

**Review and Approval Committee
Meeting Minutes – February 25, 2015
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	Douglas Finney	Eastern Aleutian Tribes	P
Elaine Phillips	Bristol Bay Area Health Corporation	E	Dan Thomas	Norton Sound Health Corporation	P
Cyndy Langmade	Chugachmuit	P	Alan Shear	Yukon Kuskokwim Health Corporation	P
Eirik McFerrin	Copper River Native Association	P			

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

Guest/Organization		Guest/Organization	
Torie Heart	Alaska Native Tribal Health Consortium	Glenn Sheenan	North Slope Borough
Faith Mojin	Alaska Native Tribal Health Consortium	Ashley Westbrook	Norton Sound Health Corporation
Jody Hatch	Maniilaq	Crystal Stordahl	Tanana Chiefs Conference

CALL TO ORDER & REVIEW/APPROVAL OF AGENDA

Discussion

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

REVIEW/APPROVAL DECEMBER 2014 MINUTES

Discussion

- The December 2014 minutes were reviewed. Torie would like the partial attendance to no longer be used in the minutes and the Bylaws update to be removed.

Motion: Alan S. motioned to approve the minutes after changes are made. Cyndy L. 2nd Passed.

REVIEW MEMBERSHIP

Discussion

Herman Geffe is no longer going to be on RAC and that leaves two vacant slots on RAC. Dan asked Rahnna Boyer that the RAC vacant slots expire on 12/17. Eirik would like to have the RN after his name on the membership list.

UNFINISHED BUSINESS

Discussion

1. Elaine requested Doug Finney send out thank you letters to RAC members -- already sent.
2. Review RAC Training Center Annual Self Evaluations Checklists:
 - Dan will review ANTHC
 - Alan will review NSHC
 - Carolyn will review YKHC

Both Dan and Alan brought their packet for review and Carolyn will bring hers when complete.

NEW BUSINESS

Discussion

1. Once the training center coordinator reviews the checklist, letters will need to be send out if improvement is needed.
2. Torie stated that we have had 4 training centers for a long time. With the closure of the SEARHC training center in March of 2013, as well as every training center that has vacancies of staff, the numbers of health aides have been increasing. ANTHC 2015 Training schedule, there will be two rapid cycles (complete Session I through Session III in one year), and well as distance learning sessions. ANTHC is also working on a pilot with BBAHC to provide Session I in June with 4 students, and increase regional capacity for training.
3. New TCC Training Center plans: Recruitment is the biggest issue with the TCC Training Center. The medical director will be starting in May; a CI that will probably be transferring from the field program over to the training center; interviewing for the mid-level/manager position this week. TCC working with ANTHC to assist getting these new employees through orientation to make them training center appropriate vs. just CHAP. The goal would be to try and train one or two students just to get the ball rolling. TCC training space will have two mock exam rooms, a training room and a small space for all the instructors.

PROJECTS

1. RAC reviewed the CHA Education Program Evaluation Checklist document. Group suggested changes to be made to the document which Doug will correct and bring back to the next meeting.

ADJOURN

Motion: Group motioned to adjourn meeting.

**Review and Approval Committee
Meeting Minutes – May 13, 2015
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	Douglas Finney	Eastern Aleutian Tribes	P
Elaine Phillips	Bristol Bay Area Health Corporation	P	Dan Thomas	Norton Sound Health Corporation	P
Cyndy Langmade	Chugachmuit	P	Alan Shear	Yukon Kuskokwim Health Corporation	P
Eirik McFerrin	Copper River Native Association	P			

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Guest/Organization			Guest/Organization		
Torie Heart	Alaska Native Tribal Health Consortium		Jean Rounds-Riley	Alaska Native Tribal Health Consortium	
Dr. Christine Golnick	Alaska Native Tribal Health Consortium		Faith Mojin	Alaska Native Tribal Health Consortium	
Rebecca Pazdernik	Alaska Native Tribal Health Consortium		Charlotte Nelson	Maniilaq Association	

Call To Order & Review/Approval of Agenda

Discussion

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

Review/Approval February 2015 Minutes

Discussion

- The February 2015 minutes were reviewed.

