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GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
16 EDISON DRIVE  
AUGUSTA, MAINE  
04330

MICHAEL F. KELLY  
COMMISSIONER

JAY BRADSHAW, EMT-P  
DIRECTOR

**Examination Committee Meeting**  
**Tuesday, January 19, 1999**  
**Maine EMS Conference Room, Augusta**  
**Minutes**

**Present:** J. LeBrun, J. Vaniotis, E. Ekholm

**Absent:** T. Beals, E. Charles, B. Zito, R. Doughty, D. Bahr, J. Caron

**Staff:** D. White

**1. Call To Order** - The meeting was called to order at 9:40 a.m.

D. White noted that B. Zito, R. Doughty, T. Beals, and J. Caron made prior notification that they would be absent from the meeting.

- A. Introductions - None
- B. Assign Timekeeper - J. Vaniotis agreed to be timekeeper for the meeting.
- C. Additions/Deletions to the Agenda - None

**2. Minutes - December 15, 1998, meeting minutes - review for acceptance**

The minutes of the December 15, 1998, meeting were reviewed.

J. LeBrun noted that, in section 3.A of the Minutes, the month listed should be January instead of December

**MOTION: TO ACCEPT THE MINUTES OF THE DECEMBER 15, 1998, MEETING WITH THE CORRECTION AS NOTED ABOVE (Vaniotis; LeBrun - Motion Carries).**

**3. Old Business**

A. Examination Process/*Examination Administrators Manual*

The Committee continued work on the *Manual* - beginning with the section entitled "*Time Limits*". Work will commence at the December meeting with the section entitled "*Instructions to the Candidates*" (Page 13).

Discussion included:

- ☉ the need to include the start and finish times on the practical skill sheets to allow for tracking of station time requirements. **Consensus was to include “Start” and “Finish” lines on practical skillsheets.**
- ☉ the need to insert wording as to the carrying of weapons at exams. Extensive discussion ensued as to the appropriateness examiners or examinees carrying any type of weapon (firearms, hunting knives, utility knives) within the confines of a written or practical exam. It was noted that law enforcement officers sometimes take the exam in uniform. No consensus was reached. Staff will seek more information on this issue.

#### B. Intermediate/Paramedic Skillsheets - Revision

D. White reported that the skill sheets are nearing completion. Work still needs to be done on the instructions for each station. As previously indicated in the minutes, staff will insert “start” and “finish” categories on the skillsheets.

#### C. Practical Examination Rotation Record (PERR)

D. White reported that the PERR has been favorably received by the regions that have used it in the practical testing process. Suggestions included darker shading for category lines and shading every other row to facilitate data entry.

#### D. First Responder Curriculum - Examination Considerations

The Committee reviewed work to date. Discussion initially focused on the whether a system of remediation should be set up for students who fail to successfully complete the evaluation section of the course. E. Ekholm questioned whether a remediation system should be set up or rather - given the relatively short length of the program - that students who fail to successfully complete the program evaluation should retake the entire program. Following additional discussion, **consensus was that students who fail to successfully complete the program evaluation must retake the entire program and evaluation.**

Discussion continued as to the type of evaluation tool to be included in the program. While some members preferred that the evaluation come at the end of the program, others felt that it could be integrated into the program itself.

Other concerns included that the length of the transition program was not sufficient to prepare students for evaluation of competency. As the length of the educational portion of the program is the responsibility of the Education Committee, J. Vaniotis will share the concerns with L. Delano, of that Committee.

As the Committee remained far from consensus as to the type and form of evaluation to be used, this topic will be included on next month’s agenda.

E. Ambulance Attendant/Critical Care Examinations

D. White reported that he requested guidance from the Maine EMS Board as to the Committee's direction in regards to updating the critical care and ambulance attendants written and practical examinations. The Board directed that the Committee expend no resources on updating the exams, and that the next Rules revision remove references to these exams.

F. Enhanced Intermediate Program (EIP)

Tabled until next meeting.

G. Examiner Material/Evaluation

Tabled until next meeting

**4. New Business - None**

**5. Next Meeting**

The next meeting will be held on February 16, 1999, at 9:30 a.m. at Maine EMS in Augusta.

A. Set Agenda - Next agenda to include:

Examination process/*Examination Administrators Manual*  
Intermediate/Paramedic Skill Sheets  
Practical Examination Rotation Record  
First Responder Curriculum - Examination considerations  
Enhanced Intermediate Proposal - Exam considerations

**6. Adjournment** - The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Drexell White