

Maine EMS Exam Committee Meeting

Tuesday October 27, 2009

De Champlain Conference Room, Augusta

Minutes

Present: Gary Utgard - Chair, Jeff Regis, Joanne LeBrun, Kelly Roderick, Bob Hawkes,

Absent: Rick Doughty, Leah Mitchell, Sally Taylor

Guests: Jeremy Damren, Percy Thibeault & Steve Corbin (via Videoconference)

Staff: Drexell White

1. Call to Order

The meeting was called to order at 9:30 a.m.

Sally Taylor has sent word that she will be unable to attend today's meeting.

Kelly introduced Jeremy Damren to the Committee. Jeremy will be replacing Kelly as the Region Three representative to the Committee.

A. Assign Timekeeper – Kelly Roderick

B. Additions/Deletions to the Agenda – None

2. Minutes – September 22, 2009 meeting minutes - review for acceptance

The minutes of the September 22, 2009 meeting were reviewed.

Motion: To accept the minutes of the September 22, 2009, meeting (Regis; second by LeBrun - motion carries)

3. Old Business

A. Exam Administration Manual (EAM) Update

The committee continued its review of the Exam Administration Manual (EAM). Comments/suggestions included:

- Include a serious incident report in the Practical Skills Evaluation (PSE) forms available to the State Practical Skills Evaluator. The form would be used to document and follow-up on incidents that occur at Practical Skills Evaluations that Practical Skill Evaluators consider as needing review by Maine EMS and the sponsoring training center.
- Provide clarification in the manual concerning functional requirements of test equipment (e.g., electric suction units must be charged and operational, etc.)
- Clarify/ reinforce the need to perform a skill as part of the skills evaluation (e.g., applying a blood pressure cuff and indicating inflation prior to blood pressure information being provided by the practical skills examiner).
- Determine if Training Centers will be able to get State pass fail information from the National Registry of EMT (NREMT)
- The need to provide consistent information and guidance to examiners

B. State Evaluator Compensation

Drexell reported that the option for state evaluator compensation would be reviewed and approved by Maine EMS.

C. Work Plan for 2010

Committee members discussed the work plan for 2010. The following will be submitted to the Maine EMS Board as the Committee's work plan recommendations:

- Schedule a joint meeting with the Education Committee to keep apprised of changing education standards that could affect examinations.
- Develop a review plan for Training Center model for exam results for 2010.
- Work to setup a bi-annual meeting with the National Registry to keep apprised of NREMT developments as they pertain to the needs of Maine EMS.
- Continue revision work on the Exam Administrators Manual, as necessary.
- Review the practical expectations of the Psychomotor Skills Evaluation.
- Other items the Board sees fit to assign to the committee

D. Annual Report to the Board

Committee members reviewed the draft annual report to the Board as prepared by Gary Utgard. Gary will revise the draft and forward the final version to Maine EMS for inclusion in the Board's meeting packet.

Committee members discussed committee composition and found that the current composition is appropriate for the committee's mission.

4. To Do List – To be updated based upon the meeting

5. New Business

6. Next Meeting

Due to the Thanksgiving Holiday, staff will poll committee members about their availability to attend an Exam meeting on either December 1st or the 8th.

7. Adjournment – The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Drexell White