

Imperial Valley College
EMS Advisory Committee Meeting
AGENDA

Tuesday, 12/10/2024
Room 3204; IVC Bldg. 3200
1500-1600 (3:00pm-4:00pm)

	Joseph Bernal	IVC EMS Advisory Committee Chair & El Centro Fire Department, Fire Chief
	Steve Holt	IVC EMS Program Director
	James Corbett-Detig MD	IVC EMS Advisory Committee Medical Director
	Kathy Staats, MD, FACEP	Imperial County Public Health Dept., EMS & Disaster Medicine
	Sterling Wray	Imperial County Public Health Dept., EMS Coordinator
	David Craiglow	Imperial County Emerg. Medical Svc Agency, EMS/Disaster Preparedness Mgr
	Brandon Walls	REACH
	Mike York	Brawley Fire Department, Fire Chief
	Juan Contreras	Calexico Fire Department, Interim Fire Chief
	David Lantzer	Imperial County Fire Department, Fire Chief
	Katherine Canizales	El Centro Regional Hospital, ER & Critical Care
	Osman Valencia	Pioneer Memorial Hospital, ER & Critical Care
	Robert Amparano	Imperial Irrigation District
	Alejandro Ochoa	IVC P/T EMS Staff
		IVC Paramedic Student
	Brett Houser	IVC Interim Dean of Health & Public Safety
	Jessica Prock	IVC Administrative Assistant for Health & Public Safety
	Tricia Jones	IVC EMS/Fire Administrative Asst II

- 1) **Call to Order** – by Chief Joseph Bernal at: _____
- 2) **Review and Approval of Meeting Minutes – 7/25/23**
 - **Review of Minutes** - Steve Holt presents the review of the previous minutes.
 - **Approval of Minutes**
 - Motion approved:
 - Second the motion:
- 3) **Program Goals and Learning Objectives** – Review/Endorse CAAHEP Standard III. C Minimum Expectations. Additional Program Goals.
- 4) **Review /Endorse program's minimum numbers of patient skills and contacts** – CAAHEP Standard III C.2. Approve SMC Student Minimum Competencies Sheets.
 - Motion approved:
 - Second motion:
- 5) **Annual Reports and Outcomes** – Preliminary Results in CoAEMSP findings from SITE Visit
- 6) **Other Assessment Results** – Go Over Resource Assessment Matrix RAM Results

- 7) **Clinical and Capstone Field Internship Effectiveness/Challenges** - Discuss current Cohort. Results in Field.
- 8) **Program Changes** - Joe Bernal will be conducting his first meeting as Chairperson. Discuss Possible changes in IVC Paramedic Program
- 9) **Substantive Changes** - Program Status with CAAHEP.
- 10) **Strength/Weaknesses** - Instructional versus Administrative
- 11) **Plan for Improvement** - Group discussion
- 12) **Next Meeting Date** – July or early August 2025
- 13) **Adjournment** = by Chief Joseph Bernal at _____

Advisory Committee Meeting Minutes Paramedic Program

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

PROGRAM SPONSOR:	Imperial Valley College		
CoAEMSP PROGRAM NUMBER:	600134	DATE, TIME, + LOCATION OF MEETING:	December 10, 2024, 3:00 PM, Room 3204
CHAIR OF THE ADVISORY COMMITTEE: ¹	Joseph Bernal, Chief of El Centro Fire		
ATTENDANCE			
Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – <i>Place an ‘x’ for each person present</i>	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	James Corbett-Detig, MD		IVC - EMS Medical Director
Employer(s) of Graduates Representative(s)	Mike York, Chief		Brawley Fire Department
	Juan Contreras, Interim Chief		Calexico Fire Department
	David Lantzer, Chief		Imperial County Fire Department
	Brandon Walls		Reach
Agencies	Kathy Staats, MD, FACEP		Imperial County Health Department
	David Craiglow		Imperial County Health Department
	Sterling Wray		Imperial County Health Department
Public Member(s)	Robert Amparano		Imperial Irrigation District
Clinical and Capstone Field Internship Representative(s)	Katherine Canizales		El Centro Regional Hospital
	Osman Valencia		Pioneer Memorial Hospital
	Nicole Casteneda		Pioneer Memorial Hospital

¹ The chair should not be employed by the sponsor of the program. The Advisory Committee is *advising* the program.

Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – Place an 'x' for each person present	Agency/Organization
Faculty ²	Steve Holt		IVC, EMS Program Coordinator
	Tricia Jones		IVC, Administrative Asst II
Sponsor Administration ²	Brett Houser		IVC, Interim Dean of Health & Public Safety
Student(s) (current)			
Graduate(s)			
Program Director, <i>ex officio, non-voting member</i>	Steve Holt		Imperial Valley College
Medical Director, <i>ex officio, non-voting member</i>	James Corbett-Detig, MD		IVC – EMS Medical Director
Other			
³			

² Faculty and administration are ex-officio members.

³ Add rows for multiple members of the same community of interest

If the program has additional named communities of interest, list the community of interest and the name(s) that represent each.

Agenda Item <i>Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed</i>		Completed/ Discussed <i>(Yes/No)</i>	Discussion <i>include key details of the discussion</i>	Action(s) Taken
1.	Call to order		Joseph Bernal called the meeting to order at ____ 11:35 AM/PM	
2.	Roll call		____ members present, ____ additional members via Zoom	
3.	Review and approval of meeting minutes		The minutes of the July 25, 2023, meeting minutes were approved as written.	
4.	Review the Program's minimum expectations [2023 CAAHEP Standard II.A. Minimum Expectations] • "To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession." • Establish / review additional program goals⁴		The group reviewed the required goal language as it appears in the agenda column. No additional goals were identified. The minimum expectation is in the college catalog, the student handbook, and the program webpage.	
5.	Support the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions [2023 CAAHEP Standard III.C. Curriculum] • Student Minimum Competency (SMC) Recommendations (<i>effective January 1, 2023</i>) • Review summary graduate tracking reports		The Advisory Committee reviewed the required minimum competency numbers of patient/skill contacts for each type of patient and conditions. Medical Director, Dr. Bell, approved the requirements. • The required numbers mirror the CoAEMSP Student Minimum Competency Recommendations (SMC) and were in effect for the spring 2023 cohort. • Tracking includes lab, clinical and field internship experiences and is completed via an electronic tracking system. • Students are oriented to the electronic system and are responsible for monitoring their own progress.	

⁴ Additional program goals are not required by the CAAHEP *Standards*. Programs that adopt educational goals beyond the minimum expectations statement must provide evidence that all students have achieved those goals prior to the entry into the field.

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			- Faculty review student documentation throughout the didactic and lab phases and the clinical and capstone field internship and provide feedback as needed on progression of completing the competencies. - Faculty report that students do not appear to have difficulty obtaining the required minimums. One challenge is to have students continue to document encounters after they have met the minimums. Tim Black suggested introducing a competition to acknowledge students achieving the highest numbers. Betty Turley suggested fun type recognition awards rather than anything of monetary value. The faculty will brainstorm with some students on 'reward' ideas.	
6.	Review the program's annual report and outcomes [2023 CAAHEP Standard IV.B. Outcomes] - Annual Report data - Thresholds/Outcome data results - Graduate Survey results - Employer Survey results - Resources Assessment Matrix (RAM) results - Other	Yes	The 2021 CoAEMSP Annual Report was submitted with the following results: - NREMT: _____% success rate (first three attempts) - Retention: _____% - Positive placement: _____% - Of note: - The NREMT first time pass rate was 89%. While those results are well above the national first-time rate of 69% for 2021, the faculty has discussed additional recommendations to further improve the first-time pass rate. The faculty will include additional critical thinking cases and exercises in future semesters. - Attrition was due to several factors: 4 students were unsuccessful on cognitive exams, 1 did not achieve competency in the field internship, and 2 left for personal reasons. The Program Director and the Dean discussed introducing pre-entrance screening through a computer-based assessment and an interview and scoring process. It was determined that other health	Resource assessment surveys were distributed to all Advisory Committee members. The faculty will discuss avenues to increase Graduate and Employer survey return rates. The staff and College will initiate a screening process.

