

**Discussion**

Elaine P. and Sue S. have been reappointed by CHAP Directors. Their new terms will end 12/19.

**New Business**

**Discussion**

- The TCC and ANTHC training center members are not present, and we didn't have their Annual Self Evaluation paperwork packets, so no review of the packets took place. The packets will go to their intended recipient (another training center coordinator) for review. These will be reported upon at the May meeting.
- The changes needed to the CHAPCB Standards with regards to the new title of the CHA Training Center Annual Self –Evaluation Checklist were clarified. Section 5.30.010 needs an amendment; Section 5.10.065 does not refer to the checklist and should not be amended. Crystal S. will fix the proposal and send it on to CHAPCB.
- The members of the 2017 YKHC Site Review team were not present to plan the review. Dan T. will send them a reminder of what they need to do at this point.

### **Old Business**

### **Discussion**

- Crystal S. reports that the letter RAC requested from CHAP Directors to the training centers has not yet been written. The letter was to state that changes in the time allotments of skills and clinics must be presented to RAC for review and approval before implementation. Crystal agrees to get this done.
- Letter from ANTHC about skills class time allotments in the blended Session IV: Dr. Golnick's letter and descriptive documents were distributed by email, and she explained the new approach. Dan T. presented his paper describing the issue. Dr. Golnick will revise Dan's paper, and then all the documents will be sent to all RAC members for their consideration and vote regarding approval of this new approach. The decision will be sent on to CHAP Directors.

### **ADJOURN**

**Review and Approval Committee  
Meeting Minutes – May 10, 2017  
Anchorage, AK**

<b>CHAIRPERSON</b>	Elaine Phillips (BBAHC)
<b>VICE CHAIRPERSON</b>	Sue Steward (Chugachmiut)
<b>SECRETARY</b>	Faith Walsh (TCC)
<b>TRANSCRIBER</b>	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Elsie Dexter	Maniilaq Association	P
Elaine Phillips	Bristol Bay Area Health Corporation	E	Dan Thomas	Norton Sound Health Corporation	P
Sue Steward	Chugachmiut	P	Crystal Stordahl	Tanana Chiefs Conference	P
Cassandra Kroto	Native Village of Tyonek	E	Faith Walsh	Tanana Chiefs Conference	P
Alicia Lynn Reft	Karluk Tribal Council	A	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	Jessie Judy	Yukon Kuskokwim Health Corporation
Leah Woolard	Alaska Native Tribal Health Consortium	Asela Calhoun	Yukon Kuskokwim Health Corporation

**Call To Order & Review/Approval of Agenda**

**Discussion**

- Introductions were made around the table.
- The agenda was reviewed.  
*Motion:* Crystal S. moved to approve the agenda. Sue S. 2<sup>nd</sup>. Passed.

**Review/Approval Minutes**

**Discussion**

- The February 8, 2017 RAC meeting minutes were reviewed.

**RAC members**

**Discussion**

No change.

**New Business**

**Discussion**

- The slightly revised and retitled “CHA Training Center Annual RAC Requirements Review” (replacing the old “Self Evaluation” document) was reviewed (no substantive changes in content or intent).

*Motion:* Al S. motioned to approve the CHA Training Center Annual RAC Requirements Review. Sue S. 2<sup>nd</sup>. Passed.

- The annual paperwork reviews of ANTHC, TCC, and NSHC were presented as approved. Faith W. will work with Elaine P. to get the appropriate letters distributed.
- The members of the 2017 YKHC Site Review team (Carolyn C., Sue S., and Faith W., with Elsie D. and Elaine P. as back-up) have received the Site Review Notebook and are reviewing it. The site review is in two weeks.

### Old Business

### Discussion

- The February RAC minutes were passed by email vote in March (no quorum at the February meeting).
- The new approach to skills instruction in the ANTHC blended Session IV was approved by RAC by email in March (no quorum at the February meeting). Dan T., Carolyn C., and Deanie G. will produce a short description of what those changes are, an explanation of how they meet the Curriculum objectives, and the RAC decision to approve these changes, to be passed on to AACHAPD who will forward it to CHAPCB.
- RAC had requested a letter from AACHAPD to the training centers regarding presenting changes in Curriculum delivery to RAC before implementation. Rather than a letter, CHAP Leadership has decided to write a process description that will become an official CHAP document. Crystal Stordahl, AACHAPD Chair, agrees to get this done.

