

| Academic Review Committee Meeting Minutes – February 14-15, 2019 Anchorage, AK | | | | | |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------|---------------------|----------------------------------------|---|
| CHAIRPERSON | | Elsie Dexter (Maniilaq) | | | |
| CHAIR-ELECT | | Vacant | | | |
| SECRETARY-TREASURER | | Vacant | | | |
| RECORDER | | Leah Woolard (ANTHC) | | | |
| Member/Organization | | | Member/Organization | | |
| Carolyn Craig | Alaska Native Tribal Health Consortium | P | Dan Thomas | Norton Sound Health Corporation | P |
| Megan Moser | Chugachmiut | A | Faith Walsh | Tanana Chiefs Conference | P |
| Junior Tsinnie | Copper River Native Association | P | Jessie Judy | Yukon Kuskokwim Health Corporation | P |
| Elsie Dexter | Maniilaq Association | E | Katherine Evon | Yukon Kuskokwim Health Corporation | P |
| Henrietta Rivers | North Slope Borough | A | | | |
| Honorary Members | | | | | |
| Shawna Wilson | Alaska Native Tribal Health Consortium | P | Linda Curda | University of Alaska Fairbanks | P |
| A = Absent E = Excused P = Present T = Teleconference | | | | | |
| Guest/Organization | | | Guest/Organization | | |
| Leah Woolard | Alaska Native Tribal Health Consortium | | Lucy Bragg | Alaska Native Tribal Health Consortium | |
| Jean Rounds- Riley | Alaska Native Tribal Health Consortium | | Asela Calhoun | Yukon Kuskokwim Health Corporation | |

Thursday, February 14, 2019

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| Call to Order | Dan Thomas |
| Discussion | |
| Meeting was called to order. Introductions were made around the table. Group reviewed agenda. | |
| <i>Motion:</i> Faith W. motioned to approve the agenda as amended. Jessie J. 2 nd . Passed. | |
| Review/Approve Minutes | Group |
| Discussion | |
| Group reviewed September 27-28, 2018 ARC meeting minutes. | |
| <i>Motion:</i> Faith W. motioned to approve minutes. Katherine E. 2 nd . Passed. | |
| Group reviewed December 6-7, 2018 ARC meeting minutes. | |
| <i>Motion:</i> Jessie J. motioned to approve minutes. Faith W. 2 nd . Passed. | |
| Membership | Group |
| Discussion | |
| Marlene Katcheak is no longer employed at NSHC. Elsie Dexter moves into Chair. Need to elect Vice Chair and Secretary. | |

| Curriculum | Group |
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| Discussion | |
| Group continued work on Units 22d Sick Child and 20e Mental Illness. | |
| <i>Motion:</i> Faith W. motioned to approve Unit 20e Mental Illness with revisions. Shawna W. 2 nd . Passed. | |
| Group continued work on Reduction of Units 10-16. | |
| CHAM | Jean Rounds-Riley |
| Discussion | |
| CHAM changes: | |
| <ul style="list-style-type: none"> • ARC requests for CHAM changes will be forwarded to the ANTHC CHAM team (Jean and Tasha). • ARC changes to the Curriculum will be forwarded to the ANTHC CHAM team with the recommendation that the CHAM be revised to match the revised Curriculum. • ARC will be notified in advance if possible when CHAM changes are being made so that it can decide whether to revise the Curriculum accordingly. Changes to the CHAM will be available for review in advance for approximately one month in the "QA environment." • If ANTHC CHAM team thinks an ARC recommendation for CHAM change needs higher level approval, they will get that. They will keep ARC informed of the ARC recommendation status. | |
| There was discussion about cleaning up the eCHAM index. Jean says she needs people to click on the links. Also ARC would like the iCHAM to have an index. | |
| The issue of CHAPs restraining patients: Jean stated that it is in the process of being removed from the CHAM. | |

