

# Maine EMS Exam Committee Meeting

Tuesday June 26, 2012

De Champlain Conference Room, Augusta

## Minutes

**Present:** Gary Utgard, Joanne LeBrun, Jeremy Damren

**Absent:** Sally Taylor, Matt Beil

**Guests:** Kelly Roderick, Michel Vining, Patrick Underwood, Stella Utgard

**Staff:** Drexell White

### 1. Call to Order

The meeting was called to order at 9:40 a.m.

Drexell reported that Sally Taylor had notified him that she would not be in attendance, but that Kelly Roderick would attend in her stead.

Shaun St. Germain, ALS IC representative to the Committee has submitted a letter of resignation.

**A. Assign Timekeeper** – Gary Utgard

**B. Additions/Deletions to the Agenda** – None

### 2. Minutes – September 27, 2011 Meeting Minutes - review for acceptance

The minutes of the September 27, 2011, meeting, were reviewed.

*Motion: To accept the minutes of the September 27, 2011, meeting (LeBrun; second by Damren - carries)*

### 3. Old Business - None

### 4. New Business

#### A. Review of EMR & EMT Process Using NREMT

Committee members welcomed Practical Skills Evaluation (PSE) Administrators Michel Vining, Patrick Underwood and Kelly Roderick for a discussion of the six PSEs that have been conducted since the transition to the NREMT process for EMR & EMT PSEs. Committee members Gary Utgard and Joanne LeBrun are also PSE administrators. Observations included:

- The NREMT process for EMR & EMT represents an increase in time due to:
  - Time required for candidate and examiner orientation;
  - Time required for patient moulage;
  - Same day Re-tests if offered (to date only one EMT PSE included same day retests);
  - Examiner transition from cumulative scoring to per station pass/retest format;
  - PSE Administrator scoring; and,
  - Unfamiliarity with a new process.
- The NREMT process for EMR & EMT represents an increase in costs due to:
  - Increased PSE administrator time on-site due to increased PSE duration;

- Increased Examiner time on-site due to increased PSE duration;
- Addition of station re-tests (either same-day or at a subsequent PSE).

Several topics were discussed for clarification:

- *Is it permissible to use the runner (who collects station skill sheets and returns them to PSE Administrator) to place the sheets on the individuals' scoring packets on the scoring table?*

Yes, It is permissible to have the runner arrange the sheets on candidates' scoring packets. However, all review for scoring, and scoring of a candidate's performance must be performed by the PSE Administrator.

If using a runner to collect station skill sheets, the PSE Administrator must inform the runner that:

- The runner must maintain the confidentiality of information, The runner shall not divulge candidates' performance information or status to any person, other than the PSE Administrator.
- *It can be a challenge for an examiner, candidate or other persons at a PSE to find the PSE Administrator, if the administrator has been called away from the scoring area.*

A practical solution, used by Gary Utgard, is to have anyone with a concern report to the person running the rotation for the exam. That person then texts Gary and lets him know of the situation.

- *If a candidate must re-test an assessment station, is the same scenario used?*

No. If a person elects to same-day retest an assessment station, a different examiner and different scenario is used. Two trauma and two medical assessments are provided to the PSE Administrator for each PSE. If multiple assessment stations are set-up (e.g., two medical and two trauma assessment stations), assign a different scenario to each - that way if re-tests are required, the re-test stations are already set-up.

- *Can training centers use pre-printed labels to attach to the scoring (bubble) sheets in order to save time during candidate orientation?*

Yes.

There was extensive discussion about the forms used in the PSE process. Some PSE Administrators found the forms redundant and cumbersome while others found the NREMT forms and process workable and consistent with the forms used in the AEMT and Paramedic PSE process. Suggestions included:

- Insert Course Number and date of birth fields on the PSE Roster and update the roster to make it Maine –specific.
- Consider requiring TCs to issue Test Authorization forms as a matter of course. Candidates would then present their *Applications to Test...*, and the *Test Authorization Form* to the PSEs sponsor when applying to take the PSE.
- Eliminate of one or more forms to streamline the process.

Other observations:

- Training Centers are losing money on exams and cannot sustain continued losses

- Transition to the NREMT process for the EMR and EMT “raises the bar” for candidates, Training Centers, examiners and PSE Administrators.
- Prior to June 1, 2012, Training Centers retained skill sheets of candidates for purposes of educational improvement. In the current process all documents are retained by the State.
- It would be beneficial to have basic data from ALS exams done through NREMT. It was suggested that the PSE Administrators PSE Reporting Form and a copy of the roster be forwarded to Maine EMS at the completion of the AEMT/ Paramedic PSEs conducted through NREMT.
- Only a handful of PSEs have been done under the new process; as with other changes to psychomotor exams, it will take time for those involved in PSE delivery to become accustomed with the process.

Next Steps:

- Staff will revise and distribute to Committee members:
  - PSE Reporting Form
  - Assessment stations scenarios;
  - Revised scheduling roster to include point minimums
- Exam Committee will continue to monitor EMR & EMT PSEs

**B. Annual Report**

Drexell reported that annual reports from Committees are due; he will work with Gary to draft the annual report.

**4. Next Meeting**

The next meeting is scheduled for Tuesday July 24, 2011 at 9:30 a.m. at Maine EMS in Augusta.

**5. Adjournment** – The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Drexell White