# Minutes

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| Department Meeting | February 20, 20231:00pm – 2:30pm |

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| Meeting called by | Cassie Billian, Director Emergency Services |
| Attendees: | Director, Interim Program Manager, and Program Coordinators |

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| Topics:* Fall 2023 Entrance Skills Testing for Paramedic Applicants – The team has decided to move away from the FISDAP entrance testing for Paramedic applicants. We will implement a skill demonstration and a 300-500-word essay reflecting on Personal Philosophy of EMS Care and the overall importance of the Profession to the student personally. Megan, Chris, and Lynn selected Oxygen/BVM, Oxygen/NRB, Joint Immobilization, and Bleeding Control as the 4 BLS skills each applicant should be prepared to demonstrate prior to interviewing. Each applicant will be given 1 of the 4 skills to demonstrate.
* Roles and Responsibilities Discussion/organization – We reviewed the many areas of the lab to include broken equipment, labels & IV kits, restocking, laundry, manikin cleaning/upkeep, ambulance maintenance, ect. that needs to be assigned. Previously, Michael Knoop took on this role however, with Linda retiring he is now fully immersed in applications and student inquiries. We are attempting to hire a work study student to assist with these types of items. Cassie asked the team to continue to think of roles that come up frequently so that we can put a full list together of logistics and who handles what. Chris and Megan expressed their concern that it is difficult to keep up with the lab and also complete their course assignments.
* Research Expo – Cassie explained the research expo and explained that this is an excellent event for our Paramedic students to showcase a project. The goal would be to continue to spread awareness of our program and the profession. Chris stated the project would support research and the education growth of the profession however, both Megan and Chris agreed that the turnaround time in the current semester would be too short. They are interested in implementing a project during the Fall 2023 cohort.
* Uniform Requirements and Expenses for the student – Cassie mentioned that the uniform cost for the student is currently very high. In the past, the program was very strict about uniform purchases being made only through the vendor and offering no leniency in regards to exact matching of uniform requirements. Megan and Chris both agreed to allow students to purchase any black boots. BDU pants continue to be preferred for EMT and Paramedic students. Megan and Chris agreed that any black belt is sufficient. Lynn mentioned that there are black Velcro belts students may wish to purchase. Chris – asked if we can reach out to the vendor and request a more affordable sweatshirt option in place of the job shirt. Cassie will connect with the vendor to inquire.
* STEM – 6 EMT students have volunteered, Cassie, Lynn, and Megan will attend. The skill stations will include Control of Bleeding, Ventilations with BVM, Splinting, and Fire’s extinguishing prop.
* Lab Finals Summer 2023 – Megan – Megan approved a student to take summer final early. Chris agreed.
* Fall Tentative Schedule Plans – discussed offering Lee EMT as a day class to ensure instructors are not teaching all night and then traveling to another campus first thing in the morning. Chris, Megan, and Lynn agreed with this. The goal is to eventually have a 4th instructor which would allow us to run EMT on all 3 campus and add the night class back.

The group discussed keeping the EMT numbers at 26 max to ensure adequate CA’s and clinical/field placement. Getting enough trucks is currently a challenge with LCEMS and Charlotte County EMS. We agreed on a Max of 34 incoming Paramedic students * Travel Plans – Chris recommended we request the ability to attend the NAEMSE conference. Cassie – will see if budget approves.
* NCFR Paramedic approval has gone through. NCFR will offer satellite Paramedic program of 18 students. These students will complete the same admission process as Lee campus. They will utilize paper application forms. Additional details are being worked out during upcoming meeting.
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## Reminders:

* Fully completed Adjunct Portfolios are due Friday, 2/24/23