MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204

EMERGENCY MEDICAL SERVICES COMMISSION

TECHNICAL ADVISORY COMMITTEE MEETING SUMMARY

DATE:	September 1, 2015 10:00 a.m.
LOCATION:	Noblesville Fire Department, Station 77 15251 Olio Road Noblesville, IN 46060
PRESENT:	Leon Bell, Chairman, ALS Training Institute Elizabeth Weinstein, EMS for Children Michael McNutt, BLS Training Program Director Faril Ward, EMS Chief of Operating Officer Charles Ford, EMS Chief Executive Officer Sara Brown, EMS Medical Director Jaren Kilian, ALS Training Program Director Michael Gamble, Emergency Department Director
NOT PRESENT:	Jessica Lawley, ALS Training Program Director Sherry Fetters, Vice Chairman, EMS Chief Executive Officer
OTHERS PRESENT:	John Zartman, EMS Commissioner, Myron Mackey, EMS Commissioner, EMS State Director Michael Garvey, other IDHS Staff, Kraig Kinney, Michael Cole, Dr. Michael Olinger, and Dr. Ed Eppler.

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A) Meeting called to order at 10:15 a.m. by Chairman Leon Bell.
B) Quorum present
C) Adoption of minutes:
    a. May 12, 2015 minutes

A motion was made by Mr. Jaren Kilian to approve the minutes from the May 12, 2015 meeting as written. The motion was seconded by Mr. Faril Ward. The motion passed, minutes were approved.

D) Public Comment: None
E) Announcements:
    a. Commission Staff report:

EMS State Director Michael Garvey discussed the National Highway and Traffic Safety Association (NHTSA) assessment and final report. Director Garvey stated that 59 recommendations are in the final report. IDHS has completed a first round prioritization to get started. The agency will be posting the NHTSA final report on the web site soon. The goal is to have a strategic plan to present the EMS Commission by the end of the calendar year for their approval then move into the implementation stage. A few things that will be looked at is a fee structure for certifications and the trauma registry using level 4 trauma centers. Discussion regarding the need for level 4 trauma centers followed. Discussion regarding the recommendation for a special appointment to the Commission for EMS for Children also took place. Discussion for the need for rules for the interaction between the EMS Commission and the TAC took place.

    b. Upcoming TAC meetings:
        1. November 10, 2015

F) Old Business
    a. Review the Primary Instructor Written exam
        i. Kraig Kinney gave Lindi Holt and Chris Schumate's names
    b. Develop tool for reporting of waivers by provider organizations
        i. Will have information for the next meeting Vice Chairman Sherry Fetters was not present due to illness.
    c. Education sub-group to work on writing a training program for the use of Epi-pens for the EMR level
        i. Will have information for the next meeting Mrs. Jessica Lawley was not present due to illness.
G) EMS Education Workgroup
    a. Kraig Kinney reported out for the EMS Education Workgroup
        i. The group has reformed subcommittees
            1. Practical Exam group – to look at scenarios
            2. Continuing Education group -
            3. Newletter Committee
        ii. Chairman Bell asked Mr. Jaren Kilian and Mr. Faril Ward to work with the Education workgroup and IDHS staff for the PI manual update.

Chairman Bell stated that the TAC needs to have an Executive Session prior to the November meeting to review scenarios than there will need to be an Executive session prior to the EMS

Commission December meeting for the Commission to review the TAC information regarding the scenarios.

H) New Business
   a. Continuing education requirements – all levels
      i. Chairman Bell reported that the National Registry is revising continuing education requirements.
         1. Chairman Bell asked that Mr. Kraig Kinney and the Education working group look at the National Registry requirements compared to the state specific requirements at all levels including EMR.
            a. Mr. Kinney stated that the group should be able to report back at the TAC's November meeting.

Discussion changed from Continuing education requirements to accredited Training Institutions and the posting of their pass/fail rates on the state web site. Mr. Tony Pagano stated that the statistics are being posted in the EMS Commission minutes so anyone that would like to see them can by looking at the minutes. Discussion continued regarding changing requirements that are coming from CoAEMSP.

