



Credible education
through accreditation

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Advisory Committee Meeting Agenda

See last page for the purpose of the program's Advisory Committee, including a description and list of responsibilities.

SPONSOR / INSTITUTION NAME:	St. Petersburg College		
CoAEMSP PROGRAM NUMBER:	600042	DATE, TIME, + LOCATION OF MEETING:	August 24, 2021 - 1000-1100; online Zoom
CHAIR OF THE ADVISORY COMMITTEE:¹	David Holler		

ATTENDANCE			
Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an 'x' for each person present	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Dr. Donna Dooley (officio)	X	Pinellas County EMS
Employer of Graduates Representative	Andrew Hughes (officio)	X	Pinellas Park Fire Department
Employer of Graduates Representative	Jeremy Tinter (officio)	X	Sunstar/Paramedics Logistics
Employer of Graduates Representative	Ian Womack (officio)		St. Petersburg Fire Rescue
Key Governmental Official(s)	Craig Hare (officio)	X	Pinellas County EMS & Fire Administration
Key Government Official	Sandy Brooking (officio)		Pinellas County Public Safety Services
Police and Fire Services	Richard Graham (officio) William Morelli (officio)	X	Lealman Fire Rescue Seminole Fire Rescue
Public Member(s)	Cara Sebastian	X	St. Petersburg College
Hospital / Clinical Representative(s)	Scott Seibert (officio)	X	JHACH
Career Outreach Specialist	Monica Roberts		St. Petersburg College
Faculty	Scott Pelletier Paul Serino Kristen Shuler	X	St. Petersburg College St. Petersburg College St. Petersburg College
Sponsor Administration ²	Deanna Stentiford Eric Carver	X	St. Petersburg College -Dean St. Petersburg College –Provost
Student (current)			St. Petersburg College (Paramedic Credit Evening)
Student (current)			St. Petersburg College (Paramedic ATD Daytime)

¹ The best practice is that the chair is not the Program Director. The Advisory Committee is *advising* the program.

Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an 'x' for each person present	Agency/Organization
Graduate	Andrew Portale (officio) David Stremmer (officio)	X X	Safety Harbor Fire Rescue SPFR
Program Director, <i>ex officio</i> , non-voting member	Ralph Sibbio	X	St. Petersburg College
Medical Director, <i>ex officio</i> , non-voting member	Dr. Joe Nelson		St. Petersburg College/ Bay Pines VA Hospital
EMS PSAV Coordinator, <i>ex officio</i> , non-voting member	Jerome Ruffing	X	St. Petersburg College
Adjunct Faculty	Karen Macauley (officio)	X	JHACH
Public Member	David Holler (officio)	X	Pinellas Park Fire Department (ret.)
Public Member	Dr. Laurie Romig (officio) Wendy Rector (officio)	 X	EMS Physician Pinellas County Schools
Other - <i>ex officio</i> , non-voting member	Krista Fusari Michelle Farren Carol Mashburn Marilyn Browne Clinton Wathen	X X X X X	St. Petersburg College – EMS Admin Specialist St. Petersburg College – EMS Admin Specialist St. Petersburg College – EMS Admin Specialist St. Petersburg College – Career Pathways Outreach St. Petersburg College – Clinical Support Coordinator

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	Meeting was called to order at 10:01 am	No	D. Holler	
2.	Roll call	Committee Chair David Holler conducted roll call	No	D. Holler	
3.	Review and approval of meeting minutes	A motion to approve the minutes of the March 18, 2021 meeting was made by David Holler. A correction was made to the agency associated with Dr. Dooley. With no other changes, the minutes were approved.	No	D. Holler	
4.	Endorse the Program’s minimum expectation [CAAHEP Standard II.C. Minimum Expectation] <input type="checkbox"/> “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	Program goals remain the same.	No	D. Holler/ R. Sibbio	

