

AGENDA/ MEETING SUMMARY

EMS Department Meeting

February 26, 2024

1:00pm – 2:45pm

Attendees: Director, Program Manager, EMS Support Specialists, and Program Coordinators

Topics:

- **Kudos**
- **Table Replacement – FRIDAY MARCH 1ST, MONDAY MARCH 4TH and TUESDAY MARCH 5TH. New table will not be installed until after Spring Break.**
- **CA Accountability**
- **Feedback/thoughts from the Advisory Board Meeting**
- **PT OPS Program Coordinator Transition**
- **Summer/ Fall Teaching Assignments**
 - **Summer EMT – disbursement of students – 36 applicants currently**
 - **Charlotte Campus**
- **Simulation Lab Future Usage**
- **NCFR Satellite Campus Fall 2024 cohort**
- **Paramedic Admissions/ Interview Process**
- **Fall books**
- **Professional Attire**
- **N – 116 Whiteboard replacement, Stretchers, Ambulance (Children’s Charities and Lee)**
- **Heartland Summer Camp – June 10th – June 14th**
- **Leadership Lee – March 8th (2:30 – 3pm)**
- **Costa Rica Study Abroad – 3 paramedic students (May 4th – May 17th)**
- **Megan to attend Accredicon (May 26 – 6/2)**
- **Summer Vacations**

Reminders:

Commencement – Friday, May 3rd at 2 pm (must arrive 45-60 minutes before) – complete mandatory RSVP. Regalia to be ordered by March 15th

Meeting Summary:

Quick recap

The team expressed gratitude towards each other and discussed upcoming events and projects. They also discussed the need for accountability among the CA's. The team also outlined the process of scheduling shadow shifts for new instructors and the importance of exposing them to various teaching styles by pairing them with multiple instructors. Other topics discussed included the planning for the upcoming Paramedic cohorts, Summer/Fall teaching assignments, the transition of the OPS PT Program Coordinators to permanent positions as part-time EMS instructors, and the potential uses for the SIM lab.

Summary

Team Appreciation and Planning Meeting

Cassie expressed gratitude to the team for their efforts on a successful moulage event. The team took time to appreciate each other's recent accomplishments. We discussed the upcoming replacement of our meeting table, with potential dates being March 1st, 4th, or 5th. The team also discussed the need for accountability among the CAs and the possibility of using Canvas for student evaluations and feedback on CA's. Program Coordinators are responsible for ensuring the scheduled CA's are using their time effectively and meeting their expectations in the lab. Any performance concerns should be brought to Cassie or Megan's attention immediately. An issue with adding a new team member to Canvas was brought up, which Cassie promised to look into. The meeting also covered the process of scheduling shadow shifts for new instructors and the importance of exposing them to various teaching styles and instructors who have demonstrated strengths and mentorship.

Cohort Planning, Feedback, and Transition

There was mention of a new CA that started on a day that they were testing. It was explained that her shadow shift had to be rescheduled due to an onboarding delay. The date chosen did not offer much flexibility with the employee's availability and her HR start timeline. Additional feedback on how shadow dates are determined was provided. The team discussed feedback from the Advisory Board Committee meeting, but no additional thoughts were shared. Discussed the planning for the upcoming Paramedic cohorts, deciding to run two cohorts with different schedules to accommodate shift workers. The satellite campus needs more clinical associates. The particular shift the schedule would fall on is being determined. The team also discussed the transition of OPS PT Program Coordinators to permanent positions as part-time EMS instructors. The summer and fall teaching assignments were outlined, with two EMT classes planned to be taught during the summer on the Lee Campus. Dissatisfaction with the way the schedule was communicated and the longer commutes were brought forward. Cassie agreed to

consider the information for future meetings. All FT teaching staff were given their teaching responsibilities. The next topic of discussion was to be the future usage of the simulation lab.