Chairman Bell had all the TAC members and staff present to break into groups

Mr. Jaren Kilian, Mr. Faril Ward, and Mr. Charles Ford from the TAC and Mr. Don Watson - Ambulance fastening systems and KKK standards.

Mr. Michael McNutt and Mr. Kraig Kinney – PI procedures/ initial certification process

The medical directors – Dr. Sara Brown, Dr. Elizabeth Weinstein, Dr. Michael Gamble, and Dr. Michael Olinger – Glucometer monitoring for the BLS level.

Break out into groups at 11:20am

Reconvened at 12:12pm

   b. P.I. Pass procedures/ Initial certification process
      i. To take or not the EMT and practical exam
      ii. To drop all and use NAEMS E level 1&2 instructor course
      iii. Use of the national instructor exam

Mr. Michael McNutt reported out for the group. Mr. McNutt stated that the group went through the recommendation the TAC made in June of 2013 and the group made some modifications (see attachment #1).

A motion was made by Mr. McNutt to accept the modifications to the TAC recommendations from June 4, 2013. The motion was seconded by Mr. Kilian. The motion passed unanimously.

Mr. McNutt reported that the group recommended that the level 1 NEMSE exam be accepted as equivalent to the Indiana Primary Instructor exam. Some discussion followed.

A motion was made by Mr. Michael McNutt to accept the NEMSE level one (1) exam as equivalent to the Indiana Primary Instructor exam. The motion was seconded by Mr. Faril Ward. The motion passed unanimously.

Mr. McNutt opened discussion regarding how many attempts would be allowed for the EMT written and practical exams for the purpose of gaining the Primary Instructor certification. A long discussion followed.

Chairman Bell tabled the whole PI certification processes until the November meeting stating that the committee needed more time to discuss and work on the issue.

c. Glucometer monitoring for BLS levels
    i. Assigned to develop a training module for the EMR and EMT level to include consideration of the Clia certification regarding glucometer monitoring. – EMRs must be affiliated with a Indian certified provider organization and have a medical director.

Dr. Elizabeth Weinstein reported out for the group. Dr. Weinstein asked that staff contact Connecticut and ask for permission to use their power point they have posted on line. The group felt like there are two groups to be serviced. The new students coming into EMS and the currently certified EMS personnel that will need to be trained in Glucometer monitoring. Mr. Pagano is going to contact Connecticut. The group felt like the Connecticut course and information was very well put together.

A motion was made by Dr. Weinstein to accept the program initiated by Kansas and adopted by Connecticut and to use it for the fundamental basis of primary education and to create a power point for continuing education. The Connecticut program does include skill testing. The motion was seconded by Mr. Ward. The motion passed.

d. Ambulance fastening systems- KKK and Stryker

Mr. Jaren Kilian reported for the group. They are all for patient safety. It will be a big fiscal impact for all ambulance services to retro fit their current ambulances. The group recommends that nothing be changed now but there is a need for more research.

With no further business needing to be discussed a motion was made by Mr. Jaren Kilian to adjourn the meeting. The motion was seconded by Mr. Michael McNutt. The motion passed. The meeting was adjourned at 12:47pm.