	Agenda Item	Discussion	Action Required	Lead	Goal Date
	Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.” <input type="checkbox"/> Establish / review additional program goals ²				
5.	Review the Program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions [CAAHEP Standard III.C.2. Curriculum] <input type="checkbox"/> NEW Appendix G: Student Minimum Competency Matrix (<i>effective July 1, 2019</i>) <input type="checkbox"/> Review summary graduate tracking reports	<input type="checkbox"/> Due to the COVID-19 Delta variant, protocols are shifting in the program as well as with community partners. Proof of vaccinations are being required by some agencies. <input type="checkbox"/> Maintaining Appendix G competency requirements has been a challenge. Clinical and ride-a-long hours have been scaled back based on the agency’s staffing availability. <input type="checkbox"/> Craig Hare advised the county is experiencing critical staff shortage. Currently Sunstar has 85 open positions, as well as staff shortages across the fire rescue system. Salary wages have increased to be more competitive and attract new talent. <input type="checkbox"/> Mr. Sibbio advised that Clinton Wathen has been hired as the Clinical Support Coordinator (OPS part-time) to monitor student clinical hours and preceptor assignments.	No	D. Holler/ R. Sibbio	
6.	Review the program’s annual report and outcomes [CAAHEP Standard IV.B. Outcomes] <input type="checkbox"/> Annual Report data <input type="checkbox"/> Thresholds/Outcome data results <input type="checkbox"/> Graduate Survey results <input type="checkbox"/> Employer Survey results <input type="checkbox"/> Resources Assessment Matrix results <input type="checkbox"/> Other	<input type="checkbox"/> 2019 CoAEMSP Annual Report submitted; all criteria were met <input type="checkbox"/> Graduate and employer surveys initiated and integrated into the program <input type="checkbox"/> CoAEMSP CSSR Due October 1, 2021 <input type="checkbox"/> Site Survey to be scheduled after CSSR submitted and approved by CoAEMSP. Currently, all site visits are being conducted remotely.	No	R. Sibbio	
7.	Review the program’s other assessment results [CAAHEP Standard III.D. Resource Assessment] <input type="checkbox"/> Long-range planning <input type="checkbox"/> Student evaluations of instruction and program <input type="checkbox"/> Faculty evaluations of program <input type="checkbox"/> Course/Program final evaluations	<input type="checkbox"/> Introduced NREMT Integrated Out of Hospital (IOOH) format for Paramedic End of Program Practical Examinations. Two cohorts tested utilizing this approach. <input type="checkbox"/> Mr. Ruffing advised that the College New Initiative Program (NIP) created a boot-camp where tutors spend one week with EMT	No	R. Sibbio	

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

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<input type="checkbox"/> Other evaluation methods	<p>students. Boot camp covers anatomy, physiology and medical terminology preparing the students for the exams</p> <p>EMT program exam pass rates (1st quarter – 3rd quarter 2021)</p> <ul style="list-style-type: none"> ➤ First attempt – 74% ➤ Cumulative pass within 3 attempts – 78% <p>EMT National exam pass rates (1st quarter – 3rd quarter 2021)</p> <ul style="list-style-type: none"> ➤ First attempt – 70% ➤ Cumulative pass within 3 attempts – 77% <p>Paramedic program exam pass rates (1st quarter – 3rd quarter 2021)</p> <ul style="list-style-type: none"> ➤ First attempt = 88% ➤ Cumulative within 3 attempts = 88% <p>Paramedic National exam pass rates (1st quarter – 3rd quarter 2021)</p> <ul style="list-style-type: none"> ➤ First attempt = 73% ➤ Cumulative within 3 attempts = 81% 			
8.	<p>Review program changes (possible changes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course changes (schedule, organization, staffing, other) <input type="checkbox"/> Preceptor changes <input type="checkbox"/> Clinical and field affiliation changes <input type="checkbox"/> Curriculum changes <ul style="list-style-type: none"> ○ Content ○ Sequencing 	<ul style="list-style-type: none"> <input type="checkbox"/> Tracking absences and how to make up time due to Financial Aid requirement for clock hour programs. <input type="checkbox"/> Textbook publisher, JBL, has an on-line component to satisfy clock-hour requirements in the event of an absence. Lab hours must be face-to-face; make up lab time can be done on a Friday or any other day. <input type="checkbox"/> Updated Preceptor application process. Receiving more applications. <input type="checkbox"/> EMT processes updated to meet these changes. 	No	J. Ruffing	
9.	<p>Review substantive changes (possible changes) [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program status <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sponsor administrative personnel <input type="checkbox"/> Program personnel: PD, Lead Instructor, other <input type="checkbox"/> Addition of distance education component <input type="checkbox"/> Addition of satellite program 	<ul style="list-style-type: none"> <input type="checkbox"/> FT Faculty – Two acting faculty positions filled. Both positions will be advertised with interviews to follow. <input type="checkbox"/> Acting EMS PSAV Coordinator - Filled by Mr. Jerome Ruffing. Interviews for the position will be held Wednesday August 25th. <input type="checkbox"/> Two OPS positions approved to accommodate the vacant FT Clinical Coordinator; one of which was filled by Mr. Clinton Wathen. <input type="checkbox"/> Mr. Paul Serino has accepted and approved as the Lead Paramedic Instructor. 	No	D. Stentiford	