Friday, February 15, 2019

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| Call to Order | Dan Thomas |
| Discussion | |
| Meeting was called to order. | |
| Other Topics | Group |
| Discussion | |
| <i>Motion:</i> Faith W. motioned to make a change to Standards Sec. 5.10.040. Faith 2 nd . Passed. | |
| ARC formally requests the CHAP Directors make a request to the Certification Board to change the standards to read (change highlighted below): | |
| Sec. 5.10.040. Trainees Selection Process. | |
| 31 | |
| 32 (a) Qualifications for Trainees and Application Process. The CHA/P Training Center will | |
| 33 have a policy for selection of trainees. The selection process will include requiring applicants | |
| 34 for trainee | |
| 35 slots to file a completed statewide application form recommended no less than four weeks prior | |
| to the | |
| start of the training session, unless extraordinary circumstances are present. The policy for | |
| selection must | |

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| <p>36 include requirements that the training applicants have no less than EIGHTH grade math and reading skills and</p> <p>37 that they have completed Pre-Session, unless the applicant satisfies one of the exceptions to these</p> <p>38 requirements adopted under section 5.10.040(c) [trainees selection process; exceptions].</p> |
| Next Meeting |
| Discussion |
| ARC teleconferences scheduled for first Wednesdays of each month. Next meeting is on March 19, 2019, training center coordinators 9-10 am, and curriculum review 10 am – 12 pm. |
| ADJOURN |

| Academic Review Committee Meeting Minutes – May 23-24, 2019 Anchorage, AK | | | | | |
|------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------|---------------------|------------------------------------|---|
| CHAIRPERSON | | Elsie Dexter (Maniilaq) | | | |
| CHAIR-ELECT | | Katherine Evon (YKHC) | | | |
| SECRETARY-TREASURER | | Vacant | | | |
| RECORDER | | Leah Woolard (ANTHC) | | | |
| Member/Organization | | | Member/Organization | | |
| Shawna Wilson | Alaska Native Tribal Health Consortium | E | Dan Thomas | Norton Sound Health Corporation | P |
| Megan Moser | Chugachmiut | E | Faith Walsh | Tanana Chiefs Conference | P |
| Junior Tsinnie | Copper River Native Association | E | Jessie Judy | Yukon Kuskokwim Health Corporation | P |
| Elsie Dexter | Maniilaq Association | P | Katherine Evon | Yukon Kuskokwim Health Corporation | P |
| Henrietta Rivers | North Slope Borough | P | | | |
| Honorary Members | | | | | |
| Carolyn Craig | Alaska Native Tribal Health Consortium | P | Linda Curda | University of Alaska Fairbanks | P |
| A = Absent E = Excused P = Present T = Teleconference | | | | | |
| Guest/Organization | | | Guest/Organization | | |
| Leah Woolard | Alaska Native Tribal Health Consortium | | Asela Calhoun | Yukon Kuskokwim Health Corporation | |
| Jean Rounds- Riley | Alaska Native Tribal Health Consortium | | Mary Hingsbergen | Maniilaq Association | |

Thursday, May 23, 2019

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Call to Order | Dan Thomas |
| Discussion | |
| Meeting was called to order. Introductions were made around the table. Group reviewed agenda. | |
| <i>Motion:</i> Dan T. motioned to approve the agenda as amended. Faith W. 2 nd . Passed. | |
| Review/Approve Minutes | Group |
| Discussion | |
| Group reviewed February 14-15, 2019 ARC meeting minutes. | |
| <i>Motion:</i> Dan T. motioned to approve minutes as amended. Faith W. 2 nd . Passed. | |
| Membership | Group |
| Discussion | |
| Marlene Katcheak is no longer employed at NSHC. Elsie Dexter moves into Chair. Need to elect Vice Chair. The terms of Chair and Vice Chair will go through December 2020. It was decided to leave Secretary position vacant. | |

Motion: Group nominated Katherine Evon as Vice Chair. Passed.

Curriculum

Group

Discussion

Training Center Coordinators continued work on Units: 22d Sick Child, 10 Respiratory, 8 Ear, 12 Digestive, 13 Urinary, and 14a Male Reproductive System. Field Based Coordinators continued work on field based manual for SIs.