Approved _____

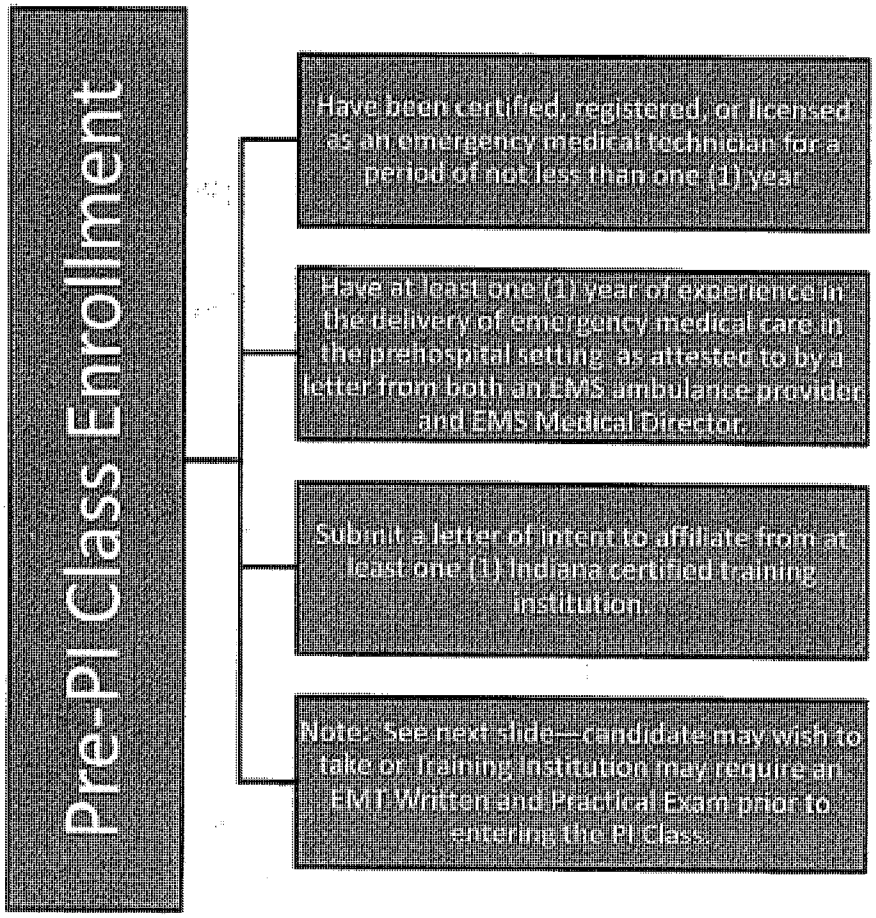
Leon Bell, Chairman

Attachment #1

Indiana Primary Instructor Certification Process

Developed by the Indiana EMS Education Workgroup and TAC as approved by the TAC & EMS Commission on _____

Indiana EMS Primary Instructor Certification – Class Trained



Source: **836 IAC 4-5-1**

Step 1

Indiana EMS Primary Instructor Certification – Class Trained

PI Class Completion Requirements

- Be currently certified as an Indiana emergency medical technician or above.
- Successfully complete the Indiana primary instructor training program
- Successfully pass the Indiana EMT written and practical skills examinations within one (1) year prior to applying for certification as a primary instructor—Must be done by the Course Completion date on the Report of Training.
- Note that Initial Application for PI certification is the Report of Training Course Completion Date.

EMT Written: Two (2) attempts before (not to exceed a year in advance) the Course Completion Date.

EMT Practical: One single (1) Attempt cycle before (not to exceed a year in advance) the Course Completion Date.