Simulation Fee

Cassie proposed shifting the simulation fee to the correct course and asked if additional simulation usage in Paramedic or EMT should be considered. The team discussed the potential uses for the SIM lab and the possibility of a mannequin being available to support practice with lung sounds and rhythms. There was also a discussion about starting classes earlier to help with traffic. Cassie will contact Jessica Golda for more information about available mannequins and their capabilities.

Paramedic Admission Process

Cassie led a discussion about the paramedic admission and interview process for the upcoming year. The team planned to assess candidates through a panel interview, a BLS skill demonstration, and a writing prompt but also sought to implement a measurable system to justify their selection decisions. Cassie proposed several interview questions to elicit thoughtful responses and gauge candidates' quick thinking and reaction skills. The team also discussed the importance of professional goals in potential paramedic candidates and the need for the right mindset when helping the community. The conversation concluded with narrowing down the questions to a total of 7 and agreeing to a measurable system.

There was advocacy for students to already possess the necessary skills before starting the class, they also considered altering the skills evaluation based on the interview day but acknowledged time constraints and coordination issues. Considerations were discussed about potential challenges of evaluating applicant's potential knowledge gaps and the need for basic skills testing. They agreed on the need for calmness under pressure, confidence, and the ability to perform tasks correctly. Concerns were raised about the absence of skill sheets, and prioritizing creating their own was decided. The writing prompt was to remain unchanged, with candidates graded on grammar and staying on topic. Lastly, we will add a shift-friendly option to the application and consider that jobless applicants selecting the shift-friendly option may be offered the traditional schedule if the desired shift-friendly option is full – Providing preference to those on shift, filling the shift-friendly schedule first.

Textbooks, Attire, Projects: Fall Update

Discussed the fall textbooks, deciding that no changes would be made and the main paramedic book would remain in use. Megan to check with Frank on the updates to AHA guidelines. They also considered the recommendation of implementing the Limmer EMT Pass.

Cassie clarified the professional attire policy for our department as it relates to wearing jeans, emphasizing that jeans are acceptable when working in the lab, but cannot have rips or holes, and highlighting that the COP interpretation and enforcement of the dress

code policy is specified by department/ school leadership and may differ for employees that are in student-facing positions versus those that are not. Concerns about this implementation were raised by members of the team with mention of difficulty finding jeans without holes/rips being problematic for certain sizes. Cassie agreed to look more into this and bring the information back to the team.

Updates on several projects were provided, including a request for a new whiteboard on the Collier campus, progress on three stretchers, repairs on the children's charity ambulance, and a charging cord for the Lee Campus ambulance. There are plans to switch out batteries in the Charlotte ambulance.

A member of the team was asked to bring the battery charger to the Collier campus and ask a CA for assistance to attempt to get the ambulance charged and started.

The team expressed wanting to follow up on whiteboard smart markers in B- 115 and stated that the touchscreen capabilities are turned off.

Health Professions Summer Camp Planning

The team discussed the upcoming Heartland Summer Camp, a health professions-themed program. We discussed organizing a moulage session with 45-minute workshops for students, with a 15-minute break in between on the Friday of the event. On Tuesday and Wednesday, the participants from the Highlands County area will be incorporated into lab session. Suggestions for activities included an escape room-like experience for medic students and a jeopardy game that teaches students how to respond to emergencies and potentially and/or MCI experience. If the moulage activity is confirmed for Friday the team decided to limit the number of students per session to 10 and set a sign-up sheet the night before.

Leadership Lee and Events Discussed

The upcoming event "Leadership Lee" was discussed, scheduled for March 8th, involving leaders from across Southwest Florida. A concurrent active shooter training video was also mentioned, with their involvement limited to moulage assistance. Recruitment of CA's and potential students for the event will be determined and discussed with the Paramedic lead instructors.

Three paramedic students will be attending the study abroad trip to Costa Rica. (update: 2 students are anticipated to attend). The team was asked to consider opening assignments for them early as they must still complete all assignments but be given flexible timelines.

Megan's attendance dates to a mandatory conference were shared.

Lastly, the commencement ceremony was mentioned, where full-time teaching staff and faculty are expected to attend in their cap and gowns. Team was reminded to complete RSVP.