

Maine EMS Exam Committee Meeting

Tuesday February 23, 2010

De Champlain Conference Room, Augusta

Minutes

Present: Gary Utgard - Chair, Joanne LeBrun, Bob Hawkes, Sally Taylor (via teleconference), Jeff Regis, Leah Mitchell

Absent: Rick Doughty

Guests: N/A

Staff: Drexell White

1. Call to Order

The meeting was called to order at 9:41 a.m.

Drexell reported that the search for a new Education and Training Coordinator is still in process. Drexell also reported that he will be participating in a National Registry of EMT (NREMT) test item writing committee in March 2010, in Columbus OH.

A. Assign Timekeeper – None Assigned

B. Additions/Deletions to the Agenda – None

2. Minutes – December 1, 2009 meeting minutes - review for acceptance

The minutes of the December 1, 2009, meeting were reviewed. Jeff Regis pointed out an error in that the motion to approve the October 27, 2009 minutes has him listed as making the motion (he was not present at the meeting). Review of past meeting notes indicated that the motion was made by Hawkes, seconded by Utgard.

Motion: To accept the minutes of the December 1, 2009, meeting as amended to change the motion to accept the October 27, 2009 meeting minutes as being made by Hawkes and seconded by Utgard (LeBrun; second by Hawkes - motion carries)

3. Old Business

A. Exam Administration Manual (EAM) Update

The committee discussed Intermediate Examination proctoring and provided the following guidance:

- The proctor for an Intermediate level examination will score the answer sheets immediately after an examination has been completed;
- The proctor will not commence scoring until all candidates have completed the examination;
- The proctor will score the examinations in an area away from the candidates.
- The Proctor will return test materials and the test roster to Maine EMS within two business days of the examination

The committee also provided the following guidance for revision of the practical skills evaluation:

- At the completion of a practical skills station, the completed skills sheet must be returned to the scoring table by a person designated by the person conducting the Practical Skills Evaluation, not by the candidate (as has sometimes been past practice).

4. New Business

A. Airway Station – Regulator Issue

Drexell reported that he had been contacted by a student who had failed an Integrated Practical Exam (IPE) because she could not obtain a seal between the oxygen regulator and tank, causing her to use all of her allotted time for the station trying to obtain a seal vs., performing other airway skills, which may have led her to pass the IPE. Drexell reported that except for the airway station, the student did very well at the other stations.

The committee discussed the merits of providing guidance to students/candidates and practical test assistants about what to do if a similar situation arises at a (future) test.

Committee consensus was to add language about equipment malfunctions to the Practical Skills Evaluation (PSE) instructions to candidates and to practical skills examiner instructions. The language would provide guidance to the candidate and examiner that should a piece of equipment malfunction during a practical skills evaluation, the candidate should bring the issue to the attention of the examiner who would stop the evaluation and remedy the problem, or seek guidance from the PSE Administrator before continuing the evaluation. The time needed to remedy the equipment malfunction is not counted against the candidate's time allowance for the station.

B. 2010 Goals

1. Scheduling a joint meeting with the Education Committee to keep apprised of changing education standards that could affect examinations

The Chair will touch base with the Education Committee Chair about the timing of a joint meeting given the Education Committee's schedule concerning the National Education Standards.

Joanne indicated that there had been discussion at the Medical Direction and Practices Board (MDPB) meeting about establishing a leadership team of committee chairs and staff to guide review and action concerning Maine's use of the National Education Standards.

2. Develop a review plan for Training Center model for exam results for 2010

Staff and the committee will continue to look at an evaluation model for testing that will complement the Training Center review process. Items for review may include

- Practical Skills Evaluation (PSE) results
 - National Registry results
 - PSE issues that arise and are identified and documents by PSE Administrators
 - Comparative results – Maine vs. National NREMT averages.
3. Setup a bi-annual meeting with the National Registry to keep apprised of Registry developments as they pertain to the needs of Maine EMS

Drexell will check - during his item writing trip in March - with NREMT to determine their state visit schedule. He will also check on the skill sheet phase in for skills sheets based upon the National Education Standards.

4. Continue revision work on the Exam Administrators Manual, as necessary

Drexell will continue to revise the manual and provide committee members with updates.

5. Review the expectations of the Psychomotor Skills Evaluation.

Future discussion by the committee may be necessary based upon the direction taken with the National Education Standards.

5. Next Meeting

The Chair discussed the need to meet every month, with projects coming to a close and less issues being brought before the committee. Following discussion, the consensus was to continue to have committee members “block out” the fourth Tuesday each month as a meeting date, but that the Chair and staff would review agenda items, decide if a meeting is warranted and notify committee members accordingly.

7. Adjournment – The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Drexell White