

Columbia Gorge Community College

Program Review and Report

March 2012

Emergency Medical Technician Certificate Program

Section One: Mission and Goals

Mission

College – Columbia Gorge Community College builds dreams and transforms lives by providing lifelong education programs that strengthen our community.

EMS Program – Meeting the Challenge. To train and educate EMS professionals to excel in meeting the needs of the community.

Goals

- Complete the transition to the new National Scope of Practice Model.
- Assure the adherence to the standards with in the EMS Agenda for the Future.
- Promote a more professional program
- Prepare for a successful ODCCWD accreditation review in 2015

Objectives

- Revise the EMT 105/106 Course to meet the new competency standards
- Revise the EMT Student Handbook
- Develop a professional standards agreement for students
- Begin to review and draft an accreditation self study

Section Two: Description of Program

Emergency Medical Services Certificate

Classes include:

- EMS 100 – Introduction to Emergency Medical Services
- EMS 105 – Emergency Medical Technician part 1
- EMS 106 – Emergency Medical Technician part 2
- EMS 113 – Emergency Response Communication/Documentation
- EMS 114 – Emergency Response Patient Transportation
- EMS 115 – Crisis Intervention (online)
- EMS 116 – Emergency Medical Services Rescue

Facility and Staff:

Staff

First Name	Last Name	Title	Years Employed at CGCC	Qualifications Link: http://www.cgcc.cc.or.us/HumanResources/InstServID.cfm	Job Description: For detailed job functions: http://www.cgcc.cc.or.us/HumanResources/InstServID.cfm
Doris	Jepson	Director of Nursing & Health Occupations	10 years (9/24/2001)	<p>Master's Degree in Nursing from an accredited institution. Evidence of preparation in curriculum and teaching to support the assignment. Current unencumbered Oregon R.N. License. Post-master's preparation in Education preferred. Link: http://www.cgcc.cc.or.us/HumanResources/InstServID.cfm</p>	<p>Provides administrative leadership for the career ladder Associate of Applied Science in Nursing Program and for other Health Occupations programs including Certified Nursing Assistant (C.N.A.), Certified Medication Aide(CMA), Medical Assisting (MA), Emergency Medical Services (EMS), and the American Heart Association (AHA) Training Center. Supervises faculty in designated program areas, the EMT Coordinator, and supervises the Health Occupations Administrative Assistant. Ensures that the educational needs of students and the community are met and administers the department according to the policies, procedures and agreements of the institution. Serves as liaison with the Oregon State Board of Nursing related to the program's continued compliance with the required elements of Oregon Administrative Rules. Reports to the Chief Academic Officer. For detailed job functions: http://www.cgcc.cc.or.us/HumanResources/InstServID.cfm</p>

Clay	McCrea	EMS Faculty/ EMS Coordinator	6 ½ years (June 2005)	EMS Coordinator Education: Oregon State Paramedic Certificate, National Registry as EMT Paramedic and be in good standing with State of Oregon DHS-EMS & Trauma Section. Experience: EMT Education experience as a course director and hold all DHS/EMS & Trauma Section required instructor certificates (DPSST/NFPA)	The EMS Coordinator is responsible to the Director of Nursing and Health Occupations for providing and coordinating administrative support activities for First Responder and EMT courses served either in the CGCC district or through COD arrangements with other counties.
Jocelyn	Miller	Health Occupations Administrative Assistant	2 years (11/2/2009)	High school diploma or equivalent required, Associate's Degree preferred. Some college course work and demonstration of post-secondary reading and writing skills required. Office information systems course work and experience required. Experience: Minimum two years experience as an administrative assistant required, four years preferred. Health related occupations support preferred; educational setting background preferred. Link: http://www.cgcc.cc.or.us/HumanResources/InstServJD.cfm	The Health Occupations Administrative Assistant is responsible to the Director of Nursing and Health Occupations for providing administrative support activities for the Director and Nursing and Health Occupations faculty, programs, and courses. For detailed job functions: http://www.cgcc.cc.or.us/HumanResources/InstServJD.cfm

Faculty

All Faculty:

The instructor shall be responsible to the Department Chair, Instructional Director, and Chief Academic Officer for providing quality classroom instruction and performing other activities directly related to the classroom assignment, such as course preparation, teaching and meeting the class, evaluating students' work, submitting grade and related reports, and providing a reasonable amount of student contact to respond to questions and to resolve problems related to the course.