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

RAC members

Electronic vote

Two of the CHAP Director appointed seats on the Review and Approval Committee (RAC) have become vacant. Alicia Reft Andrew and Elsie Dexter are the two nominations that were received to fill the seats.

- Alicia Reft Andrew has been the Tribal Health Director at Karluk Tribal Council since 1997 and she is also on the Alaska Native Health Board.
- Elsie Dexter is a CHP/C-C/I at Maniilaq since 2013, but has been with the program for about 20 years. There was a gap during her short time of retirement from 2011 to 2013. She was once a member of RAC.

On June 4, 2015 an email was sent to the CHAP Directors' for an electronic vote. Both Alicia and Elsie were voted onto the Review and Approval Committee.

Unfinished Business

Discussion

- a. Group reviewed CD report.
- b. CHA Education Program Evaluation Checklist was approved by CHAP Directors with e-learning additions.
- c. E-learning standards-“E-classroom” refers to the website provided by the training center. Additionally, the Standards requiring internet safety, internet privacy and emergency procedures for internet outages apply to the training center. The group agreed that it is the student’s employer responsibility to provide internet connectivity as an alternative to the students own internet services.

New Business

Discussion

- a. Session I Dillingham ANTHC satellite training center at BBAHC June 1, 2015
Group reviewed BBAHC new program versus ANTHC program.
- b. Crystal was not present to give an update on TCC.
- c. RAC evaluation of 2014 ANTHC distance Session IV-Dr. Christine Golnick took the curriculum and highlighted which classes are taught in the training center classroom and which ones are taught online. A summary of the evaluations that were done by the students and instructors is requested for review at the next RAC meeting.
- d. “Letter from RAC Chair re: approval of TC Self Evaluations:
Letters summarizing the outcome of the RAC review of TC Self Evaluation paperwork will be sent by the RAC Chair to the respective TC Coordinator, the CD Chair, and the RAC archives (Statewide Services).
The issue was raised regarding whether ANTHC has been meeting the clinical requirements for patients seen with the student as Primary Provider versus Active Participant, and it has not yet been resolved. Measures are being taken to resolve it. Differing interpretations and wording of the CHAPCB Standards exist. The CHAPCB will need to clarify the wording and interpretation in the Standard.
A proposal is being written by the ANTHC training center to revise the curriculum wording to be consistent with their interpretation.
The RAC Secretary (Doug) will write a letter to the CD Chair summarizing our discussion regarding the concern about the definition of “Primary Provider”.” –taken from Elaine Phillips RAC Report as requested.

Documents

Discussion

- a. Four projects expanding capacity
 - Doctor in Kodiak
 - Lisa Shindler (Maniilaq) being trained at ANTHC
 - ANTHC/BBAHC pilot
 - Distance classes
- b. Distance Classes for ANTHC Session IV-Students will be required to finish didactic portions online within one month.
- c. The next Session IV class, students will be going to Bethel and Nome for completion of the face to face and clinic skills (2-3 weeks).

ADJOURN

Motion: Group motioned to adjourn meeting.

**Review and Approval Committee
Meeting Minutes – September 23, 2015 (final)
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	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
Eirik McFerrin	Copper River Native Association	P	Alan Shear	Yukon Kuskokwim Health Corporation	P
Douglas Finney	Eastern Aleutian Tribes	P			

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

Guest/Organization		Guest/Organization	
Torie Heart	Alaska Native Tribal Health Consortium	Dillion Bennett	Bristol Bay Area Health Corporation
Rebecca Pazdernik	Alaska Native Tribal Health Consortium	Sue Steward	Chugachmiut
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.

Motion: Dan T. made a motion to approve agenda. Elsie D. 2nd Passed.

Review/Approval September 2015 Minutes

Discussion

- The September 2015 minutes were reviewed.

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

RAC members

Discussion

- Cyndy L. and Doug F. RAC seats (3 year terms) are expiring December 2015. Group is requesting to have CHAP Directors approval to reappointment them both.
- RAC Chair will be contacting new member Alicia Reft to attend next meeting.

