

## Academic Review Committee Meeting Minutes

**Location in-person:** 4000 Ambassador Drive, Conference Room 3

**Teleconference dial-in:** 1-877-446-3914 **Passcode:** 934722#

February 3-4, 2020

Attendance | Recorder: Leah Woolard, ANTHC | “X” means present

Voting Members					
Elsie Dexter, Maniilaq, <i>Chair</i>	X	Megan Moser, Chugachmiut		Faith Walsh, TCC	X
Katherine Evon, YKHC, <i>Chair-Elect</i>	X	Junior Tsinnie, CRNA		Cameron Mortensen, YKHC	
Vacant, <i>Secretary</i>		Henrietta Rivers, NSB	X	Terri Douglas, NSHC	X
Shawna Wilson, ANTHC	X	Dan Thomas, NSHC	X		

Honorary Members					
Carolyn Craig, ANTHC	X	Linda Curda, UAF	X		

Guests		
Leah Woolard, ANTHC	Jean Rounds-Riley, ANTHC	

Monday, February 3, 2020 1-4:30pm

Topic	Discussion	Action/Motion
<b>Call to Order</b>	<ul style="list-style-type: none"> <li>Meeting was called to order. Introductions were made around the table.</li> <li>Group reviewed agenda.</li> </ul>	<b>MOTION:</b> Shawna W. motioned to approve the agenda as amended. Katherine E. 2 <sup>nd</sup> . Passed.
<b>Review/Approve Minutes</b>	Group reviewed December 2-3, 2019 ARC meeting minutes.	<b>MOTION:</b> Dan T. motioned to approve minutes as amended. Faith W. 2 <sup>nd</sup> . Passed.
<b>Membership</b>	Jessie Judy is no longer at YKHC. Cameron Mortensen replaces her as YKHC Training Center representative.	<b>ACTION:</b> Leah will update membership list. <i>Leah updated list 2/20.</i>
<b>Re-entry/Renewal in CHAP Standards</b>	CHAP Directors approved the amendment to Standard Sec. 2.50.200 “Requirements for Renewal.” It is going to CHAPCB for review and approval.	

<b>Curriculum</b>	<p>Training Center Coordinators (TCC) continued work on Unit 20c Mental Health Emergency. TCC continued work on Unit 5c1 Blood Draw. TCC continued work on Unit 5e1 Electrocardiogram.</p> <p>Reduction of Curriculum Units 7-19 Body Systems, 20e Mental Health Problems, and 22d Sick Child have been completed. After final proofing, these units will go to TCC, Jean Rounds-Riley, and Leah for posting on secure documents on akchap.org.</p>	<p><b>MOTION:</b> Dan T. motioned to approve changes to Unit 20c Mental Health Emergency. Shawna W. 2<sup>nd</sup>. Passed.</p> <p><b>MOTION:</b> Asela C. motioned to approve changes to Unit 5c1 Blood Draw. Dan T. 2<sup>nd</sup>. Passed.</p> <p><b>MOTION:</b> Shawna W. motioned to approve Unit 5e1 Electrocardiogram. Faith W. 2<sup>nd</sup>. Passed.</p> <p><b>ACTION:</b> Leah will post the new curriculum units on akchap.org.</p>
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Tuesday, February 4, 2020 8:30am-4:30pm