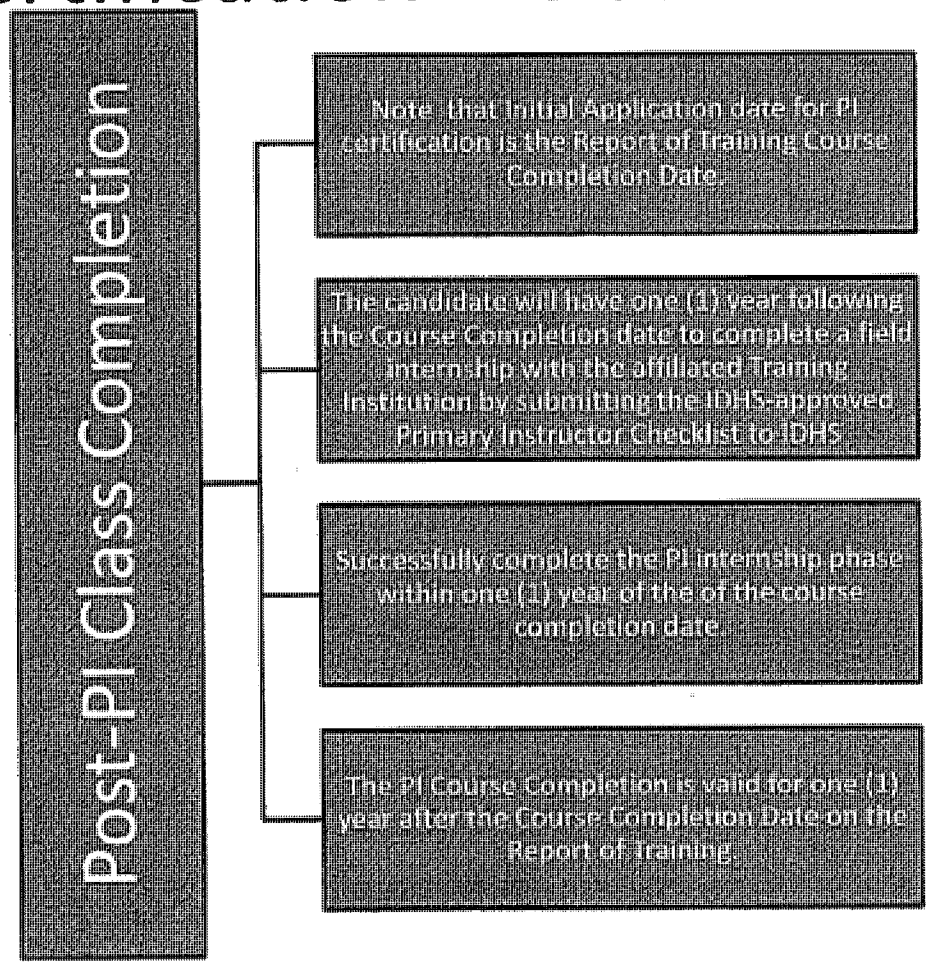
Step 2

Source: **836 IAC 4-5-2 and EMS Commission policy**

Notes—Successful PI Class Process

- The Primary Instructor (PI) Course must be approved by IDHS and be based on the national curriculum for EMS Educators.
- The Course Completion Date on the Report of Training is always the candidate's "Application Date" for purposes of certification.
- EMT Written: Two (2) attempts before (not to exceed a year in advance) the Course Completion Date.
  - The PI Candidate must have an 80% pass rate on the current Indiana EMT written examination.
  - Candidates can either be issued a testing ID by IDHS with the submission of the PI Class Roster or contact IDHS for a "Challenge" ID.
- EMT Practical: One single (1) Attempt before (not to exceed a year in advance) the Course Completion Date.
  - Note that a single "Attempt" means one process which could include re-tests so long as four of the EMT stations are passed on the initial attempt and no single station may be attempted more than three (3) times total.
  - There is only one attempt per PI Course attempt/enrollment.