New Business

Discussion

- Discussion concerning ANTHC interpretation of students as Primary Provider versus Active Participant was resolved. A proposal from ANTHC training center was reviewed. A request for

wording changes to eliminate discrepancies between wording of the CHAPCB Standards and CHAP Basic Training Curriculum will be presented for the December CD meeting, asking for the CD to present the request to CHAPCB, for approval to change 3 words in the Standards. Changes will reflect current good training being provided. See the attached document delineating changes recommended by RAC.

- b. Site reviews for Nome Training Center is scheduled for the end of April. Site review members available are Al Shear, Carolyn Craig, Elaine Phillips, with alternates Cyndy Langmade and Elsie Dexter.
- c. New TCC Training Center update: A new Medical director is coming on board soon, along with 5 current staff and one person working online to update EMS content. Dates are anticipated to be set soon for the RAC site review.
- d. TCC Training Center update: New employees are joining the TCC Training Center team. RAC site review dates are soon to follow.
- e. RAC Chair sent letters to the respective Training Center Coordinators, CHAP Director Chair, and the RAC archives regarding the outcome of the RAC review of Training Center Self Evaluation documents.

Documents

The RAC standards typo was reviewed and ready to be posted on the AKCHAP website changing "Rules to Roles".

Discussion

Dan will update the RAC Orientation for New Training Center Coordinators and RAC members.

Projects

Discussion

- a. Projects for expanding regional capacity: The numbers of ANTHC CHAs trained nearly doubling from 60-80 up to 100-120 students over the past year. ANTHC's Session II didactic and skills begins November 30. Students will be doing clinical and skills at Maniilaq and BBAHC.
- b. Some students from ANTHC Distance Session IV will go to ANTHC and Dillingham to do clinical and skills. The rest will complete their training at YKHC.

ADJOURN

Motion: Dan T. motioned to adjourn meeting. Eirik M. 2nd Passed.

Attached to these minutes:

- 1. Recommended changes document

RAC Recommended Wording Changes 11/16/15

*The RAC committee respectfully requests a change in one word and 4 numbers for the purpose of consistency between **CHAP Certification Board Standards and Procedures** and the **Community Health Aide Basic Training Curriculum, June 2010**. The definitions for “primary provider” are not consistent between Standards and Curriculum. Interpretation by various CHAP Training Centers caused discrepancy in the number of full visits performed at the three Training Centers.*

The wording in the current Standards did not convey the intention of having full HEAP visits done by the CHA student as a “Primary Provider” when a visit is performed in Session training. Furthermore, participatory Providers were at a ratio which allowed more visits to be partial visits. RAC noted varying numbers of full visits completed during session training at training centers, and found the cause to be interpretation of Curriculum and Standards wording discrepancies.

After lengthy discussion, RAC requests

- 1. a simple change in one word, and also*
- 2. a change in the ratio of primary to participatory provider visits (see below).*

First change

GOAL: The Standards can match Curriculum, with one word change to the Standards definition: Introduction to the 2010 Community Health Aide Basic Training Curriculum, Definitions, page 14: Primary provider must perform a complete patient encounter.

CHAP Certification Board Standards and Procedures, Sec. 5.10.035. Volume, Hours and Distribution of Patient Encounters, page 68

(b) (1) Primary Provider. Under subsection (a) [volume, hours & distribution of patient encounters; encounters] of this section, the primary provider must **initiate** the history and examination, and depending on the complexity of the encounter and the skill and confidence level of the trainee, determine the assessment and plan in conjunction with the instructor.

Change to:

(b) (1) Primary Provider. Under subsection (a) [volume, hours & distribution of patient encounters; encounters] of this section, the primary provider must **perform** the history and examination, and depending on the complexity of the encounter and the skill and confidence level of the trainee, determine the assessment and plan in conjunction with the instructor.

Second change

The ratio needs to be changed because in Anchorage it is impossible to obtain the ratio of 6 out of 10 full HEAP “Primary Provider” visits, described in current Standards, due to existing clinic availability limitations. Other training centers may sometimes exceed the ratio, due to clinic site differences. Changes will reflect the good training that has been provided, while keeping numbers within Standards guidelines.

GOAL: Change the Standards ratio of Primary to Participatory Providers, to match realistic visit type ratios, during Session II training at ANTHC.