### Documents

### Discussion

- Faith W. agreed to get the RAC form letters onto the akchap.org website.

### ADJOURN

**Review and Approval Committee  
Meeting Minutes – September 27, 2017  
Anchorage, AK**

<b>CHAIRPERSON</b>	Elaine Phillips (BBAHC)
<b>VICE CHAIRPERSON</b>	Sue Steward (Chugachmiut)
<b>SECRETARY</b>	Faith Walsh (TCC)
<b>TRANSCRIBER</b>	Leah Woolard (ANTHC)

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

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

Guest/Organization		Guest/Organization	
Victorie Heart	Alaska Native Tribal Health Consortium	Megan Moser	Chugachmiut
Leah Woolard	Alaska Native Tribal Health Consortium	Katherine Evon	Yukon Kuskokwim Health Corporation
Heather Pollard	Alaska Native Tribal Health Consortium	Asela Calhoun	Yukon Kuskokwim Health Corporation
Dillon Bennet	Bristol Bay Area Health Corporation		

**Call To Order & Review/Approval of Agenda**

**Discussion**

- Introductions were made around the table.
- The agenda was reviewed.  
*Motion:* Crystal S. motioned to approve the agenda. Dan T. 2<sup>nd</sup>. Passed.

**Review/Approval Minutes**

**Discussion**

- The May 10, 2017 RAC meeting minutes were reviewed.
- *Motion:* Dan T. motioned to approve the minutes. Crystal S. 2<sup>nd</sup>. Passed.

**RAC Members**

**Discussion**

- Elsie D. RAC seat (3 year term) is expiring December 2017. Group is requesting to have CHAP Directors approval to reappointment her.
- Alicia R. RAC seat (3 year term) is expiring December 2017. Group is requesting to have CHAP Directors approval for Asela C. to replace her.

**RAC Bylaws**

## Discussion

A proposal was made to change the wording for RAC bylaws: "Attendance expectations: It is expected that RAC members will participate and attend this working committee, either in person or electronically. If a member is not able to attend for 2 consecutive meetings, a replacement may be appointed by CHAP Directors."

*Motion:* Dan T. motioned to amend the RAC bylaws. Elsie D. 2<sup>nd</sup>. Passed. Torie will edit RAC bylaws and send to CHAP Directors for approval.

## Open Issues

### Discussion

- The topic of Curriculum changes by TCs and the issue of timing and process was sent to CD (as item 1.) for action by CD in May. This was sent back by CD to RAC, for wording to be submitted from RAC to CD for approval. After discussion, it was agreed to add an addendum to Standard 5.30.010(4). The addendum will be submitted to CD for approval, to be forwarded to CHAPCB. Addendum: "Major changes and methods of curriculum delivery will be submitted for approval before being implemented." This so new programs will not be taught to students before the CHAPCB ever sees big changes.

*Motion:* Dan T. motioned to submit the addendum to Standard 5.30.010(4) to CHAP Directors for approval then to CHAPCB. Faith W. 2<sup>nd</sup>. Passed.

- YKHC RAC site review- YKHC scored 99.4% - 158/159. One point was docked for storage of hazardous waste disposal process.

*Motion:* Dan T. motioned to approve YKHC RAC site review with minor changes. Elsie D. 2<sup>nd</sup>. Passed. Sue S. is sending the approved YKHC RAC site review to Faith W. to send to Crystal S. for CHAP Directors approval.

- A discussion was held concerning CHPs teaching TC skills, with the decision to take back to TCs to discuss with instructors, coordinators and referral providers, and bring results to next RAC meeting: What is your input on utilizing experienced CHPs with additional training, to teach the clinical portion of an encounter with students for training, for PN and WC visits in Session Training, while within the required ratio of majority midlevels and physicians instructors? This could be surrogates, or consider real patients. Changes in the wording in the standards will be considered after feedback. This was sent to ARC, and is submitted to CD, to pass to instructors and TC Coordinators and Medical Directors of TCs.