- 1) Instruct students using approved course content guides and effective instructional methods.
- 2) Prepare, distribute, and utilize instructional support materials, including course syllabi, supplementary materials, and instructional media as appropriate.
- 3) Assess the performance of students using outcomes-based assessment methods.
- 4) Maintain appropriate student records.
- 5) Maintain college safety standards in work areas, classrooms, and labs.
- 6) Comply with published college policies and procedures and with professional duties as outlined in the collective bargaining agreement.

EDUCATIONAL BACKGROUND:

Dependent upon area of assignment.
Knowledge of subject matter in assigned teaching area. Ability to relate to diverse student population. Ability to communicate effectively. Ability to use appropriate technology to deliver instruction. Ability to work cooperatively with others.

First Name	Last Name	Subject Area	Years Employed at CGCC	Qualifications
Jeremy	Cervantes	Emergency Medical Services	2 years (Fall 2010)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/EMS-EmergencyMedicalServicesInstructorQualifications.html EMS 105 requirements
Larry	Clark	Emergency Medical Services	12 years (Spr 2000)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/EMS-EmergencyMedicalServicesInstructorQualifications.html EMS 105 & EMS 106 requirements
Tony	DePinto	Emergency Medical Services	3 years (Spr 2009)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/EMS-EmergencyMedicalServicesInstructorQualifications.html EMS 105 & EMS 106 requirements

Tamara	Eidler	Emergency Medical Services	1 year (Fall 2010)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/EMS-EmergencyMedicalServicesInstructorQualifications.html EMS 105 & EMS 106 requirements
First Name	Last Name	Subject Area	Years Employed at CGCC	Qualifications
Manuel	Irusta	Crisis Intervention	3 years (Wtr 2009)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/EMS-EmergencyMedicalServicesInstructorQualifications.html EMS 115 requirements
Clay	McCrea	Emergency Medical Technology	15 years 3 yrs ('96-'99) 12 yrs('00-'12) (Wtr 1996)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/emt.html EMT Requirements under revision.
Nick	Puff	Emergency Medical Services	6 years (Spr 2006)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/EMS-EmergencyMedicalServicesInstructorQualifications.html EMS 116 requirements
Jacinda	Roden	Emergency Medical Services	6 months (Fall 2011)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/EMS-

Scott	Tennant	Emergency Medical Services	10 years (Fall 2002)	EmergencyMedicalServicesInstructorQualifications.html EMS 100, 105 & EMS 106 requirements Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/emt.html EMS 105 & EMS 106 requirements
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Budget Resources:

See Addendum

Section Three: Action on Previous Review's Recommendations

Based on the 2010 ODCCWD accreditation review the following items were noted.

Course Director Qualifications-

We've obtained the necessary documents to demonstrate required qualifications for course directors and they are on file.

Assure NREMT exam evaluators have met the OAR requirements-

The development of a pre-exam checklist has insured status checks of evaluators are completed and on file.

EMS Advisory Committee meets three times annually with the presence of a Medical Director-

There has been a commitment from the Medical Directors to attend and we've conducted meetings as required.

Syllabi standardization-

Syllabi has been rewritten to follow listed competencies and become more standardized.

Establish Clinical Contracts with transport agencies-

Contracts are complete and in place.

Provide course text in library-

Texts have been offered in the library.

Section Four: Assessment of Key Functions and Data Elements

Faculty of the EMS Department currently work in the field as EMS providers. This provides CGCC with individuals who are current and up to date with regards to trends in EMS. These individuals participate in ongoing training through their EMS employer. Professional development is a requirement of EMS providers by both National and State requirements. Therefore no professional development funds has been expensed by the EMS department.

The educational hours required by licensed Paramedic EMS providers is a minimum of 72 hours every two years. These hours do not include required course certificates such as BLS for the Health Care Provider, Pediatric Advance Life Support, Advanced Cardiac Life Support, Pre-hospital Trauma Life Support.

Faculty activities include the Coordinator being a Certifying Officer and Exam Evaluator for the Oregon Health Authority which provides valuable insight in preparing students for success at licensure.

EMS Enrollment-
(See attached information from Kristin Chatfield, CGCC Institutional Researcher)

NREMT Stats-
2007-2011 83% Certification rate

Section Five: Analysis of Assessment and New Recommendations

Prior to the next review the EMS Program will undergo a complete revision to accommodate the new standards set by the National Registry and follows the National Scope of Practice. Specific areas of revision and projected completion include;

Course content and outcomes Fall 2012 (awaiting PCC change)
Course schedules Fall 2012
Course pre-requisites Fall 2012
Student Handbook Summer 2012
Student Conduct Summer 2012
Student Responsibilities Summer 2012



