

Maine EMS Exam Committee Meeting

Tuesday September 22, 2009

De Champlain Conference Room, Augusta

Minutes

Present: Gary Utgard - Chair, Jeff Regis, Joanne LeBrun, Kelly Roderick, Leah Mitchell, Sally Taylor

Absent: Rick Doughty, Bob Hawkes,

Guest: Ben Mullane, Brandon Walker, Crystal Stack, Justin Castonguay

Staff: Drexell White

1. Call to Order

The meeting was called to order at 9:35 a.m. Southern Maine Community College Paramedic students Ben Mullane, Brandon Walker, Crystal Stack, Justin Castonguay were introduced to the committee members.

Bob Hawkes will not be at today's meeting, but will try to teleconference if his schedule allows.

Drexell reported that Jan Brinkman, Maine EMS Education and Training Coordinator will be leaving to accept a clinical nursing position in Farmington.

Kelly Roderick informed the group that she will be stepping down as Exam Committee representative. She indicated she will be attending next month's meeting with her replacement.

A. Assign Timekeeper – Sally Taylor

B. Additions/Deletions to the Agenda – None

2. Minutes – June 23, 2009 meeting minutes - review for acceptance

The minutes of the June 23, 2009 meeting were reviewed.

Motion: To accept the minutes of the June 23, 2009, meeting (Regis; second by Mitchell - motion carries)

3. Old Business

A. Exam Administration Manual (EAM) Update

The committee began its review of the Exam Administration Manual (EAM). Drexell reported that the draft document contained language consistent with the examination model being considered in light of the implementation of training centers in 2010. Comments regarding the document included:

- Intermediate written exam
 - Who will provide proctoring? - Staff reported that the intent was to have current State Evaluators provide proctoring services and supplement with exam proctors as needed
 - Concern about exam security. – The new system would maintain all Intermediate written exams in the Maine EMS office. Exams would be distributed by trackable methods (e.g., certified mail, UPS) and returned to Maine EMS upon completion.
 - How will students be tested in a non-group format (i.e., EMT-I students' clinical experiences may be completed at different times, negating the ability to have a single "class" state written exam without making students wait until all class members have completed clinical experiences.

- When will exams be corrected? – Strong sentiment that written exams should not be corrected until after all students have completed the exam to ensure that the proctor is not distracted from direct oversight of test-takers.
 - Establish a window within which students will receive results.
 - What is the roadmap for reporting results (e.g., correction by State Administrator/Proctor, then results to TC and Maine EMS, etc.)
 - Develop checklists for personnel administering EMT-I written exam.
- Pearson Vue Testing Sites:
 - Does NREMT ensure testing center integrity?
 - Does NREMT receive student evaluations of cognitive test experience?

B. State Evaluator Compensation

Drexell reported that staff is looking at different option for state evaluator compensation that would provide remuneration for travel time and better represent actual on-site hours. More information at next month's meeting.

C. Maine EMS Rules Changes – Update

The Maine EMS Board rules changes carry an effective date of October 1, 2009 for all applicable chapters except Chapter 17 – EMS Equipment and regional radio frequencies, which carries an effective date of January 1, 2010.

Rules changes are available on the Maine EMS website.

4. To Do List – To be updated based upon the meeting

5. New Business

A. Work Plan for 2010

Due to time constraints, there was a brief discussion on the goals and work plan for 2010. Comments included:

- Provide for routine review of NREMT business plan, future plans and direction
- When will NREMT visit Maine, again
- Determine Exam considerations in light of Education Committee Gap analysis and the National Education Standards for EMS.
- Review committee composition and membership

B. Annual Report to Board

Gary Utgard will work on the annual report to the Board, due for the November 2009 Board meeting. Committee members should think about topics and information to be included in the report and let Gary know via email. Work will continue at next month's meeting.

6. Next Meeting

The next meeting of the Exam committee is scheduled for Tuesday October 27, 2009 at 9:30 a.m. at Maine EMS

7. Adjournment – The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Drexell White