Friday, May 24, 2019

Call to Order

Dan Thomas

Discussion

Meeting was called to order.

Other Topics

Group

Discussion

Motion: Dan T. motioned to accept TABE scores for reading at 6th grade level and math at 8th grade level. Carolyn C. 2nd. The motion passed with 4 votes in favor and 2 against. Dan will make the changes in the Standards with a justification and send the draft to ARC for comments. Then it will be sent to CHAP Directors for approval.

Recredentialing Guidelines – Carolyn - The 3 major changes are taking off the standing orders, changing the hours from 600 hrs to 200 hrs, and the screening exam. Jessie's working on the form and it will be posted on akchap.org.

Re-entry Guidelines- Dan & Torie worked on it in the past. Carolyn is reviewing their old notes on it.

Next Meeting

Discussion

ARC teleconferences scheduled for first Wednesdays of each month. Next meeting is on June 5, 2019, training center coordinators 9-10 am, and curriculum review 10 am – 12 pm.

ADJOURN

Academic Review Committee Meeting Minutes

Location in-person: 4000 Ambassador Drive, Conference Room 3

Teleconference dial-in: 1-877-446-3914 **Passcode:** 934722#

September 26-27, 2019

Attendance | Recorder: Leah Woolard, ANTHC | "X" means present

| Voting Members | | | | | |
|------------------------------------------|---|--------------------------|---|---------------------|---|
| Elsie Dexter, Maniilaq, <i>Chair</i> | X | Megan Moser, Chugachmiut | | Faith Walsh, TCC | X |
| Katherine Evon, YKHC, <i>Chair-Elect</i> | X | Junior Tsinnie, CRNA | | Jessie Judy, YKHC | X |
| Vacant, <i>Secretary</i> | | Henrietta Rivers, NSB | | Terri Douglas, NSHC | X |
| Shawna Wilson, ANTHC | X | Dan Thomas, NSHC | X | | |

| Honorary Members | | | | | |
|----------------------|---|------------------|---|--|--|
| Carolyn Craig, ANTHC | X | Linda Curda, UAF | X | | |

| Guests | | | | | |
|--------------------------|--|--------------------------------|--|---------------------|--|
| Leah Woolard, ANTHC | | Dr. Mary Gwayi-Chore, Maniilaq | | Asela Calhoun, YKHC | |
| Jean Rounds-Riley, ANTHC | | Lucy Bragg, ANTHC | | | |

Thursday, September 26, 2019 11:00am-4:30pm

| Topic | Discussion | Action/Motion |
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| Call to Order | <ul style="list-style-type: none"> Meeting was called to order. Introductions were made around the table. Group reviewed agenda. | MOTION: Faith W. motioned to approve the agenda as amended. Dan T. 2 nd . Passed. |
| Review/Approve Minutes | Group reviewed May 23-24, 2019 ARC meeting minutes. | MOTION: Dan T. motioned to approve minutes. Katherine E. 2 nd . Passed. |
| Membership | Shawna Wilson is the ANTHC Training Center member, and Carolyn Craig is the honorary member. Lucy Bragg will substitute when necessary. | |
| CHAPCB Report | See attached CHAPCB Reports 6-19 and 9-19. <ul style="list-style-type: none"> CHAPCB passed changes to Standard 5.10.025(a)(2) CHP as CHAP Instructor and Standard 5.10.035(c)(3) Postpartum. CHAPCB will do a second reading for CHP as CHAP Instructor. They want a list of what classes a CHP can teach and that the list be easily accessible. | ACTION: Dan will find list of classes that CHP can teach and send to Leah to post on akchap.org and send it to all TCC to distribute to staff. ACTION: Jessie will work on rewording Re-entry Guidelines |

