

**Annual Retreat DAY ONE Minutes**  
 Joint Organization on EMS Education meeting  
 Ruidoso, New Mexico  
 March 2<sup>nd</sup>, 2016

Items with a vote – Items with future/tabled discussion – Obligation set by/for a member

Time	Topic	Presenter
<b>Password for wireless: 1923658940</b>		
9:00 AM	Meeting Called to Order / Opening Remarks	Jessica Medrano
9:10 AM	Introductions Minutes: Sahaj moved to approve, Rob seconded, all were in favor, none opposed, no abstentions, minutes approved	Jessica Medrano
9:10 AM	Ensure Quorum, turn in proxy documentation; <b>NO QUORUM</b>	Jessica Medrano
9:15 AM	Institution Updates and Program Reports * <ul style="list-style-type: none"> <li>• DABCC – Annual Report reviewed; variance in numbers addressed</li> </ul> Aside: Discussed First Responder National Registry Testing vs. a State-only license/certification program.	Joyce Bradley
	<ul style="list-style-type: none"> <li>• CNM – Annual Report Reviewed; variance in numbers addressed</li> </ul> Aside: Discussed attrition and the causes, and possible measures to address. Standards vs. skills	Jessica Medrano
	<ul style="list-style-type: none"> <li>• UNM – Annual Report Reviewed; variance in numbers addressed, including 150 hour course and branch/contract programs</li> </ul> Aside: Discussed how we all get our students to the National Registry testing.	Lindsey Eakes
	**Break: Discussed quorum issue, we have only 9, 11 needed. JOE group consensus was to discuss non-actionable items, and we'll work on a call-in quorum, as allowed by JOE bylaws, to address voting actions after lunch.	
	<ul style="list-style-type: none"> <li>• SFCC – Annual Report Reviewed; variance in numbers addressed; discussed iBest process in program</li> </ul>	Sahaj Khalsa
	<ul style="list-style-type: none"> <li>• ENMU-R – Annual Report Reviewed; variance in numbers addressed</li> </ul>	Jesse Davis
	<ul style="list-style-type: none"> <li>• SJCC – National Registry pass rates reviewed; discussed iBest process in program</li> </ul> Aside: Discussed the annual report process; purpose, ideas for process moving forward. Discussion lasted to 12:15 (accounting for quorum issues). Break until 1:15PM.	Diane Stahl

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10:45 AM	I/C reports by institution: Due to extended discussion in previous business, this will be addressed via email after the JOE.	
12:20-1:15 PM	Lunch on your own	
1:15 PM	<p>Site Visit Report – ENMU. Correction from agenda: Open session <b>Quorum of 11 principals, in person and via phone.</b></p> <p>Powerpoint Presentation. Discussed why the team went to ENMU, and the process they followed for review. They came up with a list of strengths, weaknesses, and recommendations. Attached powerpoint for specific details (at end of minutes). Findings were discussed amongst the JOE. Discussion focused on how can the JOE be of best service. Jesse will work on turning into JOE (templates available on CoAEMSP, esp. for lesson plans) the following, per this timeline for items:</p> <ul style="list-style-type: none"> <li>• June 2016 JOE Meeting               <ul style="list-style-type: none"> <li>○ Copy of CoAEMPS SSR</li> <li>○ Lesson plans (medic level now, other levels at later dates)</li> <li>○ Credentials (done)</li> <li>○ One year plan including program goals</li> </ul> </li> <li>• September 2016 JOE Meeting               <ul style="list-style-type: none"> <li>○ Intermediate lesson plans</li> </ul> </li> <li>• December 2016 JOE Meeting               <ul style="list-style-type: none"> <li>○ Basic lesson plans</li> </ul> </li> <li>• Next JOE Retreat (March 2017)               <ul style="list-style-type: none"> <li>○ EMR</li> <li>○ Plan for addressing the other findings of site visit</li> <li>○ Deliverables from one year plan presented.</li> </ul> </li> </ul>	Jessica Medrano
Site visit team members:	Jessica Medrano, Donna McHenry, Donnie Roberts, Martin Moulton, Kyle Thornton	
Voted items on ENMU approval status:	<ul style="list-style-type: none"> <li>• Motion: Joyce – that the above timeline is followed by ENMU. Donna second. Discussion: Have a written plan to address findings by next JOE? Motion withdrawn.</li> <li>• Motion: Joyce – that the above revised timeline is followed by ENMU. Second Coffee. 10 for, none opposed, 1 abstention. Motion passed.</li> <li>• Rob motioned to approve ENMU conditionally until March 2017</li> </ul>	Jessica Medrano