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			careers in the College use screening and it is acceptable for the Paramedic Program to add this process. Advisory Committee members discussed potential questions that could be useful in the screening/interview process. Please submit further suggestions to Daniel Thompson. - All 2021 graduates were employed as Paramedics except for one graduate who elected to pursue a different career. Graduate and Employer surveys were sent to all employed graduates. The return rate for the graduates was 50% and 35% for employers. The group discussed methods to increase the rates. Currently links are sent via a Survey Monkey electronic survey. Additional suggestions from the group included: send reminder emails/surveys, conduct the surveys via phone, distribute paper surveys to employers at the Advisory Committee meetings and explain that employers can evaluate multiple graduates on one survey if all ratings are the same. - Daniel Thompson distributed the Resource Assessment Survey for Advisory Committee members to complete. The tool will be emailed to members not in attendance.	
7.	Review the program's other assessment results [2023 CAAHEP Standard III.D. Resource Assessment] - Long-range planning - Student evaluations of instruction and program - Faculty evaluations of program - Course/Program final evaluations - Other evaluation methods	Yes	Students complete evaluations on faculty each month when in the didactic phase. Responses remain positive with requests for more scenarios and simulations in place of lecture. The faculty are discussing how to include more critical thinking scenarios. Students also comment on the different information they receive from various adjunct instructors. Several group members inquired about what lesson plans are provided to the adjunct instructors. The graduating cohort will be completing final course/program evaluations prior to graduation and the results will be reviewed at the next Advisory Committee meeting. Daniel Thompson and Elizabeth Rogers are finalizing the fiscal year	The faculty will conduct periodic meetings with the adjuncts to review expectations and inter-rater reliability issues. The faculty will develop more

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			budget requests. The budget request also includes a part-time administrative assistant for the program. A separate capital equipment request includes replacement airway, pediatric, and adult ALS manikins: IV arms, and a needle decompression trainer.	detailed lesson plans for labs. The supply budget has been increased due to implementing more scenarios and simulations.
8.	Review program changes <i>(possible changes)</i> - Course changes (schedule, organization, staffing, other) - Preceptor changes - Clinical and field affiliation changes - Curriculum changes - Content - Sequencing	Yes	A revision of the schedule and syllabi has been sent to the curriculum committee. The total program and credit hours will remain the same but 50 hours of 'field experience' that occurred in the first and second semesters will be moved to the third semester as part of the capstone field internship. This change was suggested by employers at the last Advisory Committee meeting to increase the opportunity for team lead experience. The group provided feedback on the changes to the preceptor training offered by the Program: all feedback was positive. Inclusion of the expectations of team leadership and the rating system is resulting in more consistent experience for the interns. One new clinical site, Mercy Medical Center, has been added and offers OB and Nursery experience for the students. All students will rotate to this site.	The Program Director will revise the schedule following approval of the Curriculum Committee.
9.	Review substantive changes <i>(possible changes)</i> [2023 CAAHEP Standard V.E. Substantive Change] - Program status - Sponsorship - Location - Sponsor administrative personnel - Program personnel: PD, MD, other - Addition of distance education component - Addition of satellite program - Addition of alternate location(s)	Yes	The College President, Dr. Donald Stewart, is retiring at the end of the academic year. A search is in place and the interim President is Dr. Paul Jones. There are no plans to add a satellite or alternate location.	

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10.	Other identified strengths	Yes	Support of the clinical and field internship sites	
11.	Other identified weaknesses	Yes	Attrition remains a concern and as mentioned previously.	
12.	Identify action plans for improvement	Yes	Implement a screening process and provide more detailed information on the expectations and rigors of the program to prospective students. Work with students on success strategies as they enter the program.	The faculty will develop success strategies for students.
13.	Other comments/recommendations	Yes	Scott Foster commented that while graduates are well prepared, additional experience in patient care documentation would be beneficial. One suggested solution was to require that patient care reports be completed during scenarios and simulations, the report reviewed by faculty and peers, and suggestions for improvement provided.	The faculty will add completing PCRs to all simulations.
14.	Staff/professional education	Yes	The Program Director and Lead Instructors are attending the CoAEMSP ACCREDITCON conference. Faculty development programs are offered quarterly through the College and staff are scheduled to attend. Various webinars are offered through CoAEMSP and other emergency medical services education and research providers.	
15.	CoAEMSP/CAAHEP updates	Yes	CAAHEP posts program citations when publishing accreditation status. The Outcomes thresholds must be published on the Program website. Posting for the program is complete.	
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	Yes	The Program is anticipating a notice to submit the next Self-Study Report in late 2024. The Program Director and staff are reviewing the required Self-Study Report documents and have initiated a planning process.	
17.	Other business	Yes	Graduation planning is in progress and invitations will be sent to all Advisory Committee members.	