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| | <ul style="list-style-type: none"> • CHAPCB wants number of hours on certificates for those students that did not complete/did not pass training session. • CHAPCB thought all needed re-entry assessment if not working for more than 6 months, but the Re-entry Guidelines say 1 year. CHAPCB requesting ARC to review Re-entry Guidelines and make a recommendation. The discrepancy is the CHAP Guidelines allow a year for CHP, but the Standards allow 6 months. • Postpartum exam – Dan suggests that in SIII, the female surrogate doing exam can stay for an extra hour. Can add it into lesson plan for STI surrogate. | document and bring back to ARC. |
| Curriculum | Training Center Coordinators continued work on Units: 17 Nervous, 18a Endocrine, 19 Skin, 22d Sick Child. Field Based Coordinators continued work on field based manual for SIs. | |
| Credentialing/ Recredentialing | The document went to CHAP Directors for approval. They were fine with changing the hours and patient encounters. They would like the title of “credentialing/rec credentialing” changed. It was suggested to change the title to “preceptorship.” | ACTION: Carolyn will amend the document and bring it back to TCC for review then back to CHAP Directors for approval. |

Friday, September 27, 2019 8:30am-5:00pm

| Topic | Discussion | Action/Motion |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Chest Percussion | ARC made a recommendation that chest percussion be removed from problem specific exams and left in the reference. Training Center Medical Directors are in agreement and CHAP Directors approved it. | ACTION: Jean will remove chest percussion from problem specific exams in the CHAM. |
| TABE Test | CHAP Directors were in agreement that TABE test needs to be at the 8 th grade level for math but did not officially approve the ARC proposal to request that it be raised in the CHAPCB Standards. Several THOs already require an 8 th grade math level to be employed. Crystal said the CHAPCB will want data in order to change the Standard. There are math resources available on akchap.org under library/math. | ACTION: Carolyn will send out a survey to THOs on what TABE levels they require to hire a new CHA/P. |
| Unit 5 Labs and POC System | To do the POC test, you have to have an established program of QA. Dan proposes that the running of the tests be removed from Unit 5. POC can teach the actual running of the tests. YKHC has a POC on healthstream. TCC hired a POC employee; they have a job description for them. | ACTION: ARC members to ask their lab director to find out what is required for POC test. |
| Unit 20c Mental Health Emergency | Jessie thinks they should remove “restraints” from Unit 20c. Jessie will strikethrough 9c “Restraining a patient requires additional people and consideration of patient safety.” For CHAM language, Dan thinks that Jean is already aware that it needs to be removed. | ACTION: Jessie will draft a revision for Unit 20c and bring back to ARC for approval. |

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| | | ACTION: Jessie put in a request for restraint removal from CHAM. |
| CE | <p>CHAPCB requests that ARC/RAC review trainings that should not be counted as CE.</p> <ul style="list-style-type: none"> • Annual employee requirements (safety fair, POC certification) • MSO testing – it's done every 6 years (limit # of times it can be used) • Medical measurements workbook • Topics for hands-on skills that CHA would not do in their practice (orthopedic-casting, joint injections, reading x-rays) • Food stamp eligibility, Medicaid travel • Administrative/clerical training • Advanced skills not in CHAM or curriculum (tracheostomy care, colostomy care, portable dialysis, Nexplanon, wart removal, pessary care) • Advanced pharmacology education • Education beyond knowledge base of health aide • Nursing CE for hospital care • Home health care | |
| Next Meeting | Next Training Center Coordinators meeting is October 17, 9 am – 12 pm. | |
| ADJOURN | | MOTION: Shawna W. motioned to adjourn. Dan T. 2 nd . Passed. |

Attachments:

CHAPCB Report 6-19

CHAPCB Report 9-19

TO: RAC and ARC

FROM: Jean Rounds-Riley (Training Center representative to the CHAP Certification Board)

TOPIC: Update to RAC and ARC regarding CHAP CB items addressed at the June 2019 CHAP CB meeting.

