



Advisory Committee Meeting Minutes

SPONSOR INSTITUTION NAME:	St. Petersburg College EMS Program		
CoAEMSP PROGRAM NUMBER:	60042	DATE, TIME, + LOCATION OF MEETING:	Tuesday, February 16, 2016, 1:30-3 pm, HEC Provost Conference Room, 7200 66 th St. N., Pinellas Park, FL
CHAIR OF THE ADVISORY COMMITTEE:	Dr. Joe Nelson, Program Medical Director		

ATTENDANCE

Community of Interest	Name(s) – <i>List all members. Multiple members may be listed in a single category.</i>	Present	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Dr. Laurie Romig Dr. Angus Jameson	<input type="checkbox"/>	Community Physician Medical Director, Pinellas County EMS
Employer(s) of Graduates Representative	Robert Stanley/Employee Rep.	<input checked="" type="checkbox"/>	Paramedics Plus/Sunstar EMS,Largo, FL
Key Governmental Official(s)	Craig Hare	<input checked="" type="checkbox"/>	Director of Fire and EMS Administration
Police and Fire Services	Christopher S. Henderson EMS Chief Rob Angell - absent	<input checked="" type="checkbox"/>	St. Pete. Fire Rescue Pinellas Park Fire Dept.
Public Member(s)	David Holler	<input checked="" type="checkbox"/>	Retired EMS Chief, member from Community at Large
Hospital / Clinical Representative(s)	Diane Conti, RN Kevin Forsythe, RN	<input type="checkbox"/>	Director, Emergency Department, HCA St. Pete General Hospital Director, Emergency Department, HCA Blake Medical Center
Other	Danny Rogers	<input checked="" type="checkbox"/>	TransCare/Crisis Center of Tampa
Faculty	Martin VanBourgondien, Ted Rogers	<input checked="" type="checkbox"/>	St. Pete. College, EMS Prog. Faculty - Lead Paramedic & EMT Instr.
Medical Director	Dr. Joe Nelson	<input checked="" type="checkbox"/>	SPC EMS Program Medical Director
Program Director	Dr. Nerina J. Stepanovsky	<input checked="" type="checkbox"/>	SPC EMS Program Director
Sponsor Administration	Dr. Rebecca Ludwig Dr. Eric Carver	<input checked="" type="checkbox"/>	Dean, College of Health Science, St. Petersburg College Interim Provost, Health Education Center, St. Petersburg College
Current Student	James Humphrey	<input type="checkbox"/>	SPC EMS Program student (unable to attend as in ACLS testing
Graduate	Aimee Jacobson replied she would be out of the country	<input type="checkbox"/>	SPC EMS Program graduate
St. Petersburg College Workforce Representative	Jennie Orama	<input checked="" type="checkbox"/>	SPC Hlth Ed. Ctr.-Outreach/Career Advisor
Pinellas County Schools/Dual Enrollment	Gregory Taylor	<input checked="" type="checkbox"/>	Career/Technical Office-Pinellas County Schools
		<input type="checkbox"/>	

	Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
		<input type="checkbox"/>				

	Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
1.	Call to Order	<input checked="" type="checkbox"/>	Quorum present. Minutes of previous meeting from Sept. 24, 2015, Motion to Approve by Dave Holler & 2nd by Greg Taylor, APPROVED.	Meeting called to order at 1:32 PM	Nelson	
2.	Program Goals & Learning Objectives <input type="checkbox"/> Reviewed the verbatim language required in the CAAHEP Standard II.C. Program Goals – Minimum Expectations ¹ <input type="checkbox"/> Established or reviewed additional goals ²	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	*CoAEMSP Program Goal statement for SPC EMS Program - discussed. Motion to Approve by Chris Henderson & 2 nd by Dave Holler, APPROVED.	*Have statement entered on College Website for the EMS Program and any other program notification/brochure.	Stepanovsky	2/19/16
3.	Annual Report and Outcomes <input type="checkbox"/> Graduate Surveys <input type="checkbox"/> Employer Surveys <input type="checkbox"/> Resources Assessment Matrix <input type="checkbox"/> Thresholds	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	*Results discussed and summary reports attached to minutes.			

¹ CAAHEP Standard II.C. Program Goals - Minimum Expectations states:

The program must have the following goal defining minimum expectations:

Paramedic: "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

² Additional program goals are not required by the CAAHEP Standards. If additional program goals are established, then the program must measure them.