Indiana EMS Primary Instructor Certification – Class Trained



Step 3

Source: **836 IAC 4-5-1 and EMS Commission Policy**

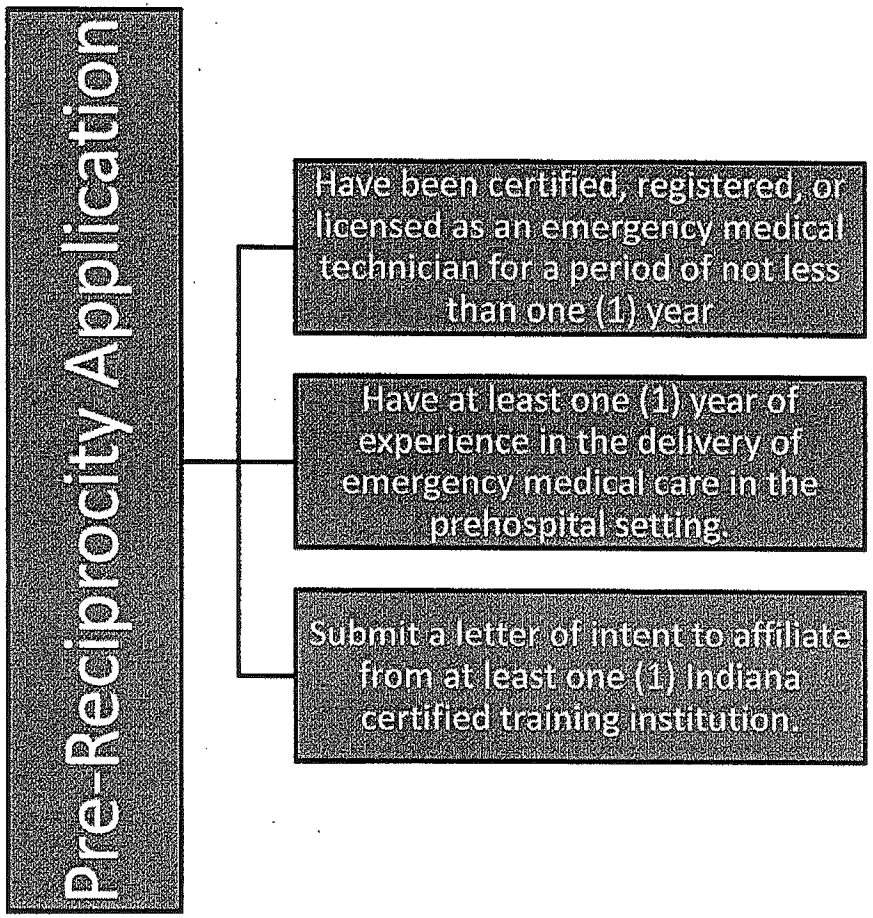
Notes– Post-PI Class Completion

- The Indiana PI Exam must be passed with a 80% passage rate within one (1) year of the PI Course Completion Date on the Report of Training.
  - The PI Candidate is allowed two attempts following a successful course completion as designated on a Report of Training submitted to IDHS.
  - A third and final attempt will be allowed if the candidate submits a letter of remediation by a certified Indiana PI through their affiliating Training Institution and can be completed within the one (1) year of the Course Completion Date on the Report of Training.
  - If not successful on the third attempt, the PI candidate would have to complete all pre-requisites and the PI class again with retesting not less than a year after completion of the current course.

Notes– Post-PI Class Completion

- The Indiana PI Internship must be completed through the affiliated Training Institution and the IDHS-approved checklist submitted to IDHS within one (1) year of the PI Course Completion Date on the Report of Training.
  - PI Candidates may teach at any EMS provider level (EMR, EMT, AEMT, Paramedic) so long as the Internship Checklist Requirements are met, the candidate is directly monitored evaluated by an active PI from the affiliated Training Institution and the PI candidate is teaching at his/her certification level or lower.
  - Note that for an EMR course, a PI is not required to be present for class sessions. However, if it is included as part of the internship, both the PI candidate and supervising affiliated Training Institution PI must be present.

Indiana EMS Primary Instructor Certification – Reciprocity



Step 1

Source: **836 IAC 4-5-1**

Indiana EMS Primary Instructor Certification – Reciprocity

PI Requirements for Reciprocity

- Be currently certified as an Indiana emergency medical technician or above.
- Successfully complete an equivalent Indiana primary instructor training program—the NAEMSE Level 1 is an equivalent program, and hold a valid NCEE or equivalent EMS Instructor certification
- Successfully pass the Indiana EMT written (80% or greater) and practical skills examinations within one (1) year prior to applying for certification as a primary instructor.
- The candidate will have one (1) year to complete a field internship with the affiliated Training Institution by submitting the IDHS-approved Primary Instructor Checklist to IDHS.

EMT Written: Two (2) attempts before (not to exceed a year in advance) the application date.