DATE: 6/14/19

- Requested changes to CHAP Standard 5.10.025 (a) (2) (see attached) approved as written by ARC, with minimal discussion.
 - Board requested that the list of “Basic Training Classes & Skills to be taught by CHP” be easily available to all.
 - (I would suggest on the akchap.org website, in the Basic Training Centers section.—but up to you all.)
 - Standard 5.10.025 (a) (3) No decision yet. Some members felt the Clinical Instructor wording about “Surrogate body system exams by a CHP” was a more substantive change, so this will need a second reading by the CB.
 - However, it was agreed that the current Standards are vague enough that CHPs can continue doing whatever they currently are doing without violating the Standards.
- Requested changes to CHAP Standard 5.10.035 (c) (3) (see attached) was approved, with minor revisions. There was some concern about the sections of the Standards which refer to the number of patient encounters in Session III—and that by using a simulated uterus this would not be considered a patient encounter.
 - Removed “fundus exam” from the encounter type list—board members discussed the fact that a post-partum exam includes more than just fundus
 - Added an asterisk after “Postpartum” and added to the note “Note: if no new postpartum patient is available, a RAC-approved model may be substituted *for the uterine fundus exam*”
 - This standard revision did invoke considerable discussion, including whether or not this was a substantive change to the Standards.
 - It is understood that if available, the exam would be done on a real post-partum patient.
 - If no postpartum patient available, the remainder of the postpartum exam could/would be performed on a surrogate patient (e.g. the VS, wt, breast and lower leg exams)
 - The description of the model development and approval by RAC/ARC/Medical Directors was helpful in getting this change made.
- The status of the Certification Board seat that I currently occupy has had no response from IHS. (see attachment 1/30/17 letter to IHS) regarding the Training Center Director position —v-an ANTHC Training Center representative. The new IHS Area Director (Dr. Rudd) will make further inquiries with Alaska Area staff to determine the status of this request.
- Drs Daniel and Hodges will work on “Guidelines for Supervising Physicians” which THOs could use to help orient staff.

CE

- Board agreed with the approvals from ARC.
- Regarding ARC's request (in 3/19/19 email) "Based on the inappropriateness of #1 and #2 above, we recommend that CHAPCB increase its efforts to inform CHAP Directors and CHA/Ps of the requirements of Standard 3.10.100(a)." The Certification Board asked that the CHAP Director Representative bring this to the attention of CHAP Directors at their next meeting.

- To remedy the problem of CHAs at times taking CE which later is not approved for credit:

- The Board proposes (after sufficient time to roll this concept out) that ALL CE be submitted and pre-approved. i.e. NO RETROACTIVE APPROVAL of CE.
 - Please discuss at ARC (TC and Field) what impact this might have on CHA/Ps and programs.
 - And let me know, to report back to CB at October meeting.

- Guidelines:

- Until recently, ARC had a list of what trainings were NOT accepted as CE (such as Compliance training that is require to do the job: HIPPA, fire drill, PPE fitting, MSDS, annual CLIA documentation review—see akchap.org "CHAP Compliance Record").
- Recently the Standards were interpreted more broadly, to comply with

(a) Competencies. To be approved by the Board, a continuing education program must (1) cover one or more of the course of study subjects or competencies listed in sections 2.20.100 [CHA I training & education requirements] through .510 [CHP competencies], the CHA/P Curriculum, or the CHAM; (2) directly relate to the clinical practice of a community health aide or community health practitioner; and

(3) be no less than 1 hour in length.

- CHAPCB would like ARC to come up with more specific guidelines of what they recommend be accepted, which CB can use as a guide. (For example, if ARC does not think compliance training should be counted—state this with justification.)
- The issuing of a "Certification of Attendance" when a CHA does not pass a session has caused confusion at the CB. CB requests that these either NOT be issued at all, or that they be designed to very clearly show that the CHA did not pass.
- Related to the above, passing a Basic Training Session counts as CE. (See akchap.org >CHA/P Continuing Education> CHAP CE Guidelines).
 - CB requests that ARC clarify and clearly state whether or not you recommend that someone attending, but NOT passing a basic training session should be able to count that as CE.

- A work group (JRR, Steve Daniel, Miranda Petruska) was formed to look at inconsistencies among the CHAP CB Standards, the CHAM and the CHAP Curriculum (and make recommendations for remedies).