Topic	Discussion	Action/Motion
<b>Approval of CE Topics</b>	<p>In response to a request from CHAPCB, ARC started a list of general categories of unapproved CE with justification. ARC decided that clarification is needed from CHAP Directors and CHAPCB.</p>	<p><b>MOTION:</b> Dan T. motioned to approve the issue paper on Approval of CE Topics. Asela C. 2<sup>nd</sup>. Passed.</p> <p><b>ACTION:</b> ARC forwarded issue paper on Approval of CE Topics to CHAP Directors for review and asked to pass their questions on to CHAPCB.</p>
<b>Clinical Refresher Training</b>	<p>A presentation was made of the NSHC Clinical Refresher training conducted in December. The topics are mainly the critical skills covered in preceptorships and re-entry evaluations and therefore directly address the need for maintaining clinical competence. This is appropriate for CHAPCB CE and can be taught by CHPs. It was noted that there is not much CE available that is tailored specifically for CHA/Ps. All the materials required for CE approval were distributed to ARC members.</p>	
<b>Time Allotments in the Curriculum</b>	<p>The training centers shared their concern that the time chart of the Curriculum does not always reflect as much time as it actually takes to teach a topic. This presents a problem when trying to find time for a new</p>	<p><b>ACTION:</b> The training centers agree to perform a tally of how</p>

	topic such as ECG training. Many days of instruction extend well past 8 hours. The need to extend the length of Sessions was discussed, with the options of additional days added or Session III increased from 3 to 4 weeks.	many hours are actually spent teaching each topic.
<b>Addition of ECG Training to Basic Training</b>	ARC members agreed that most Health Aides have 12 ECG machines available and are doing them and should receive training in that skill as part of Basic Training. This includes the skill of doing an ECG but not interpreting one. ARC has written and approved a new Unit 5e1 Electrocardiogram of the Curriculum for that purpose and will add it to Session II and IV.	<b>ACTION:</b> ARC requests that CHAP Directors pass along their recommendation to CHAPCB to add it to the list of CHA competencies in the Standards (Sec. 2.20.200 for CHA-II).
<b>Field Based Manual for SIs</b>	Field Based Coordinators presented their first draft of the Field Based Manual for SIs to ARC and received feedback.	
<b>Next Meeting</b>	Next Training Center Coordinators meeting is March 4, 9 am – 12 pm.	
<b>ADJOURN</b>		

**Attachments:**

Issue Paper on Approval of CE Topics

ARC response to CHAPCB request for a list of non-approved CE topics with justification 2/3/20

The applicable wording the Standard is as follows:

Standard 3.10.100. Approved Continuing Education Programs for CHA/P.

- (a) Competencies. To be approved by the Board, a continuing education program must
- (1) cover one or more of the course of study subjects or competencies listed in sections 2.20.100 [CHA I training & education requirements] through .510 [CHP competencies], the CHA/P Curriculum, or the CHAM;
  - (2) directly relate to the clinical practice of a community health aide or community health practitioner; and

Non-approved CE topics:

1. **Employer-mandated annual training**, such as POC test competency evaluation, HIPPA, fire safety, material safety/exposure to harmful substances, PPE fitting/TB safety, infection control, ergonomics, incident reporting, disaster plan, etc.  
Justification for non-approval: These are required of all employees and not specific to the Health Aide role.
2. **Training for administrative activities**, such as Medicaid travel and screening for eligibility for social service referrals.  
Justification for non-approval: These do not address clinical knowledge and skills.

More controversial is training above and beyond the skills and level of knowledge taught in Basic Training or included in the CHAM. Examples include advanced pharmacology, orthopedic procedures (joint injections, casting, trigger point injections), forensic sexual assault exams, and x-ray technician.

**What needs to be clarified** is the following: is the purpose of CHAPCB CE to maintain and advance clinical knowledge and skills that will improve the ability of the CHA/P to take care of a patient within their scope of practice as determined by their THO?

The understanding of ARC is that the scope of practice of the CHA/P is determined by the CHAM, the Basic Training Curriculum, and the CHAPCB Standards.

**The question that must be answered** in order for the ARC CE Review Committee (the training center coordinators and CHAPCB training center member) to recommend approval of CE that goes beyond Basic Training and the CHAM is as follows:

If a THO adds additional skills to a Health Aide's scope of practice (e.g. x-ray tech), does that need to be added to the CHAPCB Standard's definition of scope of practice or list of competencies (perhaps as a new category of "Advanced Skills" or "Standing Orders") in order to qualify as a topic for CE?