

Department Meeting Notes

Meeting called by: Cassie Billian, Director, and Megan Davis, Program Manager

Attendees: Director, Program Manager, Program Coordinators, EMS Instructors, and EMS Support Specialist

Topics:

- **2023-24 Effectiveness Plan Outcomes**
 - Outcomes were reviewed
 - We discussed the fact that we exceeded our EMT Enrollment goal of 144 EMT students for the 23-24 academic year and ended up with 165 EMT students. We faced challenges in increasing enrollment on the Collier Campus, primarily due to the limited size of our EMT lab. Attempts to use the hallway as additional lab space were disruptive to nursing students and staff. There were also difficulties with computer room space, as the labs were often unavailable for unit exams, and most computer labs could accommodate only 36 students. Furthermore, there were several instances where all 36 computers were not functioning properly. Despite these challenges, we were able to leverage our strengths. We adapted as a department, took on additional duties, and improvised through any obstacles. Our lead EMT instructor humbly accommodated the additional students, and we have had a discussion with our Dean on ways to expand our lab space on the Collier campus.
 - Feedback provided regarding cardiology unit exam results for the paramedics. Stroke-like symptoms are not covered in the chapters however, the instructors noted to include the information in future lectures.
 - Feedback on the Paramedic Airway unit exam was provided to include that the students did not understand the airway concepts given by the previous instructor and had to be retaught the information.
 - Discussion of FISDAP exams included noting quizlets are available and anticipating future discussion on changing overall grade percentages to lower FISDAP percentages (10-15% was suggested).

- Kaplan EMT test prep book was discussed and approved to be required starting the Spring 2025 semester. Instructors will create assignment(s) associated with the book.
- We reviewed the results of the EMT Comprehensive final for all classes during 2023-24. Our goal was to ensure that 70% of the EMT students would achieve a cut score of 72% or higher on their first attempt at the comprehensive final examination during the academic year 2023-24. I am pleased to report that we exceeded this goal with 88% of the students passing the final on their first attempt.
- We evaluated the NREMT results for all students who graduated in the 2023-24 academic year. Our target was for 83% of Emergency Medical Technician students to pass the NREMT exam on their first attempt. Unfortunately, as of 7.2.24 (Summer 23-Spring 24), we have a 61% first-attempt pass rate and a 73% overall pass rate, falling short of our goal.
- Discussion occurred around the EMT students who are frequently identified as not going to be successful on the NREMT. All Lead instructors must have conversations with students who are struggling and keep the documentation of the conversation.
- Discussion occurred regarding students who failed in a previous semester and returned. Paramedic instructors stated it is difficult to ensure the students are on track if they only have to take one section of the semester. Suggestions were made to require students to repeat the entire semester of Paramedic or be required to show competence in previous semester information and skills.
 - The team felt that EMT students who retake only the portion they failed to be successful.
- In our discussion about the 23-24 cohort, we talked about Paramedic Attrition. Until the Summer 2024 semester, the program managed to retain 87% of students, surpassing our goal of 85% retention. We also noted that the CoAEMSP requires us to maintain a rate above 70% and does not include attrition in the first semester when calculating this percentage.
- The Paramedic student cohort for 2022-23 consisted of 33 graduates. Out of these, 21 passed on their first attempt, resulting in a 64% first-time pass rate. When considering the 3-year average, the results show that 45 out of 67 students have passed on their first attempt, which is a 67% pass rate. The results indicated the need for further discussion on ways to improve our first-

time pass rates. We will also work on implementing new procedures to support the goal of achieving a 70% or higher pass rate.

- Megan to connect with Kaplan to inquire about the Paramedic Test Prep textbook being updated – once updated to the new national registry exam it may be implemented.
 - Discussed the importance of students taking the exam within 30 days of graduating to increase the likelihood of a first-time pass. The Registrar's office currently takes a significant amount of time before they confer the certificate for the student, delaying our ability to approve them to test. Future discussion to occur with the Dean regarding this.
 - Fisdap EMT Exam Effectiveness – Results will be sent and discussed at a later date.
- **Review Dr. Abo's new contract** – Program Coordinators and EMS instructors will look at their schedule to suggest a date/topic for Dr. Abo to participate in. Megan will coordinate with Abo based on the information provided. Abo will participate in a lecture, lab, or training once a month.
 - Copy of responsibilities were provided for reference.
 - **Clinical Associate Mandatory Training:**
 - Scheduled for 8/6, 8/7, and 8/8
 - Meeting attendees felt the CA meeting to be necessary topics outlined were discussed:
 - Items we need to re-train CA staff on (such as iSim, new skill sheets, bleeder, etc.)
 - CA's will be asked to identify areas in which they feel they need additional training.
 - Mid-term and Final grading expectations (writing all skills, procedures, interventions with timestamps on grading sheets, etc.)
 - Expectations of timesheets and honesty of time entry
 - CA canvas
 - Beginning of lab expectations
 - End of lab expectations
 - Overall EMS lab expectations
 - Update on FSW EMS programs and support needed – discuss program coordinator position and requirements and guest lecturer options.
 - Roundtable recap to be available at the end of the training for hands-on practice.

- Discussed the importance of mandatory attendance with Zoom attendance being offered as a last resort to encourage in-person attendance.

- **2023-24 Effectiveness Plan Outcomes**

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- **FY 25 Budget**

- 6 stretchers were purchased (3 manual and 3 battery)
- 3 crash Kelly manikins
- 1 Megacode Kelly manikin
- PT Program Coordinator Position, NCFR
- 9 SCBA for the Fire Academy – need 8 more.
- Working on ordering new bags
- Medication carts were requested for North Collier.

- **AS Fire Science Update and CA New Hires**

- Jean Etcheverry is no longer working as the Fire Science Adjunct.
 - The position requires a Master's degree and Fire Instructor III certification.
- 4 new CA's hired, interviewing for Program Coordinator vacancy

- **Additional items/topics/discussion:**

- Discussed Lead lab instructors having challenges with the span of control of CA's when also having a group of students in the lab.
 - Megan to schedule extra CA 1-2 times a month to allow the lead instructor to monitor/review CA performance.
- CA's are now being approved based on their commitment to the program by Megan.
- Skill recordings using the FSW EMS YouTube page.
- Instructors have an interest in taking the National Registry exam. Megan to inquire about the process.

- Tracy can begin scheduling computer rooms and additional rooms after August 13th.

- **Paramedic 2023-2024 Graduation - Thursday, December 5th** - Date of 12/4 at 6pm was suggested. Megan to follow up with Dr. Abo to confirm availability. All retakes will be completed on 12/4 by noon.
- **Fisdap SMC Tracker** – SMC tracker was reviewed, a demonstration of how to run the report was provided, and the change of Team lead requirements was reviewed - 10 are required for the field and 40 are during capstone.
- **Next meeting to occur on August 12th from 11-1pm**