Agenda Item		Discussion	Action Required	Lead	Goal Date
		<ul style="list-style-type: none"> <input type="checkbox"/> Evaluating program to determine if any changes need to be made in order to remain competitive. Programs at three campuses, scheduled between day and evening classes, credit and non-credit. The challenge is to ensure students can flow from the EMT to Paramedic program and always offering what the community/agencies need. 			
10.	Other identified strengths	<ul style="list-style-type: none"> <input type="checkbox"/> Both EMT day and Paramedic ATD continue to be at full capacity. <input type="checkbox"/> Increased number of field preceptors to accommodate a number of EMT/Paramedic students. <input type="checkbox"/> Four new adjuncts instructors were hired to support program demands. 	No	R. Sibbio	
11.	Other identified weaknesses	<ul style="list-style-type: none"> <input type="checkbox"/> Both Credit EMT and Paramedic evening cohorts' numbers are reducing. <input type="checkbox"/> Some clinical sites and agencies are now requiring proof of vaccinations for students to perform training. Additionally, a few agencies have halted all student rides due to increase in Covid-19 cases. <input type="checkbox"/> EMS Program Support Coordinator - position has been vacant for approximately 18 months. Two OPS positions approved to supplement shortfall. One OPS position filled. <input type="checkbox"/> Adequate coverage for ATD Paramedic classes continues to be problematic. Have discussed raising hourly wage to attract more applicants. 	No	R. Sibbio	
12.	Identify action plans for improvement	<ul style="list-style-type: none"> <input type="checkbox"/> COVID-19 Action Plan for EMT and paramedic programs –see agenda item 8 	No	R. Sibbio	
13.	Other comments/recommendations	<ul style="list-style-type: none"> <input type="checkbox"/> Jeremy Tinter suggested a small work group be created to discuss and provide solutions to the issues Dr. Sentiford addressed in Item 8. <input type="checkbox"/> Wendy Rector, Pinellas Park High School, First Responders Program would like to bridge their graduating students right into the college EMS/Paramedic program. 	No	D. Holler	
14.	Staff/professional education	<ul style="list-style-type: none"> <input type="checkbox"/> Faculty have attended meetings/webinars from NAEMSE, CoAEMSP, FAEMSE and simulation product vendors 	No	R. Sibbio	

	Agenda Item	Discussion	Action Required	Lead	Goal Date
15.	CoAEMSP/CAAHEP updates	<input type="checkbox"/> Amended dates for accreditation reports, see agenda item 16.	No	R. Sibbio	
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	<input type="checkbox"/> CAAHEP/CoAEMSP - 2019 Annual Report completed May 18, 2021; Self Study Due October 1, 2021; Site Visit due 2022. State DOH/BEMO due for renewal November 2021.	No	R. Sibbio	
17.	Other business	<input type="checkbox"/> Jeremy Tinter made a motion to create small working group made up of invested partners in the community to discuss recruitment and ideas for class flow to improve sustainability for the EMT/Paramedic program through SPC. <input type="checkbox"/> Motion seconded by Chief Morelli. <input type="checkbox"/> Motion passed and carries.	No	D. Holler	
18.	Next meeting(s)	Summer 2022 - TBD	No	D. Holler	
19.	Adjourn	Meeting was adjourned at 11:09 am.	No	D. Holler	

Minutes prepared by Carol Mashburn

Date 09/13/21

Minutes approved by R. Sibbio

Date 9/22/21

If item #5 above was acted on, then: Joe Alonzo, MD

Medical Director's signature _____

Date 9/22/21

Attach Appendix G > Table 1 to verify which required minimum numbers were reviewed and endorsed (if item #4 above was acted on)

PURPOSE OF THE ADVISORY COMMITTEE

The Advisory Committee must be designated and charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change, and to review and endorse the program required minimum numbers of patient contacts. [CAAHEP Standard II.B. Appropriate of Goals and Learning Domains]

Additionally, program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with the mission of the sponsoring institution(s), the expectations of the communities of interest, and nationally accepted standards of roles and functions. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program. [CAAHEP Standard II.A.]

Responsibilities of the Advisory Committee

- Review and endorse the minimum program goal.
- Review and endorse the required minimum numbers of patient/skill contacts for each of the required patients and conditions.
- Verify that the Paramedic program is adhering to the National Emergency Medical Services Education Standards.
- Review Program performance based on outcomes thresholds and other metrics (at a minimum credentialing success, retention, and job placement).
- Provide feedback to the Program on the performance of graduates as competent entry level Paramedics (for employers).
- Provide feedback to the Program regarding clinical and field opportunities and feedback on students in those areas.
- Provide recommendations for curricula enhancements based on local needs and scope of practice.
- Assist with long range planning regarding workforce needs, scheduling options, cohort size, and other future needs.
- Complete an annual resource assessment of the program.