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STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
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AUGUSTA, MAINE
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MICHAEL F. KELLY
COMMISSIONER

JAY BRADSHAW, EMT-P
DIRECTOR

**Examination Committee Meeting
Tuesday, December 15, 1998
Maine EMS Conference Room, Augusta
Minutes**

Present: J. Vaniotis, J. LeBrun, B. Zito, J. Caron,

Absent: T. Beals, E. Charles, E. Ekholm, R. Doughty, D. Bahr

Staff: D. White

1. Call To Order - The meeting was called to order at 9:50 a.m.

D. White noted that E. Ekholm made prior notification that they would be absent from the meeting.

- A. Introductions - None
- B. Assign Timekeeper - Bill Zito agreed to be timekeeper for the meeting.
- C. Additions/Deletions to the Agenda - None

2. Minutes - November 17, 1998, meeting minutes - review for acceptance

The minutes of the November 17, 1998, meeting were reviewed.

MOTION: TO ACCEPT THE MINUTES OF THE NOVEMBER, 1998, MEETING (LeBrun;Zito - Motion Carries).

3. Old Business

- A. Examination Process/*Examination Administrators Manual*

The Committee continued work on the *Manual* - beginning with the section entitled "Paperwork". Work will commence at the December meeting with the section entitled "Time Limits" (Page 12).

Discussion included:

- ☉ creating an examiner evaluation form to facilitate feedback about the practical examination process.

- ☉ the need to notify examination candidates of their right to have copies of the practical examination skillsheets. D. White will incorporate this information into the MEMS Exam application form.

B. Intermediate/Paramedic Skillsheets - Revision

The Committee made final changes and corrections to the skillsheet revisions. Staff will obtain quantity requirements from the regional offices for the purposes of printing.

1. Paramedic Airway - Discussed as part of the general review.
2. Examiner Instructions

The Committee reviewed information provided by E. Ekholm regarding types and cost of folders available at Staples (for use as examiner packets) and, J. LeBrun gave an overview of the examiner package in use by Tri-County EMS. The Committee identified the following points:

- ✓ to the extent possible, the examination process should be standardized with examination information and materials provided by Maine EMS
- ✓ clearly identify and color code examiner packets to coincide with skillsheets
- ✓ include patient instructions in each applicable packet.
- ✓ laminate reusable materials (e.g. examiner and patient instructions, examination station identifiers)

Discussion continued regarding the need to establish an examiner feedback mechanism. B. Zito volunteered to draft an *examiner evaluation* form to be presented at the next meeting.

C. Practical Examination Rotation Record

D. White reported that Southern Maine EMS used the rotation record at its most recent exam and, according to regional coordinator, Donnie Carroll, the form increased the efficiency and ease of the examination process. Staff will continue work to provide this form to all regions along with an explanation and instructions for use of the form.

D. First Responder Curriculum - Examination Considerations

The Committee reviewed the *Transition Skills Certificate* drafted by staff to address the evaluation of current First Responders who will be taking the transition program.

Comments/suggestions included:

- ◆ Separate the skills portion of the form from the certification/remediation portion to allow students to retain the skill sheet upon completion of the program.

- ◆ Create a course roster which includes a certification section for the skills evaluated.
- ◆ Course Instructor Coordinators (IC) would issue course completion certificates to students successfully completing the program and remediation certificates to those requiring continued work in specific skill areas.
- ◆ Regional offices would identify those IC who are authorized to conduct courses and provide remediation services.
- ◆ Regional offices could assist the student (requiring remediation) in planning and accomplishing same. Upon completion of remediation, the student would forward the remediation certificate to Maine EMS where the remediation would be so noted on the student's database file. Remediation forms could be so constructed as to allow ease of return (e.g. self addressed and stamped).

There was also general discussion regarding the length of the program and whether a student could process, practice, and demonstrate proficiency in the skill areas, given the amount of time allotted by the program. It was suggested that a pre-course study package may be of assistance in preparing the students to successfully complete the program.

Work to continue at the next meeting.

E. Ambulance Attendant/Critical Care Examinations

D. White indicated that he will forward a memo to the Director for consideration by the Board.

F. Enhanced Intermediate Program (EIP)

The Committee was provided with copies of the Intermediate examination blueprint (circa 1988) with the intent that it will be discussed at the next meeting.

4. New Business - None

5. Next Meeting

The next meeting will be held on January 19, 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

Enhanced Intermediate Proposal - Exam considerations

6. Adjournment - The meeting was adjourned at 12:50 p.m.

Respectfully submitted,

Drexell White