EMT Practical: One single (1) Attempt before (not to exceed a year in advance) the application date.

Step 2

Source: **836 IAC 4-5-2 and EMS Commission policy**

PI Certification Process—Indiana Primary Instructor Course

836 IAC 4-5-2 Certification and recertification; general
Authority: IC 16-31-2-7; IC 16-31-3-14; IC 16-31-3-14.5; IC 16-31-3-20
Affected: IC 16-31-3-14
Sec. 2. (a) Application for certification will be made on forms and according to procedures prescribed by the agency. In order to be certified as an emergency medical services primary instructor, the applicant shall meet one (1) of the following requirements:
(1) Successfully complete a commission-approved Indiana emergency medical services primary instructor training courseand complete all of the following:
(A) Successfully complete the primary instructor written examination.
(B) Successfully complete the primary instructor training program.
(C) Be currently certified as an Indiana emergency medical technician.
(D) Successfully pass the Indiana basic emergency medical services written and practical skills examinations within one (1) year prior to applying for certification as a primary instructor.

1. The Primary Instructor candidate will secure and provide to both the host Primary Instructor class coordinator and keep on file with their Training Institution:
    a. Evidence of certification as an EMS provider for at least one (1) year.
    b. The agreement with the Training Institution to affiliate on appropriate forms
    c. A letter from an EMS ambulance provider (operations level manager or chief or above) attesting to exposure and competency in pre-hospital EMS for a period of not less than one (1) year.
    * Note while this determination is left to the EMS provider, it should include direct patient contact on 911 responses (not just pre-scheduled transports) with transport to an emergency department and should be verifiable.
    ** While each region may determine the volume and type of responses, it should be noted that for paramedic class enrollment, a candidate must document 20 verifiable patient contacts.
    d. A letter from an EMS Medical Director attesting to the competency in provision of EMS as well as recommendation for certification as an EMS Instructor.
2. For testing the EMT written and practical examinations, the following guidelines shall apply:
    a. EMT Written: Two (2) attempts before (not to exceed a year in advance) the Course Completion Date.
        i. The PI Candidate must have an 80% pass rate on the current Indiana EMT written examination.
        ii. Candidates can either be issued a testing ID by IDHS with the submission of the PI Class Roster or contact IDHS for a "Challenge" ID.
    b. EMT Practical: One single (1) Attempt cycle before (not to exceed a year in advance) the Course Completion Date.

i. Note that a single "Attempt" cycle means one process which could include re-tests so long as four of the EMT stations are passed on the initial attempt and no single station may be attempted more than three (3) times total.

ii. There is only one attempt per PI Course attempt/enrollment.

c. Both the EMT written and practical exams constitute subject matter proficiency and must be successfully done for each PI candidate by the Course Completion date listed on the Report of Training for the Primary Instructor Course. Results up to a year before that Course Completion date are valid for this purpose. Also, a Training Institution could make and are encouraged to make this a pre-requisite to enrollment in a PI class.

3. The Training Institution will add the PI candidate to their TI roster and remit the updated roster to the Indiana EMS Office within 30 days, as required by IAC 836 Article 4
4. The Course Completion date listed on the Report of Training for the Primary Instructor Course will serve as the PI initial application date (hence is "applying for certification as a primary instructor") and controls when all pre-requisites must be done before as well as all completion components following the successful course completion.
5. Upon successful completion of Primary Instructor course as noted on a properly submitted Report of Training for an approved Indiana Primary Instructor Course, the PI candidate must successfully complete the following within one (1) year of the Course Completion Date as noted on the Report of Training for the PI Course:

a. The PI candidate will successfully complete the Indiana Primary Instructor Internship Requirements within one year of the Course Completion Date as noted on the Report of Training for the PI Course. This must be verified by the Training Institution on the approved PI Internship checklist submitted to the Office of EMS with all other paperwork.

i. PI Candidates may teach at any EMS provider level (EMR, EMT, AEMT, Paramedic) so long as the Internship Checklist Requirements are met, the candidate is directly monitored evaluated by an active PI from the affiliated Training Institution and the PI candidate is teaching at his/her certification level or lower.

ii. Note that for an EMR course, a PI is not required to be present for class sessions. However, if it is included as part of the internship, both the PI candidate and supervising PI from the affiliated Training Institution must be present.

b. The Pi candidate must successfully pass the Indiana Primary Instructor Exam with an 80% passage rate within one (1) year of the Course Completion Date as noted on the Report of Training for the PI Course.
   i. The PI Candidate is allowed two attempts following a successful course completion as designated on a Report of Training submitted to IDHS.
   ii. A third and final attempt will be allowed if the candidate submits a letter of remediation by a certified Indiana PI through their affiliating Training Institution. *Note that all three attempts and the remediation must be completed within one (1) year of the Course Completion Date on the Report of Training.
   iii. If not successful on the third attempt, the PI candidate would have to complete all pre-requisites and the PI class again with retesting of the pre-requisite EMT written and practical exams.
   iv. A second PI Class for any individual candidate is not permitted within a one year period after completion of the initial course.

c. Upon successful completion of all of the above, the PI candidate will remit all required documentation to the State of Indiana EMS office within one year of the PI application date.

6. Upon EMS staff review and compliance with the above outlined process, the PI candidate will be issued Primary Instructor Certification.

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PI Certification Process—Reciprocity

836 IAC 4-5-2 Certification and recertification; general
Authority: IC 16-31-2-7; IC 16-31-3-14; IC 16-31-3-14.5; IC 16-31-3-20
Affected: IC 16-31-3-14
Sec. 2. (a) Application for certification will be made on forms and according to procedures prescribed by the agency. In order to be certified as an emergency medical services primary instructor, the applicant shall meet one (1) of the following requirements:
(2) Successfully complete a training course equivalent to the material contained in the Indiana emergency medical service primary instructor course and complete all of the following:
(A) Successfully complete the primary instructor written examination.
(B) Successfully complete the primary instructor training program.
(C) Be currently certified as an Indiana emergency medical technician.
(D) Successfully pass the Indiana basic emergency medical services written and practical skills examinations within one (1) year prior to applying for certification as a primary instructor.

1. Same process as the Indiana Primary Instructor Course candidate as noted in the previous section with the following modifications.
    a. The NAEMSE Level I Instructor Course completion will suffice for the Primary Instructor Course so long as the provider has valid documentation of Course Completion as well as holds a current NCEE certification .
    b. Candidate would then have to complete the following within one year of the initial application:
        i. EMT Written: Two (2) attempts before (not to exceed a year in advance) the Course Completion Date.
            1) The PI Candidate must have an 80% pass rate on the current Indiana EMT written examination.
            2) Candidates can either be issued a testing ID by IDHS with the submission of the PI Class Roster or contact IDHS for a "Challenge" ID.
        ii. EMT Practical: One single (1) Attempt cycle before (not to exceed a year in advance) the Course Completion Date.
            1) Note that a single "Attempt" cycle means one process which could include re-tests so long as four of the EMT stations are passed on the initial attempt and no single station may be attempted more than three (3) times total.

2) There is only one EMT practical attempt cycle per PI Reciprocity application.

c. The Pi candidate will successfully complete the Indiana Primary Instructor Internship Requirements within one year of the Course Completion Date as noted on the Report of Training for the PI Course. This must be verified by the Training Institution on the approved PI Internship checklist submitted to the Office of EMS with all other paperwork.

d. Upon successful completion of all of the above, the PI candidate will remit all required documentation to the State of Indiana EMS office within one year of the PI application date.

2. Upon EMS staff review and compliance with the above outlined process, the PI candidate will be issued Primary Instructor Certification.

3. Reciprocity within Indiana for Firefighter II and II instructors for acceptance as an EMS Primary Instructor.

   a. Currently, the curriculum of the FF II and III is being reviewed to determine if the same course objectives and standards are met.

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