Re-entry Guidelines:

CHAP CB Thought that All needed re-entry assessment if not working for ≥ 6 months, but the chart in ARC's 2000 Re-Entry Guidelines say 1 year. CB asks ARC to clarify.

I know that ARC has been working on revising the Re-Entry guidelines; perhaps you have already dealt with this? I am not sure where in the Standards CB was looking that they came up with the 6 month stipulation (I was out of the meeting for a while, at another meeting).

Standard Sec. 2.50.200 (b) Requirements for Renewal is the closest that Ella and I could find in the Standards addressing this topic at all. The wording in this standard seems odd to me, and I do not recall where it came from or what we were doing around 1998 when this would have been written. The Standard also says "been employed as" but not that they need to have been seeing patients. I would imagine there are CHA/Ps who are itinerants who would not meet these hour requirements (seeing patients) who we think are doing just fine.

The CHAP CB Renewal application also uses lapse in employment > 180 days and needing re-entry eval.

Can ARC look at this and make recommendations?

Standard Sec. 2.50.200 (b) Requirements for Renewal:

b) An applicant who has not been employed as a community health aide, community health practitioner, dental health aide, or behavioral health aide or behavioral health practitioner an average of at least 15 hours a week for at least six months of the previous 12 months prior to submission of the application must provide evidence satisfactory to the Board that he or she has been monitored in the performance of each required competence until he or she has demonstrated successful performance of each.

ARC Re-Entry Guidelines (2000)

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| CHP | > 1 yr | 1. Clinical evaluation by midlevel practitioner or physician to complete Preceptorship Critical Skills Checklist and review other skills guided by the Post Session Practice Skills List. | 1. Current ETT or EMT 2. Work with CHP to comply with Guidelines. 3. If deficiencies noted, schedule Post Session OR Clinical Update |
|-----|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

Community Health Aide Program Certification Board Application for CHA/P Change in Level/Renewal of Certification

16. List dates of lapses in employment greater than 180 consecutive days since last certification.
(If over 180 days, please attach documentation of re-entry evaluation)

TO: ARC and RAC

FROM: Jean Rounds-Riley (Training Center representative to the CHAP Certification Board)

TOPIC: Update to ARC and RAC regarding CHAP CB items addressed at the Sept. 2019 CHAP CB meeting.

DATE: 9/12/19

- CHAP CB meeting dates were changed from October to September due to concerns of another possible government shut down which would cause the meeting to be cancelled (as in January).
 - Since CHAP Directors and ARC have not met since the CHAP CB's last meeting, questions still remain:
 - Please see my report from 6/14/19 CHAP CB meeting and follow-up requested
- Requested changes to CHAP Standard 5.10.025 (a) (3) Passed on this 2nd reading.
 - A question was raised about protocol:
 - Since this Standard change applies to as Standard within the purview of RAC (Chapter 5 of the Standards regarding CHAP Training Centers), it was suggested that similar requests should
- The status of the Certification Board seat that I currently occupy has had no response from HIS, regarding this being the (all) Training Center position –v-an ANTHC Training Center representative. The new IHS Area Director (Dr. Rudd) asked Alaska Area staff to determine the status of this request. They will review and get back to us with an answer (no timeline).
- CE:
 - Until recently, ARC had a list of what trainings were NOT accepted as CE (such as Compliance training that is require to do the job: HIPPA, fire drill, PPE fitting, MSDS, annual CLIA documentation review—see akchap.org “CHAP Compliance Record”).
 - The CHAP CB does not want to write additional policies to clarify what is acceptable.
 - CB did not want to delegate these decisions to ARC
 - CB did suggest if ARC does not want certain trainings to be included as approved CE (such as compliance trainings) that ARC submit a proposal to change the Standards and specify that.
 - The CB wants more information about CE that is sponsored or approved by Training Centers. (We think this falls under Standard 3.10.100)
 - When reviewing applications it is difficult to know if listed CE is approved when it says something like “Matthew’s CE”
 - CB recommends RAC add to the RAC reviews a requirement for each Training Center to document appropriateness of their CE, using criteria much like that used to approve CE from other sponsors.
 - CB also requests that Training Centers notify the CB Program Manager of all CE sponsored or approved by the Training Center, so it can be added to the approved list (for ease of application review).

