



ANGUS S. KING, JR.
GOVERNOR

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

MICHAEL F. KELLY
COMMISSIONER

JAY BRADSHAW
DIRECTOR

**Examination Committee Meeting
Tuesday, April 18, 2000
Maine EMS Conference Room, Augusta**

Minutes

Present: J. Vaniotis, E. Ekholm, D. Bahr, J. LeBrun, D. Kinney

Absent: R. Doughty, K. Smith, D. Gilman

Staff: D. White

1. Call To Order - The meeting was called to order at 9:37 a.m.

- A. Introductions - None
- B. Assign Timekeeper - J. LeBrun
- C. Additions/Deletions to the Agenda - None

D. White noted that D. Gilman had informed him that he would be unable to attend the meeting.

2. Minutes - March 21, 2000, meeting minutes - review for acceptance

Motion: To accept the minutes of the March 21, 2000 meeting (Kinney; LeBrun - motion carries)

3. Old Business

A. Enhanced Intermediate

D. White reported that the Operations Team had established a July 1, 2000 deadline for the implementation of the "enhanced" Intermediate level. The Exam Committee is expected to have all evaluation and testing pieces ready by July 15, 2000.

Members first discussed whether an evaluation tool needed to be included as part of the transition program for current EMT-Intermediates (EMT-I). Following discussion, the **consensus was that a written and practical tool be developed by the Exam Committee for the evaluation of EMT-I transition students. The evaluation component will represent the minimum requirements for students to successfully complete the transition program and begin practice at the new level and must be administered by a Level II or Level III**



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Instructor Coordinator. The written

evaluation will be distributed to the Instructor of the program with the understanding that the Instructor may review the written evaluation, but may not copy or duplicate the questions for use in the course. Further, EMT-I candidates may have no other access to the written evaluation other than to complete it at the end of the program. Candidates may not use the written evaluation to check mistakes after the evaluation has taken place.

The Committee requested that staff check with E. Delano as to what type of evaluation was used in the pilot transition programs and whether that evaluation could be used for all transition programs. D. White reported back that E. Delano stated to him that the written evaluation that was given to the “pilot” transition was one that she had developed for her use and that she did not intend it for other’s use .

E.Delano indicated that for the practical evaluation, she used a Myocardial Infarction (MI) scenario, a Chronic Obstructive Pulmonary Disease (COPD) scenario and a stable patient scenario.

Consensus of the Committee was to seek a qualified individual to write a total of 48 test questions - based upon the “enhanced” EMT-I module.

The Exam Committee directed that each regional coordinator be requested to identify persons within his/her region whom the coordinator would recommend as candidates for this contract.

The scope of the work to be done by the person selected to write the questions includes:

1. developing 48 original multiple choice exam questions which:
 - a. contain 4 possible answers - 1 correct and 3 distracters - labeled “A” to “D”;
 - b. includes a reference for each question to the Intermediate Transition Program objectives, content, or curriculum;
 - c. includes 2 text references per question taken from current texts in use in Maine at the EMT-Intermediate or EMT-Paramedic levels;
 - d. will include a specific number of questions identified in each of the following categories of the Intermediate Transition Program curriculum:
 - i. Overview, Pharmacology module sections 1 & 2 - 8 questions
 - ii. Pharmacology module sections 3 & 4 8 questions
 - iii. Pharmacology module section 5 8 questions
 - iv. Medical Emergencies module section 1 8 questions
 - v. Medical Emergencies module section 2 8 questions
 - vi. Medical Emergencies module sections 3 & 4 8 questions
 - e. will be provided by the contractor to Maine EMS in paper and electronic format; and

- f. will become the sole property of the State of Maine with the contractor relinquishing any and all rights for the use, reproduction, or distribution of the questions or information regarding the questions.
2. attending up to 2 meetings of the Exam Committee for the purpose of joint review and necessary revisions by the contractor to the questions submitted.
3. providing Maine EMS with electronic and paper copy of the work cited in paragraph 1, above, by no later than June 1, 2000.

Parties interested in being awarded the contract:

- a. must submit a current Curriculum Vitae which identifies the education and experience of the individual which qualifies him/her to write test questions;
- b. must be a licensed/certified at the Paramedic level or equivalent (i.e. RN, MD).

The contract amount for will be \$600.00, payable to the contractor following final acceptance of the exam questions and associated documentation by the Maine EMS Exam Committee.

The intent of the Committee is to have the questions available for creation of the written transition evaluation and for modification of the EMT-I State written exam.

D. White indicated that he will call and fax all regional coordinators with the information.

Work will continue on the practical evaluation for the transition program and on the practical skillsheet for the Intermediate State exam.

Because of the deadline involved with the EMT-I evaluation and state exam, the Committee opted to use the meeting time available to complete discussion on the topic.

B. Examination Process/*Examination Administrators Manual*

D. White distributed a list of the work remaining for the manual. In reviewing the document, members indicated that Appendix G - Written Exam Process - was already covered in other appendices. Staff will make the necessary changes.

D. Bahr stated that he would work on Appendix Q - Examiner/Programmed Patient Orientation.

D. Exam Committee Priorities/Planning - Tabled

E. Exam Accommodation Policy - Tabled

4. New Business - None

5. Next Meeting

The next meeting will be held on April 18, 2000, from 9:30 a.m. to 3 p.m. at Maine EMS in Augusta.

A. Set Agenda - Next agenda to include:

1. Examination Process/*Examination Administrators Manual*
2. Examiner Training
3. Enhanced Intermediate
4. Exam Committee Priorities/Planning
5. Exam Accommodation Policy

6. Adjournment - The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Drexell White