



**Northland College
Emergency Medical Services
Advisory Committee Agenda
March 25, 2014
6:00 Dinner in Commons
7:00 meeting in room 236**

1. Attendance
 - a. Present: Dr. Gasparini, Dennis Labahn, Dan Sponsler, Jen Berger, Mark Jones, Tana Ostlie, Andy Lundstrom, Joshua Frederick, Drew Heironimus, Eric Toutenhoofd, Marcus Pearson
 - b. Absent: Jodi Stassen, Art Culver, Chuck Baskerville, Kim Nelson, Darwin Potter, Jeff Laskowski
2. Membership/Committee focus
 - a. With the new requirements that the MN EMSRB is establishing for all levels of EMS education, they are now requiring oversight of all EMS training by a Medical Director and Advisory Committee. Dan proposes to adjust the focus/purpose of this committee to cover these areas as well as having Dr. Gasparini cover these additional areas as well. This was discussed with Dr. Gasparini previously and he has no objection to this. The members of the committee are agreeable to this. The name of this committee will thus be changed from Intensive Care Paramedic Advisory Committee to Emergency Medical Services Advisory Committee. The primary focus will remain with the Paramedic Program but other areas will be addressed as needed.
3. Program status (ICP, Firefighter/Paramedic)
 - a. Current enrollment: there are currently 9 2nd year students. We anticipate all will finish to graduation this spring. There are 10 1st year students. We know that we will lose one for at least one year due to deployment but he tells us that his plans

are to come back into the program when he returns from his deployment. The others are doing well with the classes so far.

- b. Incoming numbers: the number of people expressing an interest in the program, the number of applications for the paramedic classes submitted remains fairly consistent for the past several years.
4. Graduation Requirements:
 - a. The graduation requirements were reviewed and approved with no changes. We will continue to monitor this for any need to address any changes needed in the future.
5. Curriculum(s):
 - a. The current curriculums (ICP & FF/Medic) were reviewed and approved with no changes. Future changes that were discussed and will be looked into by the Program Director and faculty are adding a skills/simulation class (likely 1 lab credit for 32 hours of time) in the fall semester of the second year. Also discussed was adding the new physical fitness class the college is offering in the fall of the second year. This is also a 1 credit class.
 - b. Some discussion was had on class scheduling conflict in the second semester of the second year for the FF/Medic curriculum. It appears that the fire instructors have changed the schedule for Technical Rescue and it now meets for the duration of the semester rather than just in the beginning of the semester. This causes conflicts with the clinical and internship schedule. Dan will talk to the fire instructors about this.
6. Paramedic Program Policy book:
 - a. The current Program Policy Handbook was reviewed and approved. Only slight changes were made since the last approval by this committee.
7. Essential Functions document:
 - a. This is a new document that was suggested by a consultant for the college and this particular one was formulated using a similar document from the Physical Therapy Assisting program. This would be a document that the students will sign at the beginning of the paramedic classes along with the Policy Handbook and

waiver form. Some discussion was had on this and it was approved by the committee.

8. Clinical/Internships sites:

- a. There have been on changes in clinical and internship sites at this time and no identified issues/problems with any of our current sites.
- b. It was suggested that we look into the possibility of utilizing the hospital in Devils Lake for some ER experience as well as the ambulance service there. We will look into this. It was also suggested we look into utilizing the ER as St. Mary's Hospital in Rochester. This was discussed and decided not to pursue do to the added expense it would give the students.
- c. It was brought up by a former student that the current students do clinicals with that the beginning of shift document should be brought back. This is a document we had the students fill out identifying 3 goals for that shift and how they would like to accomplish them. They would then present that to their preceptor at the start of the shift and discuss it with them. At the end of the shift the student and preceptor would comment on it regarding how well these goals were accomplished. The faculty is not sure how this form got lost but it will be re-instated this summer.

9. MN EMSRB updates:

- a. The MN EMSRB has implemented a number of new standards, guideline and records required to be kept. These include keeping a file for each instructor to have copies of their license (EMT, Paramedic, etc.), their DOT EMS Instructor cert or equivalent and 8 hours of instructional continuing education every 2 years.
- b. They are also requiring of practical exams that the exam coordinator be an Approved Agent for the EMSRB, the Medical Director either be present or available by phone, the course coordinator for the examinees be present, all examiners be state approved and licensed at least to the level they are testing. Walk in registrations will no longer be allowed.
- c. The application form/process for training program approval has been expanded as well. The application form is much longer and there will be program site visits/inspections occurring.

- d. While a lot of this is not necessarily new, it has not been enforced very well in the past. It will be now.
10. Accreditation Topics:
- a. NCTC Exit Survey for the class of 2013 was reviewed.
 - b. 2013 Annual Report was reviewed.
 - c. 2013 employer survey results for the class of 2013 were reviewed.
 - d. 2013 graduate survey results for the class of 2013 were reviewed.
 - e. Program Resource Survey will be emailed out to the membership for completion and return to the Program Director.
 - f. Program Learner Outcome (PLO) #8 had been slightly revised to be in compliance with the requirement of this goal statement be included in the program goals (what we call PLO's). this revision was submitted to the Academic Affairs and Standards Council and approved by them. This revision was approved by this committee.
11. Other items:
- a. The estimated cost sheets for the programs were reviewed and updated. They will be posted on the web.
 - b. The program web pages for the college are in the process of being updated and being made easier to navigate and find information on.
 - i. It was stated that the health programs immunization requirements should be more visible to students coming in the allied health programs so they better know what will be required of them. This will be brought to Justin Berry (Allied Health Division Chair), Jodi Stassen (Allied Health Dean).
12. Next meeting fall 2014 and or spring 2015???
- a. We will meet next fall if needed.
 - b. We will meet roughly in one year regardless if we meet in the fall.
 - c. It was suggested that with the spring meeting that we meet prior to the meal. Next spring when the meeting is being set up the Program Director will poll the membership to see if that is still the wish.
13. With no other business to discuss the meeting was adjourned.