- For Training Centers: if the Training Center gives some documentation of “attendance” for a CHA who does not complete and/or did not pass a basic training session, this document should indicate number of hours. Since the Training Center Director/Coordinators all said that they thought a CHA should be able to count as CE a session which the CHA did not pass, the CB needs to know the # of hours this might cover.
- Re-Entry Guidelines: Please review ARC documents to ensure they are in agreement with the Standards (Standard Sec. 2.50.200 (b) Requirements for Renewal):
 - (see my 6/14/19 report to ARC for more details)

Sec. 5.10.040 Trainees Selection Process

- This was not discussed at the CHAP CB meeting, but other discussions did emphasize that the Standards need to be utilized when CHAP Directors, ARC or the CHAM are considering program changes.
 - I know that ARC has been discussing the minimum TABE level for entry.
 - The Standards say no less than 6th grade (see excerpt below).
 - If Training Centers want to change this policy, I think RAC should submit that proposal to the CHAP CB.

32 Sec. 5.10.040. Trainees Selection Process.

33

34 **(a) Qualifications for Trainees and Application Process.** The CHA/P Training Center will

35 have a policy for selection of trainees. The selection process will include requiring applicants for trainee

36 slots to file a completed statewide application form recommended no less than four weeks prior to the 37 start of the training session, unless extraordinary circumstances are present. The policy for selection must

38 include requirements that the training applicants have no less than sixth grade math and reading skills and

39 that they have completed Pre-Session, unless the applicant satisfies one of the exceptions to these

- 40 requirements adopted under section 5.10.040(c)

Academic Review Committee Meeting Minutes

Location in-person: 4000 Ambassador Drive, Conference Room 3

Teleconference dial-in: 1-877-446-3914 **Passcode:** 934722#

December 2-3, 2019

Attendance | Recorder: Leah Woolard, ANTHC | "X" means present

| Voting Members | | | | | |
|------------------------------------------|---|--------------------------|---|---------------------|---|
| Elsie Dexter, Maniilaq, <i>Chair</i> | X | Megan Moser, Chugachmiut | | Faith Walsh, TCC | X |
| Katherine Evon, YKHC, <i>Chair-Elect</i> | X | Junior Tsinnie, CRNA | | Jessie Judy, YKHC | X |
| Vacant, <i>Secretary</i> | | Henrietta Rivers, NSB | | Terri Douglas, NSHC | |
| Shawna Wilson, ANTHC | X | Dan Thomas, NSHC | X | | |

| Honorary Members | | | | | |
|----------------------|---|------------------|---|--|--|
| Carolyn Craig, ANTHC | X | Linda Curda, UAF | X | | |

| Guests | | | | | |
|---------------------|--|-------------------|--|--------------------------|--|
| Leah Woolard, ANTHC | | Lucy Bragg, ANTHC | | Jean Rounds-Riley, ANTHC | |

Monday, December 2, 2019 1-4:30pm

| Topic | Discussion | Action/Motion |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Call to Order | <ul style="list-style-type: none"> Meeting was called to order. Introductions were made around the table. Group reviewed agenda. | MOTION: Shawna W. motioned to approve the agenda as amended. Dan T. 2 nd . Passed. |
| Review/Approve Minutes | Group reviewed September 26-27, 2019 ARC meeting minutes. | MOTION: Dan T. motioned to approve minutes. Katherine E. 2 nd . Passed. |
| Membership | No changes. | |
| Preceptorship Guidelines | The Preceptorship Guidelines were submitted to CHAP Directors for approval. | |
| TABE Test | The data gathered by ANTHC does not support the proposal to raise the math TABE score minimum to 8 th grade, as their students of the past two years almost all had TABE scores of 9 th grade or higher. Therefore, until new supportive data becomes available, ARC will set this issue aside. | |

