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MICHAEL F. KELLY  
COMMISSIONER

JAY BRADSHAW, EMT-P  
DIRECTOR

**Examination Committee Meeting  
Tuesday, October 20, 1998  
Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** T. Beals, J. Vaniotis, E. Ekholm, J. Caron, R. Doughty, D. Bahr

**Staff:** D. White

**1. Call To Order**

- A. Introductions - None
- B. Assign Timekeeper - Jacky Vaniotis agreed to be timekeeper for the meeting.
- C. Additions/Deletions to the Agenda - Update - Enhanced Intermediate Program -
- D. White

**2. Minutes - September 15, 1998, meeting minutes - review for acceptance**

The minutes of the September 15, 1998, meeting were reviewed.

**MOTION: TO ACCEPT THE MINUTES OF THE SEPTEMBER 15, 1998, MEETING (EKHOLM; VANIOTIS - MOTION CARRIES).**

**3. Old Business**

- A. Examination Process/*Examination Administrators Manual*

The Committee continued work on the *Manual* - beginning with the section entitled "*Informing Candidates of Exam Procedure*". Work will commence at the November meeting with the section entitled "*Administration*" (Page 11).

There was extensive discussion regarding the "*Examiner Training*" section included in the "*Preparation* (for the practical exam)" section of the manual. **Consensus was that examiner training information is an important part of the Manual, and that this section of the manual be moved out of the "Preparation" section and into its own section of the manual.**

## B. Intermediate/Paramedic Skillsheets - Revision

### 1. Paramedic Airway

T. Beals reviewed the work he had done on revising the Paramedic Airway skillsheet. The revision included a scenario based evaluation of basic airway maneuvers and endotracheal intubation; inclusion of endotracheal intubation as a skill to be performed by all candidates; and, the addition of surgical cricothyrotomy (joining needle cricothyrotomy and chest decompression) as one of the randomly chosen skills.

Discussion also included the ventilation rate for BagValve Mask. Consistent with AHA, the rate on all skillsheets will be set at “ventilations every 5-6 seconds with chest rise”.

**Consensus of the Committee was to approve the aforementioned changes to the Paramedic Airway skillsheet and to approve the ventilation rate (as described above) for Bag Valve Mask on all applicable skillsheets..**

T. Beals will incorporate changes to the skillsheet and forward it to D. White for formatting.

The Committee reviewed the skillsheet revisions prepared by staff. Committee members were requested to do a “fine tooth comb” review of the skillsheets and forward their comments to D. White prior to next month’s meeting.

### C. Data Collection/Review *Examiner Payment* Draft

D. White reported no additional comments had been received regarding the examiner payment sheet. **Consensus was to approve the revised “sheet”.**

### D. Practical Examination Rotation Record

D. White reported that he has not yet met with J. LeBrun regarding identification of components for instituting this form for practical examinations.

This topic to be included on November’s agenda.

### E. First Responder Curriculum

Due to time constraints, this topic will be discussed at the November meeting. Committee members were asked to review the information they received regarding the “enhanced” First Responder Curriculum and be prepared to discuss written and practical exam considerations (at next month’s meeting).

### F. Ambulance Attendant/Critical Care Examinations - Tabled

#### **4. New Business**

##### A. Ops Team Discussion - Availability of Examiners/Exam Efficiency

D. White reported that the Operations Team, at their last meeting, had been apprised by Donnie Carroll, Region 1 Coordinator, that a problem existed in his region regarding the availability of examiners for practical exams. Carroll stated that it was becoming increasingly difficult to staff the practical exams with qualified examiners.

The Committee reaffirmed the need to complete the Exam Administrators manual, including the section on examiner training, in order to facilitate the regions in the training of new examiners to statewide standards.

##### B. Other - Enhanced Intermediate Program (EIP)

D. White reported that no information has been received concerning examination considerations for the proposed EIP. He indicated that the project "champions" are responsible for the development of written and practical testing criteria, documents and materials. Once received, staff will forward the information to the Committee for its review.

#### **5. Next Meeting**

The next meeting will be held on November 17, 1998, at 9:30 a.m. at Maine EMS in Augusta.

##### A. Set Agenda - Next agenda to include:

Examination process/*Examination Administrators Manual*  
Intermediate/Paramedic Skill Sheets  
Practical Examination Rotation Record  
First Responder Curriculum - Examination considerations  
Ambulance Attendant/Critical Care Examinations

#### **6. Adjournment** - The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Drexell White