*Motion:* Dan T. motioned that RAC members discuss with their THOs and bring results back to the next meeting. Sue S. 2<sup>nd</sup>. Passed.

- Documents since May RAC meeting: Blended Session IV Time Allotments changes document was addressed.

## New Business

### Discussion

- Review RAC By-Laws/Standards and Review RAC tools – Done.
- Lack of training opportunities in Nome for newborn and postpartum exams was discussed, and Dan will work on wording for a proposed change in the Standard: If no newborns and postpartum exam are available, 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.

- ETT cards may take 6 weeks to arrive. An actual card is needed for certification. A letter of ETT completion is acceptable for entry into session training, while awaiting the card.
- ANTHC Blended SI/II Training was presented by Deanie Golnick at a joint meeting of ARC and RAC, which was well received, going above required hours and content as a work in progress. Pilot SI-II cohorts have started the blocks by distance.

**ADJOURN**

**Review and Approval Committee  
Meeting Minutes – December 6, 2017  
Anchorage, AK**

<b>CHAIRPERSON</b>	Elaine Phillips (BBAHC)
<b>VICE CHAIRPERSON</b>	Sue Steward (Chugachmiut)
<b>SECRETARY</b>	Faith Walsh (TCC)
<b>TRANSCRIBER</b>	

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	E	Elsie Dexter	Maniilaq Association	P
Elaine Phillips	Bristol Bay Area Health Corporation	P	Dan Thomas	Norton Sound Health Corporation	P
Sue Steward	Chugachmiut	P	Crystal Stordahl	Tanana Chiefs Conference	P
Vacant			Faith Walsh	Tanana Chiefs Conference	P
Asela Calhoun	Karluk Tribal Council	P	Jessie Judy	Yukon Kuskokwim Health Corporation	P

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

Guest/Organization		Guest/Organization	
Heather Pollard	Alaska Native Tribal Health Consortium	Megan Moser	Chugachmiut
Henrietta Rivers	North Slope Borough	Katherine Evon	Yukon Kuskokwim Health Corporation

**Call To Order & Review/Approval of Agenda**

**Discussion**

- Introductions were made around the table.
- The agenda was reviewed.  
*Motion:* Sue S. motioned to approve the agenda. Dan T. 2<sup>nd</sup>. Passed.

**Review/Approval Minutes**

**Discussion**

- The September 27, 2017 RAC meeting minutes were reviewed.
- *Motion:* Faith W. motioned to approve the minutes. Carolyn C. 2<sup>nd</sup>. Passed.

**RAC Members**

**Discussion**

- The RAC membership appointment request for Asela Calhoun, and reappointment for Elsie Dexter, were approved electronically by CD since the last meeting.
- Cassandra resigned, therefore one vacancy still remains, and CD is soliciting recommendations.
- A recommendation is being forwarded to request akchap.org website calendar have the meeting dates posted as soon as dates are determined.

**RAC Bylaws**

**Discussion**

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.



## Open Issues

### Discussion

- RAC Training Center Annual RAC requirement review 2017
- RAC Training Center Annual RAC Requirements Review 2018 Checklist to each Training Center not receiving a site review: For 2018: YKHC will review TCC, TCC will review NSHC, NSHC will review YKHC. NSHC will be reviewed by F.Walsh. YKHC will be reviewed by D.Thomas. TCC will be reviewed by J.Judy. ANTHC RAC site review- Possible dates: July 23-27 or July 16-20, will confirm the members who would attend after Carolyn checks the dates. A letter will be sent to CD once confirmed.
- 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.
- 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.
- 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.
- 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.

## New Business

### Discussion

- Review RAC By-Laws/Standards and Review RAC tools – Done.
- New email addresses of RAC member supervisors were provided for Faith to send out annual Thank you letters to supervisors via email, and CC to the RAC member.

## Documents

### Discussion

A new RAC folder will be created in the akchap.org 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, etc., will be sent to Faith to be posted, for ease of future access.

## ADJOURN