CHAP Certification Board Standards and Procedures, Sec. 5.10.035. Volume, Hours and Distribution of Patient Encounters, page 68

(2) Session II. Ten encounters under the following conditions: the trainee will be the primary provider in at least **six** patient encounters with particular emphasis on the patient problems delineated in the CHA/P Curriculum, as outlined below, and at least **four** additional encounters with the trainee as active participant.

Change to:

(2) Session II. Ten encounters under the following conditions: the trainee will be the primary provider in at least **four** patient encounters with particular emphasis on the patient problems delineated in the CHA/P Curriculum, as outlined below, and at least **six** additional encounters with the trainee as active participant.

These two changes in wording will allow current excellent training to continue, and also be in compliance with no discrepancy between the Community Health Aide Basic Training Curriculum and the CHAP Certification Board Standards.

**Review and Approval Committee
Meeting Minutes – December 9, 2015
Anchorage, AK**

CHAIRPERSON	Elaine Phillips (BBAHC)
VICE CHAIRPERSON	Dan Thomas (NSHC)
SECRETARY	Doug Finney (EAT)
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	P	Elsie Dexter	Maniilaq Association	P
Cyndy Langmade	Chugachmiut	P	Dan Thomas	Norton Sound Health Corporation	P
Eirik McFerrin	Copper River Native Association	A	Faith Walsh	Tanana Chiefs Conference	P
Douglas Finney	Eastern Aleutian Tribes	A	Alan Shear	Yukon Kuskokwim Health Corporation	A

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Guest/Organization		Guest/Organization	
Torie Heart	Alaska Native Tribal Health Consortium	Stephannie Christian	Tanana Chiefs Conference
Leah Woolard	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.

Motion: Dan T. made a motion to approve agenda. Elsie D. 2nd Passed.

Review/Approval September 2015 Minutes

Discussion

- The September 2015 minutes were reviewed.

Motion: Dan T. motioned to approve the minutes. Carolyn C. 2nd Passed.

RAC members

Discussion

- Approval for RAC reappointment of Doug Finney and Cyndy Langmade was received from CD.
- Faith Walsh is the new training center representative from TCC.
- Elaine Phillips agreed to continue as Chair. Dan Thomas has chosen to not continue as Vice Chair. The position of Vice Chair needs to be filled. Douglas Finney declines reappointment as Secretary or moving to Vice Chair. Cyndy Langmade agreed to step in as Secretary.

New Business

Discussion

- Site review for NSHC Training Center is scheduled for April 12-14, 2016. Site review members available are Carolyn Craig, Al Shear, Elaine Phillips, Faith Walsh with alternates Cyndy

Langmade and Elsie Dexter. The RAC Notebook will be finished and distributed by February 1, 2016.

- b. New TCC Training Center site review is scheduled for February 9-11, 2016. The RAC notebook will be finished and distributed by January 1, 2016. RAC members will have access to the resumes and licenses of faculty on a secure website, rather than credentials copied into the RAC notebook, to be reviewed online then deleted when complete. Torie will get a password for members who need access.
- c. RAC Chair will send letters to CHAPCB, CHAP Directors, NSHC and TCC, and team members regarding site review plans for the next year. Also scan Site Review Prep Plan documents to team members.
- d. RAC Chair will send the Annual Self Evaluation Checklist to ANTHC and YKHC. Send out thank-you letters to supervisors of RAC members, cc to each RAC member.

Documents

Discussion

- a. CD accepted and approved the request to change 3 words in the CHAPCB Standards, to be passed along to CHAPCB.
 - Section 5.10.35b(1) Primary Provider from: “the primary provider must initiate the history and examination”
to: “the primary provider must perform the history and examination.”
 - Section 5.10.035(3) Session II: change in ratio of patient type from: “primary provider in at least 6 patient encounters...at least 4 encounters as active participants”
to: “primary provider in at least 4 patients...at least 6 encounters as active participants.”
- b. Ready to be posted on the AKCHAP website: RAC Orientation dated 9/23/15.

Projects

Discussion

- a. Projects for expanding regional capacity: ANTHC’s Session II didactic and skills began November 30. Students will be doing clinical and skills at Maniilaq and BBAHC.

ADJOURN