

Maine EMS Exam Committee Meeting

Tuesday, October 28, 2008

Florian Hall (Small) Conference Room, Augusta

Minutes

Present: Jacky Vaniotis – Chair, Leah Mitchell, Gary Utgard, Jeff Regis, Kelly Roderick, Joanne LeBrun,

Present Via Teleconference:, Sally Taylor, Bob Hawkes

Absent: Rick Doughty, Glen Targonski,

Staff: Drexell White

Call To Order - The meeting was called to order at 9:50 a.m.

A. Assign Timekeeper – Kelly will keep time for the meeting.

B. Additions/Deletions to the Agenda

a. **IPE Evaluator Request**

b. **Exam Committee recommendations to MEMS Rules Committee**

1. Minutes – September 23, 2008 meeting minutes - review for acceptance

The minutes of the September 23, 2008 meeting were reviewed.

Motion: To accept the minutes of the September 23, 2008, meeting (Roderick; second by Mitchell - motion carries)

2. Old Business

A. Intermediate Practical Exam – Examiner Instructions – Update

Drexell reported that Intermediate Examiner Instructions are still pending review.

B. Exam Administration Manual Update

Gary indicated that he is still working on the draft of the manual. Drexell distributed an outline of the IPE section of the manual. Both will report back with information to review at the January 2009 meeting.

C. EMT-Intermediate Written Exam – Item Analysis

Jacky, Bob and Sally have compiled raw data from the last year's Intermediate written exams. After discussion, the consensus was to have Jeff compile the figure and do some basic analysis. Joanne indicated that she had a program to aid in the analysis. Committee review of the data will occur at the January meeting.

D. EMT-Intermediate Practical Testing Stations – Placeholder – No Report

E. IPE State Evaluator Issue – Follow-up

Drexell reported that additional notification requirements have been added to the State Evaluator and IC responsibilities to help ensure no recurrence of the last summer's incident where a State Evaluator failed

to show at an IPE. Joanne suggested that the new notifications be included in the State Evaluator and IC checklists.

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

5. New Business

A. State Evaluator responsibilities

The committee discussed the responsibilities of the IPE evaluators and came to the consensus that it was time to review and responsibilities and reimbursement schedule for IPE evaluators. The issue will be scheduled for discussion in January 2009.

B. Exam Committee recommendations to MEMS Rules Committee

Drexell reported that the Rules sub committee of the Board has requested that the committee look at Chapter 7 – State Licensure Examinations – and recommend any changes to the committee. Following review of Chapter 7, the committee recommended that:

- Remove “exam administrators and exam proctors approve by Maine EMS” from §1 as the requirements for exam administrators and proctors should be set forth in the Exam Administration Manual along with other exam related requirements;
- Remove §2 for the same reason as mentioned above;
- Clarify that a person cannot take a cognitive exam without first completing the course. Maine EMS practice has allowed students to complete the psychomotor portion of the exam after didactic and lab portions of a class have been completed because of the logistics involved in scheduling and conducting a psychomotor exam vs a cognitive exam.

6. Next Meeting

The next meeting of the Exam committee is scheduled for Tuesday January 27, 2009 at 9:30 a.m. at Maine EMS

7. Adjournment – The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Drexell White