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18.	Next meeting(s)	Yes	January 4, 2025. Daniel Thompson will send a calendar invitation and schedule Zoom for those who want to call-in to the meeting.	
19.	Adjourn	Yes	The meeting was adjourned at 12:45 PM.	

Minutes prepared by _____ Date _____

Minutes approved by _____ Date _____

Medical Director's signature (for item #5 above) _____ Date _____

Attach program's required **Student Minimum Competency** numbers (Summary Tracking tab) to verify which required minimum numbers were reviewed and supported (*item #5 above*)

Purpose of the Advisory Committee (CAAHEP Standard II.B.)

The program advisory committee must include at least one representative of each community of interest and must meet annually. Communities of interest served by the program include, but are not limited to, students, graduates, faculty members, sponsor administrators, employers, physicians, clinical and capstone field internship representatives, and the public.

The program advisory committee advises the program regarding revisions to curriculum and program goals based on the changing needs and expectations of the program's communities of interest, and an assessment of program effectiveness, including the outcomes specified in these Standards.

It is recommended that the chair of the advisory committee be from one of the following groups: graduates, employers, physicians, clinical and field internship representatives, or public.

Program advisory committee meetings may be conducted using synchronous electronic means.

The program advisory committee minutes must document support of the program required minimum numbers of patient contacts.

Responsibilities of the Advisory Committee

- Review the minimum program goal.
- Review and support 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.

EMS Advisory Committee
Wednesday, December 10, 2024 at 1500-1600 (3pm-4pm)
Sign-in Sheet

	Name	Agency	Contact Phone & Cell phone	Email	Signature
1	Chief Joseph Bernal (CHAIR)	El Centro Fire Department	Office: 760-337-4530 & Cell:	jbernal@cityofelcentro.org	
2	Dr. James Corbett-Detig MD	IVC - EMS Medical Director & Pioneer Memorial Hospital	Office: _____ & Cell: _____	jcdmd85@gmail.com	
3	Chief Mike York	Brawley Fire Department	Office: 760-344-1234 & Cell: _____	myork@brawley.ca.gov	
4	Juan Contreras	Calexico Fire Department	Office: 760-768-2150 & Cell: _____	jcontreras@calexico.ca.gov	
5	Katherine Canizales	El Centro Regional	Office: 760-427-6236 & Cell: _____	Kathrane.canizales.imperial.edu	
6	Robert Amparano	Imperial Irrigation District	Office: _____ & Cell: _____	pramparano@IID.com	
7	Kathy Staats, MD, FACEP	EMS & Disaster Medicine Imperial County Medical Director	Office: _____ & Cell: _____	katherinestaats@co.imperial.ca.us	
8	David Craiglow	EMS Disaster Preparedness Mgr Imperial County Emergency Med Svc	Office: 442-265-1364 & Cell: _____	davidcreiglow@co.imperial.ca.us	
9	Sterling Wray	EMS Division at Imperial County	Office: _____ & Cell: _____	sterlingwray@co.imperial.ca.us	
10	Osman Valencia	Pioneer Memorial Hospital	Office: _____ & Cell: _____	ovalencia@pmhd.org	
11	Nicole Casteneda	Pioneer Memorial Hospital	Office: _____ & Cell: _____	ncasteneda@pmhd.org	
12	Brandon Walls	American Medical Response	Office: _____ & Cell: _____	brandon.walls@amr.net	
13	Chief David Lantzer	Imperial County Fire, Heber	Office: 442-265-6000 & Cell: 760-996-6703	dlantzer@county.imperial.ca.gov	
	STAFF:				
1	Brett Houser	Interim Dean of Health & Public Safety		brett.houser@imperial.edu	
2	Steve Holt	EMS Program Coordinator		steve.holt@imperial.edu	
3	Jessica Prock	Administrative Assistant III		jessica.prock@imperial.edu	
4	Tricia Jones	Administrative Assistant II		tricia.jones@imperial.edu	
	EMS STUDENTS				
	Ezra Hallford	EMS Paramedic Current Student			
	Alejandro Ochoa	EMS Paramedic Graduate Student			
	GUEST				