Clay McCrea, EMT-P

CGCC EMS Program Coordinator



Doris R. Jepson, RN, MSN, CCRN

Director of Nursing and Health Occupations



POSITION TITLE: EMS Coordinator
EMPLOYEE CLASSIFICATION: 9 Month Management Position
ORGANIZATIONAL UNIT: Instruction
REPORTS TO: Director of Nursing and Health Occupations
DATE WRITTEN: December 18, 2008

GENERAL POSITION DESCRIPTION:

The EMS Coordinator is responsible to the Director of Nursing and Health Occupations for providing and coordinating administrative support activities for First Responder and EMT courses served either in the CGCC district or through COD arrangements with other counties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In accordance with ORS 333-265, the EMS Coordinator is responsible for course planning, organization, administration, periodic review, program evaluation, continued development and effectiveness. Specific activities include but are not limited to

1. coordinating the application process for EMT classes assuring that the classes meet State application guidelines.
2. determining course offerings for annual schedule.
3. budgeting for program requirements.
4. overseeing EMT courses to ensure they meet CCWD, State of Oregon DHS EMS & Trauma Section and Columbia Gorge Community College policies and procedures.
5. approving instructors assuring they meet minimum state/NREMT and CGCC employment requirements.
6. evaluating instructors on an annual basis.
7. assuring student and instructor materials are available.
8. requesting equipment and coordinating the use of the equipment for classes.
9. serving in an advisory role for the CGCC EMS Advisory Committee.
10. assisting with state exam coordination.
11. preparing the EMT Program's self study required every five years in accordance with CCWD and the State of Oregon DHS EMS & Trauma Section.
12. staying abreast of new developments affecting EMS training and re-certification.

13. representing CGCC at the DHS-EMS & Trauma Section office and at other state level meetings.
14. working with other Health Occupations community members to promote CGCC programs.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to hire and supervise EMS faculty.
2. Computer literate with a basic knowledge of Microsoft Office programs.
3. Ability to work independently with minimal supervision.
4. Ability to work as a team member.
5. Knowledge and understanding of the nature of the adult learner.
6. Problem-solving and decision-making ability.
7. Effective oral and written communication skills
8. Willing to travel to state-wide meetings throughout Oregon.

SUPERVISION RECEIVED:

The Director of Nursing and Health Occupations is responsible for supervision and evaluation under procedures developed by the Chief Academic Officer. The CAO confers with the Director in decisions regarding coordinator workloads, professional growth, retention and department staffing needs.

SUPERVISION EXERCISED:

Supervise and evaluate EMT faculty.

QUALIFICATIONS:

EDUCATION: Oregon State Paramedic Certificate, National Registry as EMT Paramedic and be in good standing with State of Oregon DHS-EMS & Trauma Section.

EXPERIENCE:

EMT Education experience as a course director and hold all DHS/EMS & Trauma Section required instructor certificates (DPSST/NFPA)

WRITTEN BY:

Linda Quackenbush, Health Occupations Coordinator

REVIEWED BY:

Doris Jepson, RN, MSN, CCRN, Director of Nursing and Health Occupations.

Doris Jepson - Re: EMS Student Data

From: Kristin Chatfield
To: Jepson, Doris
Date: 3/15/2012 12:46 PM
Subject: Re: EMS Student Data
CC: captain204@hotmail.com

Hi Doris and Clay,

Here is the success rate of all EMS/EMT students/classes for the past five years, as requested. I also included the counts (audits were included as a success, but there were only 15 of those registrations).

Kristin

Year	Success
2006-2007	93.4%
2007-2008	85.1%
2008-2009	76.3%
2009-2010	84.2%
2010-2011	85.6%

EMT Students	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Total	121	174	38	120	118
Total with drops	125	189	42	167	148
Success	113	148	29	101	101
Audit	14	1	0	0	0

>>> Doris Jepson 3/14/2012 8:48 AM >>>

Hi Kristin,

Clay McCrea has been working on an EMS Program Review for me and has requested some student data. Because of his busy schedule, he has asked that I put in the data when it is available--so, could you please copy me on your reply to him? Thanks!

-Doris

Doris R. Jepson, RN, MSN, CCRN
 Director of Nursing & Health Occupations
 Columbia Gorge Community College
 400 E. Scenic Drive
 The Dalles, OR 97058-3434
 (541) 506-6140
 fax (877) 368-4367
djepson@cgcc.cc.or.us

"Excellence: creating and implementing transformative strategies with daring ingenuity."