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	JOE meeting. Second: Joyce. None opposed, one abstention, motion passed.	
2:54 PM	<p>EMS Bureau Update</p> <ul style="list-style-type: none"> <li>• In middle of relicensing, and have lost one employee as well. Response from JOE was that things seem to be going well, i.e. licenses processed in timely manner.</li> <li>• Looking for a new epidemiologist.</li> <li>• Unlicensed individual concern. Letter provided (at end of minutes).</li> <li>• Provided recommendations for Title 7, Chapter 27, Part 2: “Licensing of Emergency Medical Services Personnel;” No more formal refresher certificate. Just the items broken down; Changes are in line with National Registry new requirements.</li> <li>• Reciprocity: Do all institutions do reciprocity courses? The content of the 16 hours should focus on state scope. The state can/will provide topic areas for the transition courses. Not curriculum, but similar to objectives.</li> <li>• Training institutions invited to send questions to us for all levels, for reciprocity exams. The paramedic program is already in progress. Institutions agreed to send questions for reciprocity exams.</li> <li>• Question: Can we have other testing sites? We’ll look into it.</li> <li>• Question: Can the IC list be posted on the Bureau website? Yes. If so, changes would go through a DOH IT ticket process, just an FYI on the process. <i>No determination was made about sending the list to the Bureau, but it’s not yet compiled.</i></li> </ul>	Martin Moulton
3:26 PM	<p>Geographic Area of Responsibility discussion. Salient points included:</p> <ul style="list-style-type: none"> <li>• Catchment areas</li> <li>• Appropriately meeting the needs of the state</li> <li>• Current state statute and history of its development</li> <li>• Balance of responsibility to community and to one another, and what that means in practice</li> </ul>	Diane Stahl
4:15 PM	PUBLIC COMMENT: No public comment; discussed the handling of the IC list review. Noted in minutes above.	
5:00 PM	Adjourn	Jessica Medrano

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SUSANA MARTINEZ, GOVERNOR

RETNA WARD, CABINET SECRETARY

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March 1, 2016

Ms. Jessica Medrano  
 Chairperson  
 Joint Organization on Education (JOE) Committee  
 Central Community College of New Mexico

Ms. Medrano,

The EMS Bureau was recently made aware of an unlicensed individual who was volunteering with a northern New Mexico volunteer fire department. Upon investigation, this individual stated that he thought his EMT-Basic course certification was his “license”. He reports that he was never told he had to take the National Registry Exam, or complete the other steps to attain his EMT Basic licensure. I am confident that his instructor covered the steps to licensure, and the individual simply did not complete the necessary process. We have dealt with that individual.

During the course of the investigation, it was discovered that this individual had been allowed to complete a large portion of his EMT-Intermediate course, including performing clinical skills at a local hospital. The EMS Education program that was conducting the course never verified the individual’s claim to EMT licensure, and consequently allowed an unlicensed individual to perform invasive patient care. We understand that it was the individual who was being deceptive; however, we were extremely surprised and disappointed to find that an EMS educational institution had not acted with due diligence, and in our opinion, potentially endangered the patients that this individual contacted.

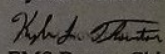
The Licensing Rule states that **an approved EMS educational entity shall assure the following standard: “students performing field or clinical skills as part of a bureau approved EMT-intermediate or EMT-paramedic training program must be fully licensed at the New Mexico EMT-basic level... [7.27.2.8 F 13 (c) NMAC].**

The EMS Bureau believes this is a serious breach of the public trust not only by the individual, but also on the part of the EMS educational institution. Additionally, this is a significant violation of the General Training Standards, found in the Licensing Rule at 7.27.2.8. It is the Bureau’s position that repeated violations of this or any other training standard should result in a JOE review and revisiting of the institution’s approved status.


We request the JOE Committee’s assistance in requiring that member institutions have a policy and procedure documented that assures their students are indeed licensed prior to allowing them into clinical situations. We also request that the JOE Committee require approved institutions to designate an employee to verify licensure of each student via the online list of licensees, or by calling the EMS Bureau.

Thank you for your assistance in this matter, and for sharing this letter with all member institutions.

Sincerely,

Kyle L. Thornton  
  
 EMS Bureau Chief

**EMERGENCY MEDICAL SERVICES BUREAU**  
 1301 Siler Road, Building F • Santa Fe, New Mexico • 87507  
 (505) 476-8220 • FAX: (505) 476-2122 • www.nmems.org

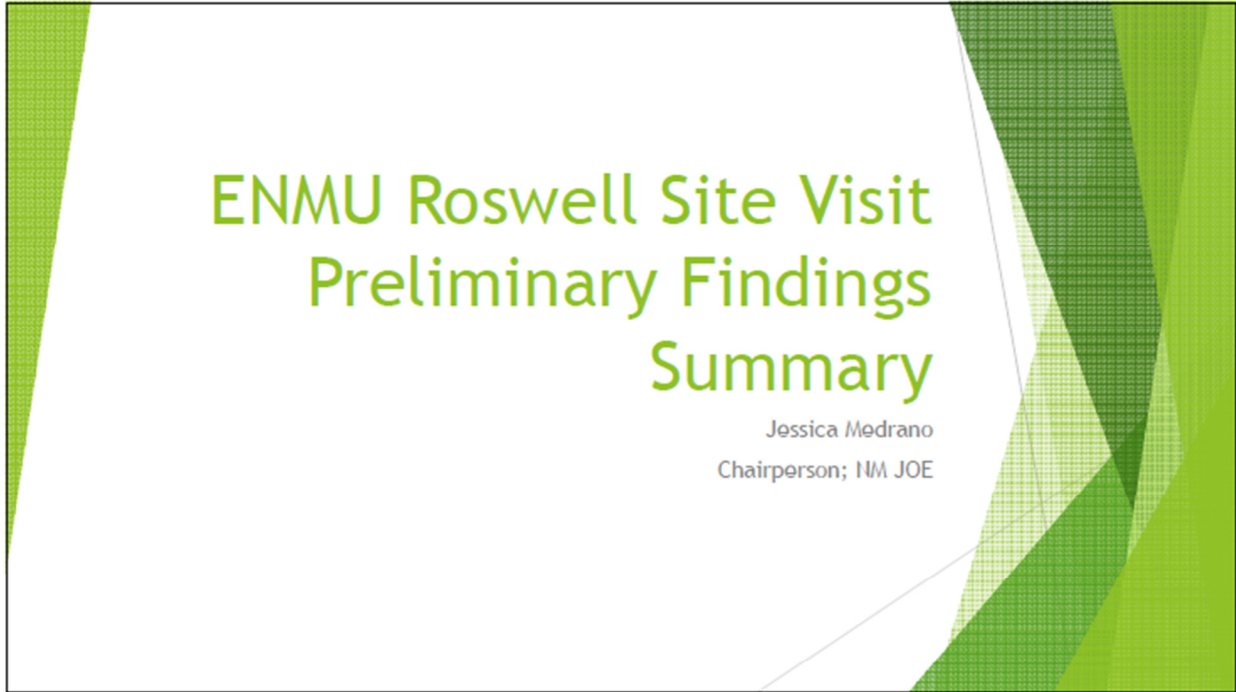


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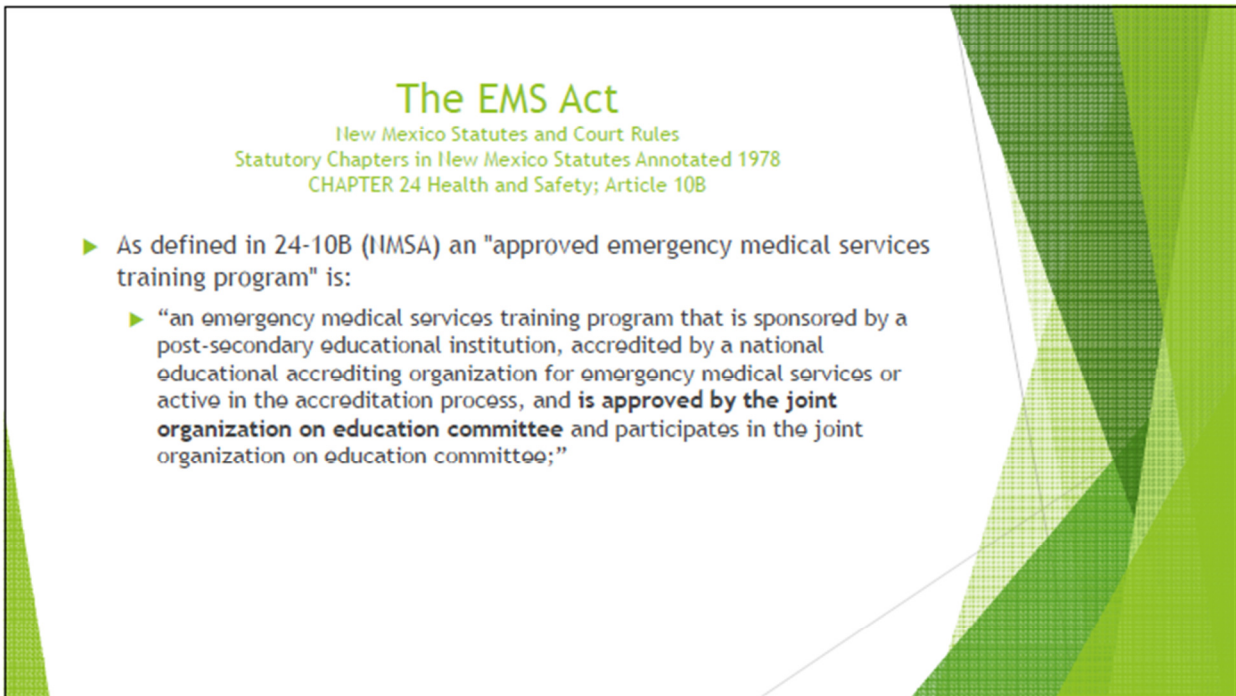
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ENMU Roswell Site Visit  
Preliminary Findings  
Summary

Jessica Medrano  
Chairperson; NM JOE



The EMS Act

New Mexico Statutes and Court Rules  
Statutory Chapters in New Mexico Statutes Annotated 1978  
CHAPTER 24 Health and Safety; Article 10B

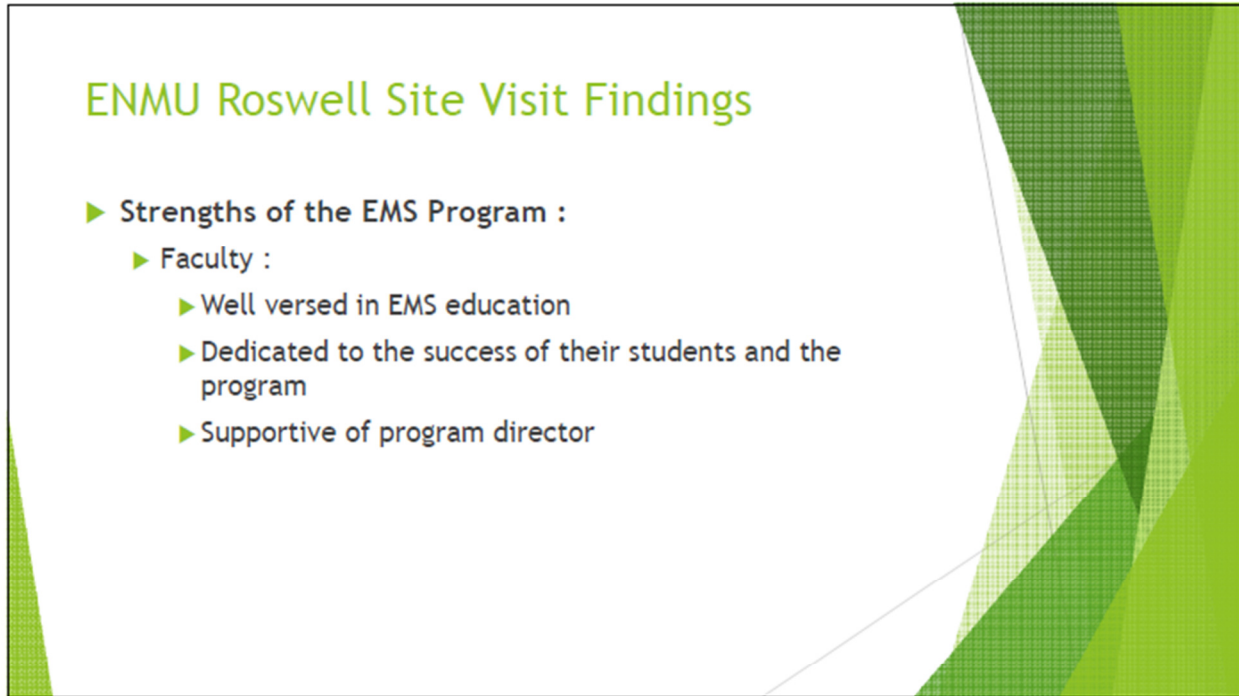
- ▶ As defined in 24-10B (IIMSA) an "approved emergency medical services training program" is:
  - ▶ "an emergency medical services training program that is sponsored by a post-secondary educational institution, accredited by a national educational accrediting organization for emergency medical services or active in the accreditation process, and **is approved by the joint organization on education committee** and participates in the joint organization on education committee;"

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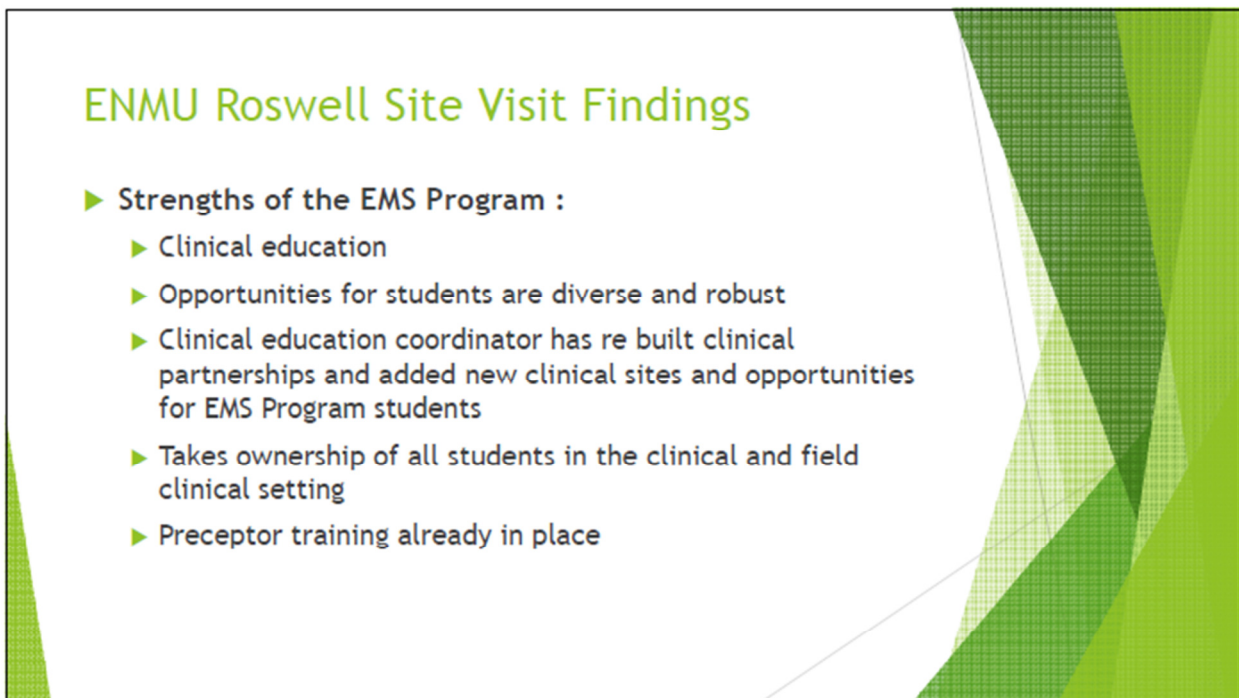
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**ENMU Roswell Site Visit Findings**

- ▶ Strengths of the EMS Program :
  - ▶ Faculty :
    - ▶ Well versed in EMS education
    - ▶ Dedicated to the success of their students and the program
    - ▶ Supportive of program director



**ENMU Roswell Site Visit Findings**

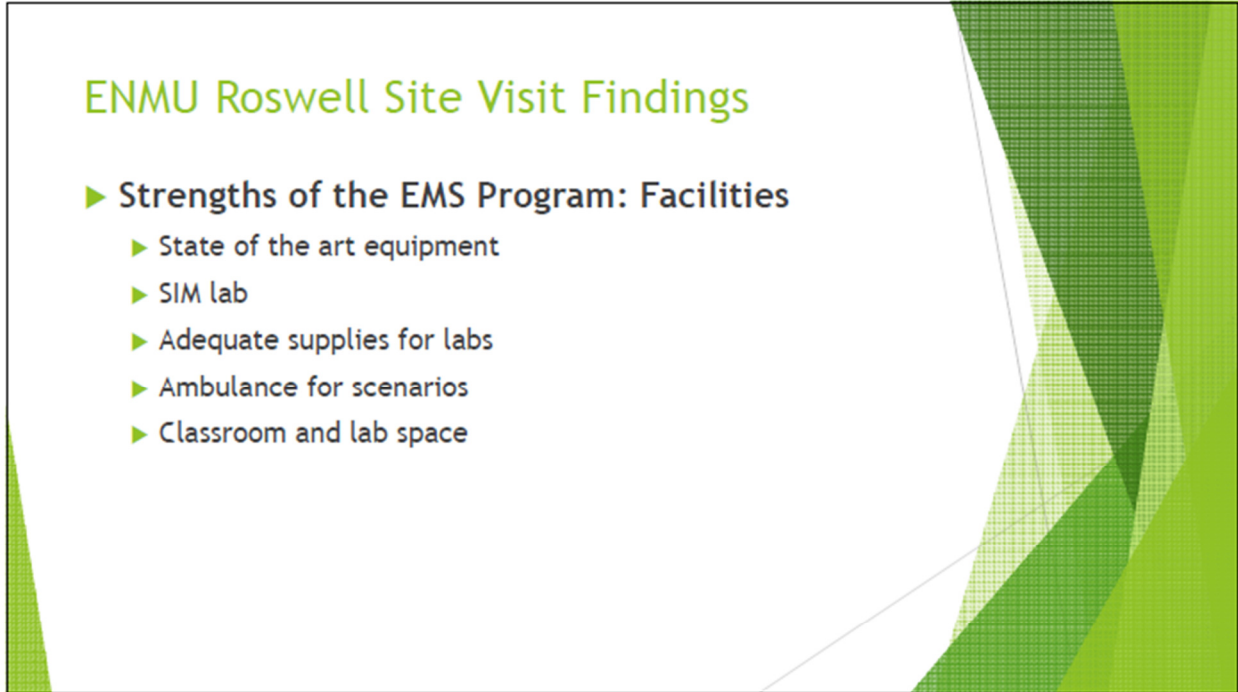
- ▶ Strengths of the EMS Program :
  - ▶ Clinical education
  - ▶ Opportunities for students are diverse and robust
  - ▶ Clinical education coordinator has re built clinical partnerships and added new clinical sites and opportunities for EMS Program students
  - ▶ Takes ownership of all students in the clinical and field clinical setting
  - ▶ Preceptor training already in place

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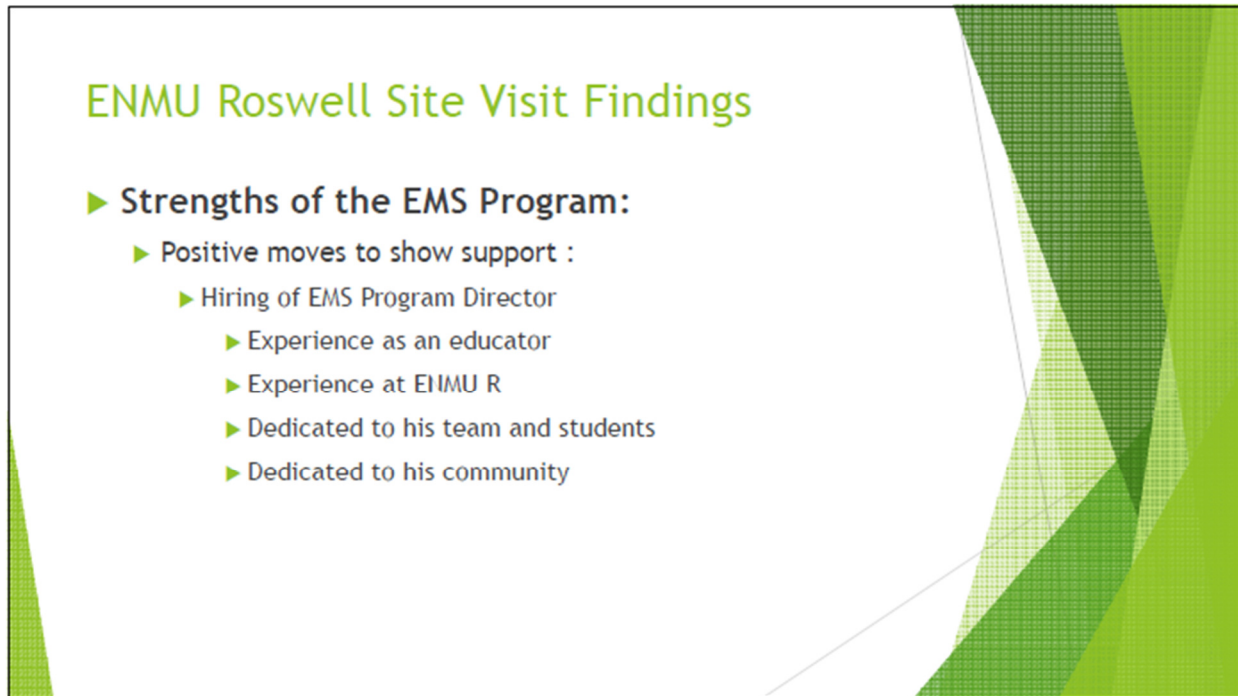
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**ENMU Roswell Site Visit Findings**

- ▶ **Strengths of the EMS Program: Facilities**
  - ▶ State of the art equipment
  - ▶ SIM lab
  - ▶ Adequate supplies for labs
  - ▶ Ambulance for scenarios
  - ▶ Classroom and lab space



**ENMU Roswell Site Visit Findings**

- ▶ **Strengths of the EMS Program:**
  - ▶ Positive moves to show support :
    - ▶ Hiring of EMS Program Director
      - ▶ Experience as an educator
      - ▶ Experience at EIMU R
      - ▶ Dedicated to his team and students
      - ▶ Dedicated to his community

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## ENMU Roswell Site Visit Findings

### ► Strengths of the EMS Program:

- Allocation of admin support Traci
- Knowledge of budget and college wide operations
- Has streamlined financial processes

## ENMU Roswell Site Visit Findings

### ► Areas of improvement for EMS Program :

- Faculty and Administrative staff must share common programmatic goals
  - On campus training
  - External and outreach training
  - Quality assurance measures

### ► Recommendations:

- Faculty and administration develop :
  - Mission statement of the EMS Program
  - 1 year plan to include goals and resources necessary
  - 5 year plan goals and resources necessary
  - Signed by members of faculty and administration



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## ENMU Roswell Site Visit Findings

- ▶ **Areas of improvement for EMS Program :**
  - ▶ Adequate “pipeline” of EMT Basic and Intermediate students to sustain a paramedic program
  - ▶ Course offerings are very limited currently , concern that these can not meet the needs of the community OR the needs of the ENMU EMS Program for sustainability
    - ▶ 1 Basic course
    - ▶ 1 EMT Intermediate course
    - ▶ 1 Paramedic course
- ▶ **Recommendation:**
  - ▶ 1 year and 5 year plan as previously mentioned to address “ controlled growth” of EMS course offerings to ensure both concerns are addressed as mentioned above

## ENMU Roswell Site Visit Findings

- ▶ **Areas of improvement for EMS Program :**
  - ▶ Budget is sufficient , however may be underutilized
  - ▶ Staffing must be based on quality experience for the student
- ▶ **Recommendations:**
  - ▶ Continued and increased admin support from Traci
  - ▶ PD plans his staffing needs prior to the start of the term

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## ENMU Roswell Site Visit Findings

- ▶ **Areas of improvement for EMS Program :**
  - ▶ Medical director involvement
  - ▶ Medical director is very supportive of the sustainability and growth of this program
  - ▶ Medical director would like to be involved more
  - ▶ Medical director has concerns about the program's ability to grow to meet the needs of the community
- ▶ **Recommendation:**
  - ▶ Program director to provide written communication to medical director regarding program needs :
  - ▶ Lecture time
  - ▶ Interaction with all levels of EMS Instruction
  - ▶ Monthly meetings with faculty and PD
  - ▶ IIM JOE Meetings

## ENMU Roswell Site Visit Findings

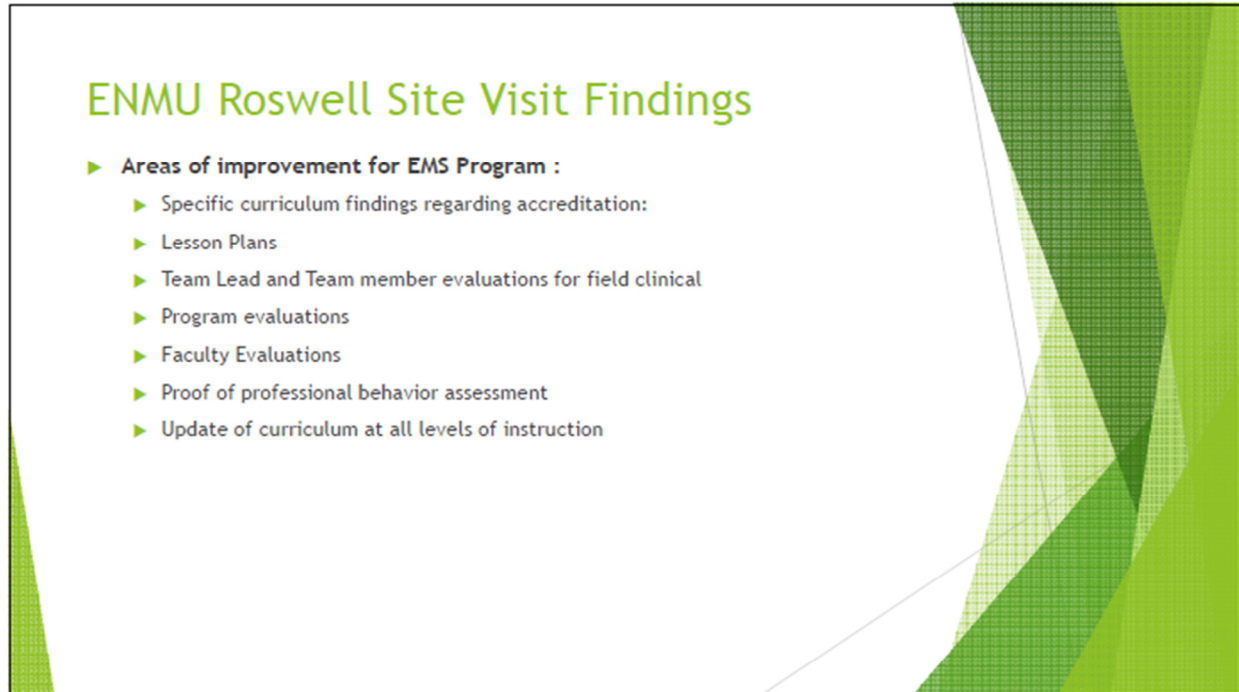
- ▶ **Areas of improvement for EMS Program :**
  - ▶ Administrative support for the EMS Program
  - ▶ Currently faculty are taking care of administrative responsibilities , course files, certificate generation, CE tracking , etc.
  - ▶ Program director and faculty must have admin support in order to fully function in their roles
- ▶ **Recommendation:**
  - ▶ Increase admin support for EMS program
  - ▶ Allow training time for PD, faculty and PT faculty with admin support to streamline processes

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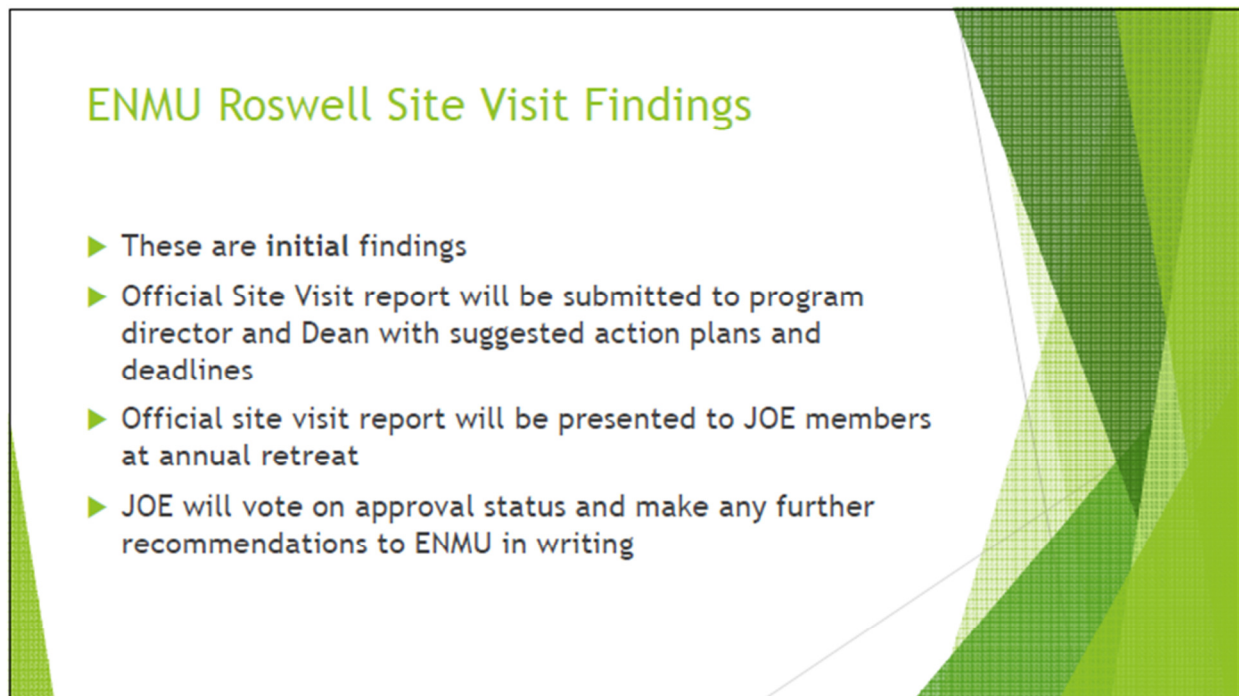
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### ENMU Roswell Site Visit Findings

- ▶ Areas of improvement for EMS Program :
  - ▶ Specific curriculum findings regarding accreditation:
  - ▶ Lesson Plans
  - ▶ Team Lead and Team member evaluations for field clinical
  - ▶ Program evaluations
  - ▶ Faculty Evaluations
  - ▶ Proof of professional behavior assessment
  - ▶ Update of curriculum at all levels of instruction



### ENMU Roswell Site Visit Findings

- ▶ These are initial findings
- ▶ Official Site Visit report will be submitted to program director and Dean with suggested action plans and deadlines
- ▶ Official site visit report will be presented to JOE members at annual retreat
- ▶ JOE will vote on approval status and make any further recommendations to ENMU in writing

# Annual Retreat DAY TWO Minutes

Joint Organization on EMS Education meeting

Ruidoso, New Mexico, March 3<sup>rd</sup>, 2016

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Time	Topic	Presenter
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9:00 AM	Meeting Called to Order / Opening Remarks <b>We do not have a quorum (10 only)</b>	Jessica Medrano
9:10 AM	<p>Approval Process review and update</p> <p>Discussed:</p> <ul style="list-style-type: none"> <li>• Reformatting the first/index page to reflect contents.</li> <li>• More clear wording.</li> <li>• New program that's never had students, clarify if you are new or under an umbrella.</li> <li>• Retention – set %? Threshold? CoAEMSP? No; different relevant numbers. Hard and fast numbers do not relate necessarily to filling the community need (i.e. a class of 10, attrition to 3, that provides 1-3 qualified providers to that area, successfully meets the need of that community); Maybe attrition above a certain % could be remediated/reviewed.</li> <li>• What are valid and pertinent measures to accurately reflect the determination of success in a program. Reviewed different scenarios and what their impact has been on both the educational institution as well as the community served.</li> <li>• Perhaps set a formula that reflects comparison of an institution to itself. Decline within that comparison would trigger a review process. Would need a mechanism to address outliers and new programs.</li> <li>• Loopholes in current process that allows other EMS training programs to sidestep the JOE approval process.</li> <li>• Suggested language for approval: "If the initial EMS training is conducted within the state boundaries of New Mexico, the training institution must be NM JOE approved. For a student to be eligible for NM EMS initial licensure, the course completion certificate must be issued by a NM JOE approved EMS training institution." Got Kyle on the phone, and not sure that we can limit commerce that way (with 1<sup>st</sup> sentence). 2<sup>nd</sup> sentence is already in state rule, not needed.</li> </ul> <p>Jessica will edit the approval process document based on the changes discussed, and will send it out to the JOE 3 weeks prior to the June meeting, and assign members to review an individual section and make recommendations at the next JOE in June.</p> <p>Perhaps have a DropBox/GoogleDocs, to supplement Bureau JOE site. Kyle was unanimously determined to be the one to set this up.</p>	Jessica /Sahaj Khalsa
11:20 AM	<p>Bylaws review</p> <p>Discussion of:</p> <ul style="list-style-type: none"> <li>• Membership: Membership is defined by state statute. Hold JOE retreat in June, to encourage better attendance (still have a</li> </ul>	All attendees

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	<p>March meeting).</p> <ul style="list-style-type: none"> <li>• Have this be a 1 day event only</li> <li>• Recommendations for acceptance, to make the most use of the time that we have medical directors here.</li> <li>• Rotating the retreat around the state.</li> <li>• The remainder of the meetings will still be centered around MDC meetings.</li> </ul>	
12:30 PM	<p>Lunch on your own</p> <p>Return: <b>We do not have a quorum</b></p>	
1:09PM	<p>Continued review of bylaws – see edits for details.</p> <p>Jessica and Barbara will send the verbiage revision regarding proxies and designees to Kyle and request that the EMS Bureau Legal personnel review. JOE will vote on suggested changes at the next JOE in which we have a quorum.</p>	
1:00 PM	NREMT PPCP program progress and discussion. Institutions are going to National workshops.	All attendees
2:00 PM	Treatment guidelines review-Donnie says Drug Guidelines are finished. We'll try to have complete before the end of the fiscal year. The JOE in the past has offered to help. He will send out for feedback. They are operating off of/aligning with National Model EMS Clinical Guidelines.	EMS Bureau /all attendees
3:00 PM	<p>Ensuring licensure for AEMT/Medic Clinical rotations</p> <ul style="list-style-type: none"> <li>• Verified during the clinical compliance process (certification provided by the student)</li> <li>• Do we then verify that they are on the state verification list? We're being asked to take an additional step, like this, to ensure they are compliant.</li> </ul>	Jessica Medrano
3:30 PM	Public Comment: None	
3:35 PM	<p>Goals and Objectives for 2016</p> <ul style="list-style-type: none"> <li>• JOE Process refinement (i.e. Approval Process)</li> <li>• Increased participation in medical direction</li> <li>• Increased visibility: have done website, IC process refinement, etc. One item we have not completed is having JOE presence at Regional (and other) conferences. Have new ICs attend a JOE meeting?</li> <li>• Annual review of JOE Approved curriculum at all levels</li> <li>• Bylaws finalization (including designee/proxy update)</li> <li>• JOE website update</li> </ul>	All attendees
3:45 PM	<p>Next meeting: June 24, location TBD (depending on where MDC)</p> <p>Adjourned via group consensus</p>	Jessica Medrano

Attendance for whole of JOE working retreat:

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Last Name	First Name	Institution	JOE Officer	JOE Quorum Role (19, quorum=11)	3/2/2015	3/3/2015
Bare	Christopher	DACC			x	x
Bradley	Joyce	DACC		(2) DABCC Program Director	x	x
Brown	Coffee	EMSA		(1) EMSA Medical Director	x	x
Buldra	Mike	NMAEMSE			x	x
Burns	Karen	CFD			x	x
Campion	Douglas	NM EMS Region 2		Region 2 Representative	x - via phone after lunch	
Cole	Kyle	CNM/NMAEMSE			z-proxy for Kalishman	z-serving as proxy for Kalishman
Conrad-Bare	Cheryl	DACC			x	x
Davis	Jessie	ENMU-R		(3) ENMU-R Program Director	x	x
Eakes	Lindsay	EMSA			x	
Foust	Leslie	NM EMS Region 1		Region 1 Representative	x-proxy (Donna McHenry, no vote)	
Gilmore, WEMT-I; MI/C	Carl			EMT-I Representative	x-proxy (Shelly McLaughlin, vote)	x
Guzman	Art	DACC			x	x
Holder	Kristopher	CNM			x	x
James	Jay	CCC			x	x
Kalishman	Andrew	CNM		(6) CNM Medical Director	x - via phone after lunch	x-via proxy
Kerr	Ryan	ENMU - Ruidoso				x
Khalsa	Sahaj	SFCC + NMAEMSE	Chair Elect	(7) SFCC Program Director	x	x
McDaniels	Robert	EMSA	Past Chair	(1) EMSA Director	x	x
McHenry	Donna	LAFD	Secretary	EMT-P Representative	x	x
McLaughlin	Shelly	EMSA				x
Medrano	Jessica	CNM	Chair	(6) CNM Program Director	x	x
Meyer	Diane	SFCC		(#_) SJCC Program Director	x	x
Moore	Brian	NM DOH EMS Bureau			x-proxy (Martin Moulton, vote)	
Moulton, MA, NRP	Martin	NM DOH EMS Bureau			z-proxy for Dr. Moore	
Roberts	Donnie	NM EMS Region 3		Region 3 Representative	x	x
Smith	Chad	ENMU-R			x	