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4.	<p>Other Assessment Results</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Program <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 	<p>*Results from CoAEMSP and State of FL DOH site visits reveiwed with committee.</p> <p>*EMT & Paramedic Pass rates 2015 attached.</p> <p>*Test analysis/Medic II Mastery exam I and final exam review objectives including new use of Point Biserial Indexing method is being used. See attached pages.</p> <p>*Use of a digital signature for EMS student letters of completion has gone into effect. See attachment.</p> <p>*EMS Student lab fees have been verified as going entirely to lab fee budget for EMS after meeting with Dr. Ludwig and accounting staff as of August, 2015.</p>	<p>Response to CoAEMSP for 4 potential violations due to them by March 1, 2016.</p>	<p>Stepanovsky</p>	<p>3/1/2016</p>
5.	<p>Program Changes <i>(possible changes)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Course changes <input type="checkbox"/> Preceptor changes <input type="checkbox"/> Clinical and field <ul style="list-style-type: none"> o Reviewed & endorsed minimum patient encounters <input type="checkbox"/> Curriculum <ul style="list-style-type: none"> o Content o Sequencing 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 	<p>*Began 12 month mirrored class Paramedic Program Jan. 11, 2016 at request of area EMS/Fire agencies. See attached 2016 calendar schedule.</p> <p>*Clinical Affiliation agreements for renewal are in progress.</p> <p>*The FL DOE EMT curriculum framework will change to 300 clock hours, and increased to 12 credit hours starting Fall 2016. C&I documents have been submitted.</p>	<p>*This change was approved at the September 24, 2015 Advisory Comm. Mtg.</p>	<p>Stepanovsky/VanBourgondien</p>	

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6.	<p>Substantive Change (<i>possible changes</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program Status <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sponsor Administrator Personnel <input type="checkbox"/> Program Personnel <input type="checkbox"/> Addition of Distance Education <input type="checkbox"/> Addition of Satellite Program 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 	<p>*5th full time faculty position filled by Glenn Davis hired as acting faculty status. He is in interview process to be considered for full time budgeted status.</p> <p>*We have a student assistant who began the first of February. He has been extremely helpful in multiple functions.</p> <p>*Midtown Campus EMT class began Jan. 16, 2016 with 13 accepted; 8 actually showed up for class; in progress, with projected completion date of May 6, 2016.</p>		<p>*Rogers</p>	

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7.	Other Identified Strengths	<input checked="" type="checkbox"/>	<p>*Graduate/Employer surveys of July 2014 were reviewed with committee. See attachments. All positive comments, with the sole employer responding they would like a shift-friendly (mirror class) format as only suggestion for improvement.</p> <p>*A combined FF/EMT class will begin May 16, 2016 but is not financial aid eligible at this time-update to follow. This will be a PSAV, 12 week class.</p> <p>*BSC 1084C Essentials of Human Anatomy & Physiology course has been developed for the Paramedic Program. This class is mirrored as well. Course being taught by Natural Sciences faculty.</p> <p>*St. Petersburg College EMS Program will host a NREMT Scenario Writing Lab competencies workshop, Dec. 2-3, 2016. We are one of two FL programs selected to co-host this nationwide workshop.(See attached portions of report).</p>	2015 Graduate/Employer surveys to go out this week; trying to obtain more results with phone call and email reminders	Stepanovsky/Fusari	3/31/2016

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8.	Other Identified Weaknesses	<input checked="" type="checkbox"/>	<p>*Continued need for more clinical/field sites, especially pediatric sites was discussed.</p> <p>*Paramedic graduate/employee surveys have been sent out for the latest graduating class. Tryin gto encourage higher return rate.</p>	<p>PD will continue to meet with area hospitals, clinics and agencies to garner additional clinical contracts.</p> <p>*Data collection in progress.</p>	<p>*Dr Stepanovsky is working on this.</p> <p>*Fusari</p>	<p>*7/1/2016</p> <p>*3/31/2016</p>
9.	Action Plan for Improvement	<input checked="" type="checkbox"/>	<p>*We are in the process of recruiting/acquiring additional clinical/field sites</p> <p>*Continuing to recruit qualified adjunct faculty/PSAV instructors for EMT & Paramedic classes</p> <p>*A simulation center Health Program use is in the works. Provost, Eric Carver is meeting with College Pres., Dr. Law on 2/19/16. Also, the Health Ed. Ctr. (EMS Prog. site) is projected to be the focus for building improvements next year.</p>	<p>*In progress</p>	<p>*Stepanovsky</p>	<p>*7/1/2016</p>

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10.	Other Business	☒	<p>*CoAEMSP site visitor comment about Student Team Leads on field scenes: lengthy discussion regarding keeping team lead criteria the same or change it. Current criteria as follows: team leads require obtaining a complete history, appropriate physical exam, and managing the call to termination. Termination is defined as transfer of care to a hospital ER, pronouncement of death on scene after working a patient and cleared by medical control to terminate efforts, and informed refusals.</p> <p>*Support Coord., Scott Pelletier reported the following: Equipment start up cost for Midtown Campus EMT-\$35,371.70;</p> <p>*Maintenance agreements, both renewal and new for lab equipment are in progress</p> <p>*A used Stryker Power stretcher has been approved for purchase; Pulse Oximeters are also to be purchased for both EMT and medic labs; both items approved for purchase at the last advisory committee meeting</p>	<p>Motion made by Chris Henderson and 2nd by Robert Stanley, APPROVED to keep team leads as defined in FL Statute 401 variance, and listed in these minutes. Obvious death, cancelled before arrival on scene do not count towards team leads.</p>		

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11.	Next Meeting(s)	☒	Exact Fall date TBA, probably mid-September 2016 date.	Will be announced to committee late summer.	Wardlow	8/1/2016

Minutes prepared by Sally Wardlow/Krista Fusari Date 2/18/2016

Minutes approved by Nerina J. Stepanovsky Date 2/22/2016