-The National League for Nursing

COLUMBIA GORGE COMMUNITY COLLEGE

Account Number	Prj	Description	Actual 2008-09	Actual 2009-10	Adj Bgt 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12	\$Chg Incr(Decr)	% of Prior Bgt	% of Total Bgt
EMERGENCY MEDICAL TECHNICIAN PROGRAM											
PERSONAL SERVICES											
SALARY EXPENSE											
100-12-125-11-6107	0000	FT PROFESSIONAL SUPPORT SALARIES	18,040	9,719	0	0	0	0	0	na	na
100-12-125-11-6108	0000	PT PROFESSIONAL SUPPORT SALARIES	0	2,101	0	0	0	0	0	na	na
100-12-125-11-6421	0000	PART TIME INSTRUCTOR WAGES	1,506	1,127	920	0	0	0	(920)	na	na
100-12-125-51-6421	0000	PART TIME INSTRUCTOR WAGES	7,724	10,477	18,398	23,627	23,627	23,627	5,229	128%	128%
100-12-125-11-6442	0000	SPECIAL PROJECT WAGES	1,155	5,416	8,048	8,048	8,048	8,048	0	100%	100%
		TOTAL SALARY EXPENSE	28,424	28,840	27,366	31,675	31,675	31,675	4,309	116%	116%
OTHER PAYROLL EXPENSE											
100-12-125-11-6901	0000	SOCIAL SECURITY	1,515	1,384	686	616	616	616	(70)	90%	90%
100-12-125-51-6901	0000	SOCIAL SECURITY	591	802	1,407	1,807	1,807	1,807	400	128%	128%
100-12-125-11-6902	0000	WORKERS' COMPENSATION INS	72	63	29	32	32	32	3	110%	110%
100-12-125-51-6902	0000	WORKERS' COMPENSATION INS	27	36	60	95	95	95	35	158%	158%
100-12-125-11-6903	0000	STATE WORKERS BENEFIT FUND	9	9	13	11	11	11	(2)	85%	85%
100-12-125-51-6903	0000	STATE WORKERS BENEFIT FUND	3	4	26	33	33	33	7	127%	127%
100-12-125-11-6904	0000	UNEMPLOYMENT INSURANCE	200	179	170	185	185	185	15	109%	109%
100-12-125-51-6904	0000	UNEMPLOYMENT INSURANCE	121	184	350	543	543	543	193	155%	155%
100-12-125-11-6905	0000	PERS	2,784	1,707	1,134	1,309	1,309	1,309	175	115%	115%
100-12-125-51-6905	0000	PERS	1,168	1,242	2,327	3,844	3,844	3,844	1,517	165%	165%
100-12-125-11-6906	0000	DISABILITY INSURANCE	96	26	0	0	0	0	0	na	na
100-12-125-11-6907	0000	LIFE INSURANCE	12	3	0	0	0	0	0	na	na
100-12-125-11-6908	0000	HEALTH INSURANCE	4,456	1,640	0	0	0	0	0	na	na
		TOTAL OTHER PAYROLL EXPENSE	11,054	7,277	6,202	8,475	8,475	8,475	2,273	137%	137%
		TOTAL PERSONAL SERVICES	39,478	36,117	33,568	40,150	40,150	40,150	6,582	120%	120%
MATERIALS & SERVICES											
100-12-125-11-7206	0000	INSTRUCTIONAL CONTRACTED SERVICES	15	260	582	600	600	600	18	103%	103%
100-12-125-11-7211	0000	PCC CONTRACT EXPENSE	229	172	140	0	0	0	(140)	na	na
100-12-125-51-7211	0000	PCC CONTRACT EXPENSE	1,176	1,595	2,801	1,798	1,798	1,798	(1,003)	64%	64%
100-12-125-11-7510	0000	POSTAGE	36	59	36	10	10	10	(26)	28%	28%
100-12-125-51-7510	0000	POSTAGE	5	4	0	0	0	0	0	na	na
100-12-125-11-7521	0000	SHIPPING & FREIGHT	10	29	0	50	50	50	50	na	na
100-12-125-11-7601	0000	PRINTING & DUPLICATING	285	361	354	300	300	300	(54)	85%	85%
100-12-125-11-8006	0000	INSTRUCTIONAL SUPPLIES	792	14	127	0	0	0	(127)	na	na
100-12-125-51-8006	0000	INSTRUCTIONAL SUPPLIES	354	261	1,684	1,600	1,600	1,600	(84)	95%	95%
100-12-125-11-8205	0000	EMPLOYEE TRAVEL	319	377	403	300	300	300	(103)	74%	74%
100-12-125-11-8509	0000	FOOD & REFRESHMENTS	325	162	136	150	150	150	14	110%	110%
100-12-125-51-8803	0000	INSTRUCTIONAL EQUIPMENT <\$5000	4,750	867	1,139	1,450	1,450	1,450	311	127%	127%
		TOTAL MATERIAL & SERVICES	8,296	4,160	7,402	6,258	6,258	6,258	(1,144)	85%	85%
		TOTAL EMT PROGRAM	47,774	40,277	40,970	46,408	46,408	46,408	5,438	113%	0.4%