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| CHAPCB Report | <p>Requested changes to Standard 5.10.025(a)(2) CHP as CHAP Instructor passed on the second reading.</p> <p>Responses to CHAPCB Requests:</p> <ul style="list-style-type: none"> • ARC list of non-approved CE: The TC coordinators/CE Review Committee will produce a list of general categories of non-approved CE with justification. • ARC agrees that CE presented by TCs should have the same documentation requirements and go through the same review process as other sources of CE. • TCs are working on standardized certificates of successful completion of a Session versus CE hours granted for attendance of a Session. • ARC is working on a revision of the CHAP Re-entry guidelines and will correct the discordance with CHAPCB Standards 2.50.200 and generally improve the clarity of the document and provide supportive tools. • In the future, it will be clarified that recommendations for CHAPCB Standard changes from ARC pertaining to Basic Training are also approved by RAC. | |
| ECG Procedure | As most village clinics have 12 lead ECG machines, Health Aides are frequently asked to perform the procedure, and the CHAM lists it in several exams. ARC is drafting a new unit for Basic Training to teach ECG skills: knowing why an ECG might be part of a CHAM exam; how to place the leads; how to determine the quality of an ECG; what factors may result in a poor quality strip. Interpretation of an ECG will not be included. | |
| Curriculum | <p>Training Center Coordinators continued work on Unit 5c1 Blood Draw.</p> <p>Reduction of Curriculum Units 7-19 Body Systems, 20e Mental Health Problems, and 22d Sick Child have been completed. After final proofing, these units will go to ARC for review and approval.</p> | MOTION: Shawna W. motioned to approve changes to Unit 5c1 Blood Draw. Dan T. 2 nd . Passed. |
| Field Based Manual for SIs | Field Based Coordinators completed the first draft of the Field Based Manual for SIs for ARC members to review. | |

Tuesday, December 3, 2019 8:30am-4:30pm

| Topic | Discussion | Action/Motion |
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| POC Training in Basic Training | Federal CLIA regulations has confirmed that laboratories under which CLIA lab tests are done must abide by certain requirements which include direct observation of test performance and periodic competency evaluation. Point of Care tests being performed in THO clinics need to be done under the supervision of a laboratory with an active program for POC training and competency evaluation for those tests. ARC proposes that the performance of CLIA POC tests be removed from the Basic Training Curriculum as the test should be taught by the regional POC programs. Aspects of the tests would still be taught, e.g. understanding the reasons for doing the test, specimen collection, and interpreting the results. | ACTION: ARC requests that CHAP Directors discuss the proposal of removing POC tests from Basic Training and provide direction to ARC. |
| Unit 20c Mental Health Emergency | ARC approved a revision to this unit to remove the teaching of restraints to Health Aides and add a note to the instructor that the use of physical restraints is not taught or recommended for Health Aides. | ACTION: ARC requests that CHAP Directors approve the revision to Unit 20c Mental Health Emergency. <i>CHAP Directors suggested saying “are generally not recommended” rather than “are not recommended.” CHAP Directors agree to add the note that it is not taught in basic training.</i> |
| Re-entry/Renewal in CHAP Standards | ARC drafted a proposed amendment to Standard Sec. 2.50.200 “Requirements for Renewal” which gives the requirements for re-entry. This would change the time requirements that the Health Aide will need to be employed for a minimum of 80 direct patient care hours and have seen a minimum of 20 patients in the 6 months prior to recertification to avoid a re-entry evaluation. | MOTION: Jessie J. motioned to approve the proposed change to Standard Sec 2.50.200 “Requirements for Renewal.” Katherine E. 2 nd . Passed. ACTION: ARC will submit a recommendation the proposed change of Standard Sec.2.50.200 to CHAP Directors for approval. CHAP Directors approved the amendment. <i>It will go to CHAPCB for review and approval.</i> |
| Next Meeting | Next Training Center Coordinators meeting is January 8, 9 am – 12 pm. | |
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Attachments: