

## **Instructional Unit – Program Review**

### **Part 1: - Program Overview**

**Program Name:** Emergency Medical Services

#### **Program Mission and Description:**

**Mission:** The Jefferson State Community College Emergency Medical Services Program is committed to providing our students with the highest quality medical education possible including both academic instruction and meaningful clinical experience. We strive to produce professional Emergency Medical Technicians, Advanced Emergency Medical Technicians, and Paramedics dedicated to providing capable, compassionate care. We will always strive to protect the integrity of our institution, the honor of our profession, and the trust of the public.

**Description:** EMS is an exciting and growing field. EMS professionals are charged with the daunting responsibility of public safety. To operate successfully as an EMS professional requires a broad base of knowledge, the ability to gather and interpret data, critical thinking skills, and several specific psychomotor skills. The EMS provider must be able to master each of these areas while maintaining professionalism. Training such individuals demands a well-organized, systematic approach. We are dedicated to placing the integrity of our institution, the honor of our profession, and the trust of the public in the forefront of all program policies. Emergency Medical Technicians, Advanced EMT's, and Paramedics are licensed medical professionals who provide emergency medical care to the sick and injured in an effort to promote health, alleviate suffering and conserve human life. Jefferson State Community College offers three levels of EMS training and education. Students who enroll in the EMS program have the option to pursue a course of study that will lead to an EMS Certificate or an Associate in Applied Science degree.

The EMT level is a one semester course taken for college credit. Upon completion of the EMT course, students will be eligible to sit for the National Registry examination and apply for a State of Alabama EMT license, which is required for Advanced EMT clinicals.

Advanced EMT training consists of an additional semester of training. Students who complete the Advanced EMT course will be eligible to sit for the Advanced EMT National Registry examination qualifying them to apply for a State of Alabama Advanced EMT License.

Paramedic is the final three semesters, which along with the required general education courses, leads to an Associate in Applied Science degree. Upon successful completion of the Paramedic program, the graduate may take the National Registry exam and apply for licensure as a Paramedic.

#### **Program Admission and Awards:**

**Admissions:** Students Seeking admission into the EMS Program must:

1. Be enrolled at Jefferson State Community College
2. Provide proof of placement test scores (test scores must be within 5 years and an official copy must be on file with Jefferson State's testing office. An unofficial copy must be submitted with

the EMS Application Packet OR proof of completion in MTH 100 or higher and ENG 101 (MTH 116 not accepted).

3. Submit a completed EMS Application Packet by the scheduled deadline.
4. Attend the scheduled orientation.
5. Submit to a background check. Applicants with a history of criminal arrest or convictions should discuss the matter with the EMS program Director or Clinical Coordinator for guidance. Failure to participate in the background check process will constitute grounds for immediate dismissal from the program. Students who fall out of progression for any reason will be required to submit to additional background checks prior to performing clinical or field rotations.
6. Maintain a current CPR for healthcare provider's certification via an agency recognized by ADPH.
7. Meet all licensure requirements and essential functions for the EMT as described by the Alabama Department of Public Health, Office of EMS and Trauma.

Students entering or continuing the program at the AEMT level must meet the requirements above in addition to the following:

A. Hold a current, unencumbered State of Alabama EMS Provider license at the level directly below the level of training being sought OR have successfully completed EMS 118 and EMS 119 with a grade of "C" or higher. Students who do not hold a valid license at the appropriate level at the beginning of the semester must be licensed before the start of rotations in order to complete the course.

Students entering or continuing the program at the Paramedic level must meet the requirements above in addition to the following:

B. Copy of AEMT License OR have successfully completed EMS 155, EMS 156 with a grade of "C" or higher and take the FISDAP Paramedic placement test.

C. Have successfully completed EMS 189 OR BIO 201 with a grade of "C" or higher.

D. Be eligible to take English 101 and Math 100 (must be completed to earn the AAS degree).

Completed applications may be returned by one of the following:

Submit Via email to: [ems@jeffersonstate.edu](mailto:ems@jeffersonstate.edu) (PAGES 11-16 PDF ONLY no cell phone screenshots) or in person at the following locations.

Shelby Campus  
Jefferson State Community College  
EMS Program  
General Studies Building #316

4600 Valleydale Road  
Birmingham, AL 35242

Jefferson Campus  
Jefferson State Community College  
EMS Program  
George Layton Building #107  
2601 Carson Road  
Birmingham, AL 35215

- ❖ Faxed or mailed applications will not be accepted!
  - ❖ All Applicants must attend the scheduled MANDATORY orientation to be eligible to register for EMS classes. Please contact Program Director at: [ems@jeffersonstate.edu](mailto:ems@jeffersonstate.edu)
  - ❖ Students will not be registered prior to orientation!
  - ❖ Attendance is mandatory for each of the first scheduled classes!
  - ❖ Refunds are based on the first day of classes, not the first scheduled class meeting!
  - ❖ All documents turned in as part of the application process become property of JSCC
- Awards: The program awards completion certification for EMT Basic, Advanced EMT, and Paramedic and allows students to test for their National Registry certification that leads to licensure. The program also awards Associates in Applied Science. Students seeking JSCC certification must apply to graduate.

**Program Demographics:** Please complete the following chart for your area (this data can be found on the IE website or by contacting [ie@jeffstateonline.com](mailto:ie@jeffstateonline.com))

Category	Student Totals (3yrs)	Percentage (of total students)
Total Students	324	100%
Number of Male	234	72.22%
Number of Female	90	27.78%
Age 18-25	235	72.53%
Age 26-40	78	24.07%
Age 41+	11	3.40%
African American Students	47	14.50%
Asian Students	5	1.54%
Caucasian Students	263	81.17%
Hispanic Students	9	2.78%

With the exception, male students considerable out number female students, the demographics of the program are similar to the college demographics with the exception male students considerable out number female students. However, in review of the data above it confirms the EMS program is not ethnically diverse. The program actively attends career fairs and engages in other recruitment activities within the service area that encourages minorities to pursue careers in healthcare professions.

**Mode of Delivery:**

All EMS classes are delivered through a Hybrid format consisting of on-line lectures, self-study assignments, classroom lectures, and labs. In addition to the previously listed, EMS 119, EMS 156, EMS 244, EMS 248, EMS 255, and EMS 256 include clinical rotations.

All EMS Classes are available each semester, the EMT Basic class meets Monday through Thursday. The classroom curriculum and lab time is divided throughout the week determined at the instructor's discretion, based on the needs of the class and the students. There are circumstances in which participation may be required on weekends and non-scheduled class times. In addition to classroom and lab, students are required to attend 52 hours of clinical rotations at approved facilities. Students are permitted to schedule shifts per their convenience; however, clinical rotations are not permitted during any scheduled class time.

The Advanced EMT class meets on a rotating shift-based schedule every third day, Saturday attendance is required during the summer semester. In addition, there are circumstances in which participation may be required on weekends and non-scheduled class times. The classroom curriculum and lab time is divided throughout the week determined at the instructor's discretion, based on the needs of the class and the students. In addition to classroom and lab, students are required to attend 116 hours of clinical rotations at approved facilities. Students are permitted to schedule shifts per their convenience; however, clinical rotations are not permitted during any scheduled class time.

The paramedic class is a three-semester cohort, all cohort classes meet on a rotating shift-based schedule every third day, Saturday attendance is required during the summer semester. In addition, there are circumstances in which participation may be required on weekends and non-scheduled class times. The classroom curriculum and lab time is divided throughout the week determined at the instructor's discretion, based on the needs of the class and the students. In addition to classroom and lab, students are required to attend a total of 440 hours of clinical rotations at approved facilities over the three semesters. Students are permitted to schedule shifts per their convenience; however, clinical rotations are not permitted during any scheduled class time.

EMS faculty and lab are housed on the Shelby Campus and the Jefferson campus with the majority of program activities taking place on the Shelby Campus.

We are preparing to expand our hybrid format to offer Paramedic students the option to attend lectured class via the internet, video lecture, or in person with an in person lab requirements.

Awards: The program awards completion certification for EMT Basic, Advanced EMT, and Paramedic and allows students to test for their National Registry certification that leads to licensure. The program also awards Associates in Applied Science. Students seeking JSCC certification must apply to graduate.

**Program/Department Goals:**

The program mission can be met by the achievement of the following goals.

1. National Registry Paramedic Examination pass rates will be 70% or higher after three attempts for each level of certification.
2. National Registry Advanced Emergency Medical Technician Examination pass rates will be 70% or higher after three attempts for each level of certification.
3. National Registry Emergency Medical Technician Examination pass rates will be 70% or higher after three attempts for each level of certification.
4. In one year of completing the paramedic program, 70% of students completing the program who seek employment in an EMS related field will be employed.
5. Students admitted into each level of the Emergency Medical Services program will complete their training level at a rate of 70%

### **Program/Department Outcomes Achievement:**

#### Outcome 1:

2019-2020: 13/19 72% passed National Registry after the 3<sup>rd</sup> attempt  
2020-2021: 17/22 77% passed National Registry after the 3<sup>rd</sup> attempt  
2021-2022: 16/19 84% passed National Registry after the 3<sup>rd</sup> attempt

#### Outcome 2:

2019-2020: 18/29 62% passed National Registry after the 3<sup>rd</sup> attempt  
2020-2021: 17/22 77% passed National Registry after the 3<sup>rd</sup> attempt  
2021-2022: 9/14 70% passed National Registry after the 3<sup>rd</sup> attempt

#### Outcome 3:

2019-2020: 52/66 92% passed National Registry after the 3<sup>rd</sup> attempt  
2020-2021: 46/56 82% passed National Registry after the 3<sup>rd</sup> attempt  
2021-2022: 27/38 71% passed National Registry after the 3<sup>rd</sup> attempt

#### Outcome 4:

2019-2020: 100 percent of students who sought employment in EMS related field are employed.  
2020-2021: 100 percent of students who sought employment in EMS related field are employed.  
2020-2021: 100 percent of students who sought employment in EMS related field are employed.

#### Outcome 5:

2019-2020:

EMT: 86% completed their level of training.

AEMT: 89% completed their level of training.

Paramedic: 90% completed their level of training.

2020-2021:

EMT: 71% completed their level of training.

AEMT: 70% completed their level of training.

Paramedic: 92% completed their level of training.  
2020-2021:  
EMT: 76% completed their level of training.  
AEMT: 70% completed their level of training.  
Paramedic 95% completed their level of training.

## **Part 2: Program/Department Change**

Program retention and recruitment for students enrolling at the Advanced EMT and Paramedic level are an ongoing concern. The program has implemented many strategies to increase enrollment and retention, although enrollment has improved over the last 2 years the enrollment rates for the paramedic level are below the established benchmark. Faculty and program officials will continue to seek additional measures to assist with this deficiency.

**Course Student Learning Outcome Changes:** None Noted

## **Part 3: Evidence of Staff Participation in Program Review**

### **Faculty/staff participation:**

Cassandra Chamberlain is the interim program director and the clinical coordinator, she facilitated the development of the review and provided the clinical and program information to complete the review. Currently there is one administrative position and three program faculty positions: Program Coordinator, Clinical Coordinator, and two instructors. All full time personnel attend at least one committee meeting a year and report on observations regarding the program influences experienced by students then make recommendations to meet the needs of the students and the program.

### **Advisory committee minutes (if applicable) and list of members:**

The future course delivery expansion for the program is a result of input from the advisory committee. The program is actively looking for alternative pediatric clinical rotation sites due to Children's of Alabama Covid vaccination Policies.

Ms. Melanie Hallman, DNP, CRNP, Committee Chair, Assistant Professor, University of Alabama at Birmingham School of Nursing

Ms. Danielle Coburn, Vice President of Academic Affairs, Jefferson State Community College

Ms. Stacy Clark, NRP, BA EMS Director, Jefferson State Community College, Emergency Medical Services Program

Mr. Charles Dalton, NRP, Operations Manager, Lifeguard  
Ambulance Service

Mr. Brent Dierking, Director of Strategic Development,  
NorthStar Ambulance Service

Mr. Shea Duerring, NRP, M.D., Assistant Professor Emergency  
Medicine, Children's Hospital of Alabama

Mr. William Ferguson, M.D., Medical Director, Jefferson State  
Community College, EMS Program and Assistant Professor  
of Emergency Medicine, University of Alabama at  
Birmingham School of Medicine

Ms. Shericha Hardy, RN, MSN, Advanced Nursing Coordinator,  
University of Alabama Medical Center, Emergency  
Department

Mr. Matthew LaMonte, NRP, Battalion Chief, Birmingham Fire  
Department

Ms. Vanessa LeBlanc, DPT, Associate Dean of Health Related  
Programs, Physical Therapist Assistant Program Director,  
Jefferson State Community College

Mr. Michael Lovelace, NRP, RN, CEN, University of Alabama  
at Birmingham Emergency Department and Jefferson  
County Sherriff Department

Mr. Kyle McDonald, NRP, Director of Operations, Regional  
Paramedical Services

Mr. Keith McLaughlin, NRP, MS, Assistant Chief, Trussville Fire  
Department

Mr. Michael Minor, NRP, BBA, Executive Director, Birmingham  
Regional Emergency Medical Services

Mr. Matthew Panepento, NRP, Lieutenant, Trussville Fire Department

Mr. Eric Raymond, NRP, AAS Alumni Representative

Mr. Alan Rice, RN, MPA, City Manager, City of Hoover

Ms. Nancy Shelton, RN, President Alabama Emergency Nurses Association

Mr. Wes Ward, NRP, MPA Director of EMS, Center Point Fire

Mr. Donnie P. West, MS, CFO, EFO, Director, Jefferson County 911



	Agenda Item	Discussion	Action Required	Lead	Goal Date
1.	<b>Call to order</b>	Meeting was called to order at 12:06 by Chairperson Hallman. Introductions were made.	Yes / <input type="checkbox"/> No		
2.	<b>Roll call</b>		Yes / <input type="checkbox"/> No		
3.	<b>Review and approval of meeting minutes</b>	No quorum so approval will occur at next meeting	Yes / <input type="checkbox"/> No		
4.	<b>Endorse the Program's minimum expectation</b> [CAAHEP Standard II.C. Minimum Expectation] <input type="checkbox"/> "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels." <input type="checkbox"/> Establish / review additional program goals <sup>4</sup>	Chairperson Hallman read the minimum expectation for EMS and asked if anyone had suggestions for additional goals. None were given.	Yes / <input type="checkbox"/> No		
5.	<b>Endorse the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions</b> [CAAHEP Standard III.C.2. Curriculum] <input type="checkbox"/> NEW Appendix G: Student Minimum Competency Matrix ( <i>effective July 1, 2019</i> ) <input type="checkbox"/> Review summary graduate tracking reports	Program Director Stacy Clark advised the Committee that Appendix G standards returned to their original minimums on July 12, 2021. These will be replaced in January 2023 with data to be tracked in lab, clinical setting and Capstone through FISDAP.	Yes / <input type="checkbox"/> No		
6.	<b>Review the program's annual report and outcomes</b> [CAAHEP Standard IV.B. Outcomes] <input type="checkbox"/> Annual Report data <input type="checkbox"/> Thresholds/Outcome data results <input type="checkbox"/> Graduate Survey results <input type="checkbox"/> Employer Survey results <input type="checkbox"/> Resources Assessment Matrix results	PD Clark reported that the 2020 Annual report is in the works and will be ready before May 15. The report will go to Dr. Vanessa LeBlanc, Associate Dean of Health-Related Programs, for review then to Dr. Brian Gordon, Dean of Instruction. After any suggestions from Dr. LeBlanc and Dr. Gordon, an email with the report will be sent to all Committee members. Chairperson Hallman inquired if a Zoom should be held at that time to discuss findings and Dr. LeBlanc replied, "Yes."	<input type="checkbox"/> Yes / No		

<sup>4</sup> Additional program goals are not required by the CAAHEP Standards. If additional program goals are established, then the program must measure them.

	Agenda Item	Discussion	Action Required	Lead	Goal Date
	<input type="checkbox"/> Other	<p><b>Equipment</b> – PD Clark told the committee the program has secured new hi-fi manikins and has other equipment out for bid at this time. Chairperson Hallman asked about updated ultrasound equipment. Dr. Ferguson, the Program’s Medical Director, advised the Committee the price point has come down and there are now units with Artificial Intelligence for 6-9K. Sonasim, Butterfly, Eco, Tempest are several options in varying price points.</p> <p>Hallman informed the committee that UAB was training ER Nurse Practitioners on virtual equipment with displays and suggested that perhaps Jeff State and UAB nursing could have a joint relationship to see this training. President Brown told the Committee that there was Workforce Grants available for this type of equipment and training. Dr. LeBlanc spoke about the fact that we currently have a bid out for Tempest Monitors.</p>			
7.	<p><b>Review the program’s other assessment results</b>                      [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Long-range planning</li> <li><input type="checkbox"/> Student evaluations of instruction and program</li> <li><input type="checkbox"/> Faculty evaluations of program</li> <li><input type="checkbox"/> Course/Program final evaluations</li> <li><input type="checkbox"/> Other evaluation methods</li> </ul>	<p><b>Long Range planning</b> – PD Clark informed the committee that recruitment efforts are in place due to Program numbers being down. Dual Enrollment students are being encouraged to continue their training at JSCC. Currently, the program is considering offering more didactic classes on-line. Allan Rice again mentioned the Kiamichi Model in Oklahoma as a reference for a successful on-line program. From one location they broadcast to nineteen separate locations with a mobile skills lab, hands on proctoring, etc. The City of Hoover would be willing to sponsor a vehicle to take up to seven faculty/staff/administrators to OK to look at the program and talk to the staff there. It is an innovative program with a 100% National Registry Pass rate for five consecutive years. Collaboration among training programs will be more important going forward and this trip would allow for formal networking. President Brown told the committee that we have Cares Act funds available for such an endeavor until June 2023.</p> <p>The remainder of this section was tabled until the next meeting after student, faculty and program evaluations are turned in for the Spring semester.</p>	Yes / No		

	Agenda Item	Discussion	Action Required	Lead	Goal Date
8.	<p><b>Review program changes (possible changes)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Course changes (schedule, organization, staffing, other)</li> <li><input type="checkbox"/> Preceptor changes</li> <li><input type="checkbox"/> Clinical and field affiliation changes</li> <li><input type="checkbox"/> Curriculum changes                             <ul style="list-style-type: none"> <li>o Content</li> <li>o Sequencing</li> </ul> </li> </ul>	<p>PD Clark spoke about the use of a new textbook starting last fall, eighth edition of Emergency Care in the Streets. The textbook is working out well, but the test bank is lacking. Currently three faculty members are serving as test writers to upgrade the testing for the text. New syllabi will be ready by the fall semester. There have been no changes to preceptors, and all are willing to remain on board.</p>	Yes / No		
9.	<p><b>Review substantive changes (possible changes)</b> [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Program status</li> <li><input type="checkbox"/> Sponsorship</li> <li><input type="checkbox"/> Sponsor administrative personnel</li> <li><input type="checkbox"/> Program personnel: PD, Lead Instructor, other</li> <li><input type="checkbox"/> Addition of distance education component</li> <li><input type="checkbox"/> Addition of satellite program</li> </ul>	<p>Dual Enrollment sites are currently Riverchase Career Center, Trussville High School and soon to be Eden Career Tech with Shelby County and Gardendale Career Tech interested in coming on-board. These are excellent sites for recruitment to the EMS program at Jeff State.</p> <p>No changes in sponsorship.</p> <p>PD Clark announced she will be retiring effective May 1 and thanked the college, the Committee and Dr. LeBlanc for their support.</p> <p>The program has added an Administrative Assistant on the Jefferson campus and several L-19s.</p> <p>PD Clark spoke about the success of on-line classes at the request of Chairperson Hallman. Clark found them to be successful. Attendance was required. Hallman asked if hybrid were possible, and Clark advised it would be taken under advisement for the future.</p>	Yes / No		
10.	<p><b>Other identified strengths</b></p>	<p>PD Clark cited Program's strengths being the responsiveness of Associate Dean LeBlanc, President Brown, and Dean of Instruction Gordon when Program, faculty or student needs arise. Great support from clinical sites, world class training sites at UAB and Children's Hospitals, Support staff, faculty, and assistance from Chairperson Hallman.</p>	Yes / No		
11.	<p><b>Other identified weaknesses</b></p>	<p>Identified weaknesses would be bringing in new students and test bank. Patrick Safyanov suggested marketing targeted to other high schools and colleges and offering some type of discount program. Allan</p>	Yes / No		

Agenda Item	Discussion	Action Required	Lead	Goal Date
	Rice suggested an easier in-take process; having someone help or fill out application and other necessary forms. Dr. Ferguson said the more collaboration the better. More ads via TV, Reels, Twitter, Facebook, Text, Tik Tock, etc. with survivor stories to let the public know about the Jeff State Program. Ferguson said it will be imperative to streamline the application process.			
12. Identify action plans for improvement		Yes / No		
13. Other comments/recommendations	Dr. LeBlanc stressed the importance of the Committee turning in their Employer surveys.  Dr. Ferguson reminded the Committee and the Program about the National Registry opportunity for writing exam questions by faculty and even some students. He also gave kudos to the Program on the number of nurses who have made positive comments about the Jeff State.	Yes / No		
14. Staff/professional education	N/A	Yes / No		
15. CoAEMSP/CAAHEP updates	N/A	Yes / No		
16. Next accreditation process (i.e., self-study report, site visit, progress report)		Yes / No		
17. Other business	N/A	Yes / No		
18. Next meeting(s)	TBD	Yes / No		
19. Adjourn	Chairperson Hallman adjourned the meeting at 1:11pm	Yes / No		

Minutes prepared by Butt Ray

Date 4/13/2022

Minutes approved by Stacy Clark

Date 04/20/2022

If item #5 above was acted on, then:

Medical Director's signature \_\_\_\_\_

Date \_\_\_\_\_

**PURPOSE OF THE ADVISORY COMMITTEE**

The Advisory Committee must be designated and charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change, and to review and endorse the program required minimum numbers of patient contacts. [CAAHEP Standard II.B. Appropriate of Goals and Learning Domains]

Additionally, program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with the mission of the sponsoring institution(s), the expectations of the communities of interest, and nationally accepted standards of roles and functions. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program. [CAAHEP Standard II.A.]

**Responsibilities of the Advisory Committee**

- Review and endorse the minimum program goal.
- Review and endorse the required minimum numbers of patient/skill contacts for each of the required patients and conditions.
- Verify that the Paramedic program is adhering to the National Emergency Medical Services Education Standards.
- Review Program performance based on outcomes thresholds and other metrics (at a minimum credentialing success, retention, and job placement).
- Provide feedback to the Program on the performance of graduates as competent entry level Paramedics (for employers).
- Provide feedback to the Program regarding clinical and field opportunities and feedback on students in those areas.
- Provide recommendations for curricula enhancements based on local needs and scope of practice.
- Assist with long range planning regarding workforce needs, scheduling options, cohort size, and other future needs.
- Complete an annual resource assessment of the program.



## Advisory Committee Meeting Minutes

*See last page for the purpose of the program's Advisory Committee, including a description and list of responsibilities.*

<b>SPONSOR / INSTITUTION NAME:</b>	Jefferson State Community College		
<b>CoAEMSP PROGRAM NUMBER:</b>	600268	<b>DATE, TIME, + LOCATION OF MEETING:</b>	September 27, 2022, 11:30 Bistro proVare Shelby campus
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>	Melanie Hallman, DNP		

### ATTENDANCE

Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an 'X' for each person present	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	William Ferguson, M.D. Shea Duerring, M.D.	X	JAB ED Children's Health System / UAB
Employer(s) of Graduates Representative	Charles Dalton Brent Dierking Matthew LaMonte David Hambright Kyle McDonnell Wayne Shirley Jeff Wyatt Donnie P. West	X  X	LifeGuard Ambulance Service NorthStar Ambulance Service Birmingham Fire and Rescue Hoover Fire and Rescue Regional Paramedic Service Chelsea Fire Department McAdory Fire Department Jefferson 911
Key Governmental Official(s)	Allan Rice Beverly Edwards Michael Minor		City of Hoover Alabama Department of Public Health – Office of EMS Birmingham Regional Emergency Medical Services System (BREMSS)
Police and Fire Services	Matthew LaMonte David Hambright Wayne Shirley Jeff Wyatt	X	Birmingham Fire and Rescue Hoover Fire and Rescue Chelsea Fire Department McAdory Fire Department Jefferson State PD

<sup>1</sup> The best practice is that the chair is not the Program Director. The Advisory Committee is *advising* the program.

Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an 'x' for each person present	Agency/Organization
Public Member(s)	Don Minyard		Central Station Incorporated
Hospital / Clinical Representative(s)	Amber Doss Nancy Shelton Shericha Hardy David Hambright Kyle McDonnell Matthew LaMonte Melanie Hallman	X  X X X	Children's of Alabama St. Vincent's Health System JAB ED Hoover Fire and Rescue Regional Paramedic Services Birmingham Fire and Rescue JAB
Other	Michael Lovelace Stephanie Huffman		AHA Affiliate / UAB ED Jefferson County School System
Faculty <sup>2</sup>	Cassandra Chamberlain Stacy Clark Mandel Hill	X  X	JSCC EMS Clinical Coordinator INSTRUCTOR INSTRUCTOR
Sponsor Administration <sup>2</sup>	Vanessa LeBlanc	X	Associate Dean – CTE Health Programs
Student (current)			
Graduate	Patrick Safyanov	X	Hoover Fire / Regional Paramedic Services
Program Director, <i>ex officio, non-voting member</i>	Cassandra Chamberlain	X	JSCC
Medical Director, <i>ex officio, non-voting member</i>	William Ferguson	X	JSCC
<sup>3</sup> Visitors	Gregory Fields	X	Birmingham Fire
JSCC	Keith Brown		JSCC President
JSCC	Brian Gordon		JSCC Dean of Instruction
JSCC	Vanessa LeBlanc	X	Associate Dean of Health-Related Programs
Police and Fire Services	Keith McLaughlin	X	Trussville Fire

Agenda Item	Discussion	Action Required	Lead	Goal Date
1. Call to order	Meeting was called to order at 11:45am by Chairperson Hallman. Introductions were made.	Yes / No		

<sup>2</sup> Additional faculty and administration are ex-officio members.

<sup>3</sup> Add rows for multiple members of the same community of interest

If the program has additional named communities of interest, list the community of interest and the name(s) that represent each.

Agenda Item		Discussion	Action Required	Lead	Goal Date
2.	Roll call		Yes / No		
3.	Review and approval of meeting minutes	April 4, 2022 minutes had no discussion. Dr. Ferguson offered a motion to approve as written and Sherica Hardy second the motion. All voted in favor.	Yes / No		
4.	<p><b>Endorse the Program's minimum expectation</b> [CAAHEP Standard II.C. Minimum Expectation] "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels." Establish / review additional program goals<sup>4</sup></p>	Chairperson Hallman read the minimum expectation for EMS. She asked Interim PD Chamberlain to update the group. IPD Chamberlain advised the matrix was being changed to the SMC Matrix minimum standards for pediatric contacts. JSCC EMS is exceeding the standards in all areas. She spoke about the mandatory Covid vaccine for Children's Hospital being a challenge for rotations. Chamberlain and Medical Director Will Ferguson are looking for alternative sites. It was suggested a pediatric clinic or Urgent Care might be a possibility. Dr. Ferguson told the group that most of the pediatric clinics were part of Children's so that would not be an option. Regular Urgent Care locations they would only handle vital signs. Dr. Ferguson is checking on new Covid protocols from the CDC to assist with this challenge	Yes / No	Dr. Ferguson	
5.	<p><b>Endorse the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions</b> [CAAHEP Standard III.C.2. Curriculum] NEW Appendix G: Student Minimum Competency Matrix (effective July 1, 2019) Review summary graduate tracking reports</p>	SEE ABOVE	Yes / No		
6.	<p><b>Review the program's annual report and outcomes</b> [CAAHEP Standard IV.B. Outcomes] Annual Report data Thresholds/Outcome data results Graduate Survey results Employer Survey results Resources Assessment Matrix results</p>	IPD Chamberlain gave the current graduation rate of 80%, retention 80% and 3rd time pass rate over 80%. We are currently meeting all goals as set by CoAEMSP. Employer surveys did not go out in May. Student surveys were handed out to students prior to course completion.	Yes / No		

<sup>4</sup> Additional program goals are not required by the CAAHEP Standards. If additional program goals are established, then the program must measure them.



Agenda Item		Discussion	Action Required	Lead	Goal Date
	Other				
7.	<p><b>Review the program's other assessment results</b>            [CAAHEP Standard III.D. Resource Assessment]            Long-range planning            Student evaluations of instruction and program            Faculty evaluations of program            Course/Program final evaluations            Other evaluation methods</p>	<p>Long range plans include updates in course material, acquiring the latest edition of all textbooks, virtual simulation, changing EMR, using technology more to accomplish instruction and labs. The question was raised about moving didactic courses to on-line. Currently used successfully at other schools. IPD Chamberlain commented that in speaking with students they preferred both depending on the course and or the person. Dr. LeBlanc advised that any changes in delivery method must be approved by SACS/COC. Wes Ward to send De. LeBlanc suggestions with new ways to reach possible incoming students.</p> <p>Pharmacology is an on-going issue. The timing of the course and how it is or can be used in other courses. Patrick Safyanov, a recent graduate, stated that is the hardest subject in the curriculum. Besides the course itself, it is gone over again in P2 and P3 but that perhaps more study aids would be helpful. Mandel Hill, instructor of record, was asked to look over the POI and course objectives to ensure it is being assimilated appropriately.</p> <p>De. LeBlanc told the committee that a new ambulance simulator has been purchased for the Jefferson campus and will be arriving soon. Administration has been very supportive of our requests for necessary equipment, i.e. Ultrasound, Smartboards, etc. She reminded the committee their suggestions were always welcomed and to let Sandy know if they had any. The next Perkins funding year is starting soon.</p>	Yes / No	WES WARD MANDEL HILL	TBD
8.	<p><b>Review program changes (possible changes)</b>            Course changes (schedule, organization, staffing, other)            Preceptor changes            Clinical and field affiliation changes            Curriculum changes</p>	<p>IPD Chamberlain said that some courses were in the process of being updated but no changes were forthcoming. Preceptor as well as clinical and field affiliations remain unchanged. Curriculum changes were mentioned in #7 above and will be evaluated and changed as appropriate.</p>	Yes / No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
	Content Sequencing				
9.	<p><b>Review substantive changes</b> (<i>possible changes</i>)            [CAAHEP Standard V.E. Substantive Change]            Program status            Sponsorship            Sponsor administrative personnel            Program personnel: PD, Lead Instructor, other            Addition of distance education component            Addition of satellite program</p>	<p>Enrollment in the program is low but has increased.            Currently we have three dual enrollment sites, RC3(Hoover), Trussville and Thompson. More are coming on-line in 2023.</p> <p>No changes in sponsorship.</p> <p>Wes Ward inquired about the age restriction for being in the program. Mandel Hill said as of last month the state requirement of 17 had not changed. Wes advised that National Registry had lifted their restriction.</p> <p>Currently the program has one full-time instructor out on sick leave. Those classes are being covered by the IPD, Wes and Mandel.</p> <p>IPD Chamberlain informed the committee of recent community outreach through CPR classes and Stop the Bleed.</p> <p>No distance education or satellite programs have been added.</p>	Yes / No		
10.	<b>Other identified strengths</b>	<p>IPD Chamberlain outlined the following:            Funding by the college            Personnel            Affiliation with UAB &amp; Birmingham Fire</p>	Yes / No		
11.	<b>Other identified weaknesses</b>	<p>Marketing was again mentioned and strongly encouraged.            Most instructors work for fire departments so shift issues and mandatory training pose challenges for scheduling.</p>	Yes / No		
12.	<b>Identify action plans for improvement</b>	<p>Addition of full-time lab instructor            Advertising through local news channels, social media            Attendance by EMS staff at monthly Fire Chiefs meetings</p>	Yes / No		
13.	<b>Other comments/recommendations</b>		Yes / No		



## **PURPOSE OF THE ADVISORY COMMITTEE**

The Advisory Committee must be designated and charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change, and to review and endorse the program required minimum numbers of patient contacts. [CAAHEP Standard II.B. Appropriate of Goals and Learning Domains]

Additionally, program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with the mission of the sponsoring institution(s), the expectations of the communities of interest, and nationally accepted standards of roles and functions. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program. [CAAHEP Standard II.A.]

## **Responsibilities of the Advisory Committee**

- Review and endorse the minimum program goal.
- Review and endorse the required minimum numbers of patient/skill contacts for each of the required patients and conditions.
- Verify that the Paramedic program is adhering to the National Emergency Medical Services Education Standards.
- Review Program performance based on outcomes thresholds and other metrics (at a minimum credentialing success, retention, and job placement).
- Provide feedback to the Program on the performance of graduates as competent entry level Paramedics (for employers).
- Provide feedback to the Program regarding clinical and field opportunities and feedback on students in those areas.
- Provide recommendations for curricula enhancements based on local needs and scope of practice.
- Assist with long range planning regarding workforce needs, scheduling options, cohort size, and other future needs.
- Complete an annual resource assessment of the program.

### Summary & Analysis of Assessment Evidence

Pass rates by level for the 2021-2022 Academic Year

Level	Attempted Exam	Pass on First Attempt	Cumulative Pass Within 3 attempts
Paramedic	19	3	16

**Goal Met: 16 out of 19 students who took the exam ultimately passed.**

**Overall Pass Rate After 3<sup>rd</sup> attempt 84%**

Pass rates by level for the 2021-2022 Academic Year

Level	Attempted Exam	Pass on First Attempt	Cumulative Pass Within 3 Attempts
AEMT	14	7	9

**Goal Met: 9 out of 14 students who took the exam ultimately passed.**

**Overall Pass Rate After 3<sup>rd</sup> Attempt 70%**

Pass rates by level for the 2021-2022 Academic Year

Level	Attempted Exam	Pass on First Attempt	Cumulative Pass Within 3 Attempts
EMT-Basic (total)	38	22	27

Dual Enrollment	9	2	5
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**Goal Met: 32 out of 37 students who took the exam ultimately passed.**

**Overall Pass Rate After 3<sup>rd</sup> Attempt 71%**

**Job Placement**

Term	Students Completing program	Employed	%
Fall 2021	7	7	100%%
Spring 2022	5	*4	80%
Summer 2022	8	8	100%

\* Not all students sought employment

EMS Program Retention rates by level

Term	EMT	AEMT	Paramedic
Fall 2021	72%	46%	91%
Spring 2022	90%	85%	95%
Summer 2022	66%	80%	100%

Goal Not Met

Number of students passing National Registry who obtained licensure

Level	licensed	Percentage
EMT	29	91%
AEMT	9	100%
Paramedic	19	100%

Goal Met

- Pass rates by level for the 2020-2021 Academic Year
- 

Level	Attempted Exam	Pass on First Attempt	Cumulative Pass Within 3 Attempts
Paramedic	22	16	17

- **Goal Met: 17 out of 22 students who took the exam ultimately passed.**
- **Overall Pass Rate After 3<sup>rd</sup> attempt 77%**
- Pass rates by level for the 2020-2021 Academic Year

Level	Attempted Exam	Pass on First Attempt	Cumulative Pass Within 3 Attempts
AEMT	22	16	17

- **Goal Met: 17 out of 22 students who took the exam ultimately passed.**
- **Overall Pass Rate After 3<sup>rd</sup> attempt 77%**

Pass rates by level for the 2020-2021 Academic Year			
Level	Attempted Exam	Pass on First Attempt	Cumulative Pass Within 3 Attempts
EMT-Basic (Total)	56	37	46
Dual Enrollment	11	3	5

**Goal Met: 46 out of 56 students who took the exam ultimately passed.**

**Overall Pass Rate After 3<sup>rd</sup> attempt 82%**

<b>Job Placement</b>			
<b>Term</b>	<b>Students Completing program</b>	<b>Employed</b>	<b>%</b>
<b>Fall 2020</b>	11	11	100
<b>Spring 2021</b>	7	*6	100
<b>Summer2021 2022202122021</b>	7	7	100
* Not all Students sought employment			

EMS Program Retention rates by level

<b>Term</b>	<b>EMT</b>	<b>AEMT</b>	<b>Paramedic</b>
<b>Fall 2020</b>	62%	70%	84%
<b>Spring 2021</b>	65%	57%	92%
<b>Summer 2021</b>	85%	82%	100%

Goal Not Met

Number of students passing National Registry who obtained licensure

<b>Level</b>	<b>license</b>	<b>Percentage</b>
EMT	43	93%
AEMT	16	94%
Paramedic	17	100%

Goal Met

Pass rates by level for the 2019-2020 Academic Year



Level	Attempted Exam	Pass on First Attempt	Cumulative Pass Within 3 Attempts
Paramedic	19	8	13

**Goal Met: 13 out of 19 students who took the exam ultimately passed.**

**Overall Pass Rate After 3<sup>rd</sup> attempt 72%**

Pass rates by level for the 2019-2020 Academic Year

Level	Attempted Exam	Pass on First Attempt	Cumulative Pass Within 3 Attempts
AEMT	29	12	18

**Goal Met: 18 out of 29 students who took the exam ultimately passed.**

**Overall Pass Rate After 3<sup>rd</sup> attempt 62%**

Pass rates by level for the 2019-2020 Academic Year

Level	Attempted Exam	Pass on First Attempt	Cumulative Pass Within 3 Attempts
EMT-Basic (total)	66	36	52
Dual Enrollment	9	3	5

**Goal Met: 52 out of 56 students who took the exam ultimately passed.**

**Overall Pass Rate After 3<sup>rd</sup> attempt 92%**

## Job Placement

Term	Students Completing program	Employed	%
Fall 2019	5	5	100
Spring 2020	7	7	100
Summer2020	10	10	100

\*No students completed in Summer 2019

EMS Program Retention rates by level

Term	EMT	AEMT	Paramedic
Fall 2019	93%	80%	83%
Spring 2020	80%	87%	87%
Summer 2020	86%	100%	100%

Goal Met

Number of students passing National Registry who obtained licensure

Level	licensed	Percentage
EMT	50	96%
AEMT	17	94%
Paramedic	13	100%

Goal Met