Public Service Building

255 Capitol Street NE

Salem, Oregon 97310

Phone (503) 378-8648

Fax (503) 378-3365

www.oregon.gov/CCWD

May 18, 2010

Frank Toda, Ed. D., President
Columbia Gorge Community College
400 East Scenic Drive
The Dalles, OR 97058

Dear Dr. Toda:

Your response to the deficiencies identified in the EMT accreditation team report dated March 15, 2010, has been received and reviewed by the accreditation team and the Oregon Department of Community Colleges and Workforce Development. The responses and the accompanying documentation indicate that the college is now meeting the state EMT Accreditation Standards.

This will serve as official notice that Columbia Gorge Community College is accredited to offer the EMT Basic and Intermediate, and Ancillary courses. This accreditation is granted until May 18, 2015, unless there is significant change in your program. Should a significant change occur, please contact Larry Cheyne, (503) 947-2430, to determine if the change would affect your accreditation status.

Sincerely,

Cynthia Risan
Education and Workforce Systems Director
Oregon Department of Community Colleges
and Workforce Development
(503) 947-2454
Cynthia.risan@state.or.us

Enclosure

cc: Larry Cheyne, ODCCWD
Justin Dillingham, OHD
Donna Wilson, DHS
Tracy Donnelly, KCC



Date: May 16, 2010
To: Larry Cheyne
From: Justin Dillingham
Re: Columbia Gorge Community College

Columbia Gorge Community College provided a timely response to their 2010 EMT Accreditation Site Visit report. Based upon the response document, I believe they are in full compliance.

Each deficiency is identified below, followed by my response.

Deficiencies:

1. C (2) The Course Director shall meet requirements as outlined in OAR 333-265. Instructor McCrea and Clark need one of the following: NAEMSE Educator Course, NFPA Instructor I, Fire Service Instructor I & II, 40-hour Instructor Development Program, or a minimum of three college credits in adult educational theory and practice.
Result of Response: Deficiency resolved

2. J (4.2) Evaluators for the final practical examination shall be individuals meeting the requirements prescribed by the Office of EMS & Trauma Systems Program. Specifically, they should be verified in good standing with the Office of EMS & Trauma Systems Program.
Result of Response: Deficiency resolved

3. L (2.1 – 2.2) The advisory committee shall meet a minimum of three times each year and minutes of the meeting shall be recorded and kept on file.
Result of Response: Deficiency resolved, pending implementation.

4. L (2.4) The Medical Directors shall be a member of the advisory committee and serve as a primary source of information.
OAR 581-049-0020(21)(a)
Result of Response: Deficiency resolved, pending implementation.



COLUMBIA GORGE COMMUNITY COLLEGE

400 EAST SCENIC DRIVE
THE DALLES, OREGON 97058
(541) 506-6000 • www.cgcc.cc.or.us

May 5, 2010

Larry Cheyne, Education Specialist
Department of Community Colleges
and Workforce Development
255 Capitol Street NE
Salem, Oregon 97310

Dear Mr. Cheyne,

This letter is in reference to the EMT accreditation site visit conducted at Columbia Gorge Community College on March 15th of this year.

First of all we wish to thank the team of Justin, Tracy and Donna for making this process a positive experience. They were not only helpful in providing suggestions to improve our program but were professional in the work they conducted.

With regards to the final report, we have instituted changes that we believe bring us in compliance with ODCCWD rules and standards. The following is a summary of the changes made to correct the deficiencies.

Deficiencies-

1. C (2) The Course Director shall meet requirements as outlined in OAR 333-265. Instructor McCrea and Clark need one of the following: NAEMSE Educator Course, NFPA Instructor I, Fire Service Instructor I & II, 40-hour Instructor Development Program, or a minimum of three college credits in adult educational theory and practice. OAR 581-049-0020(6), OAR 333-265-0020(3)(b)(B)

-Both instructors have met the instructor requirements and documentation is on file now. (Copies attached)

2. J (4.2) Evaluators for the final practical examination shall be individuals meeting the requirements prescribed by the Office of EMS & Trauma Systems Program. Specifically, they should be verified in good standing with the Office of EMS & Trauma Systems Program. OAR 581-049-0020(19)(c)

-A policy/procedure has been adopted to see that evaluators are in "good standing" with the State prior to being utilized for an exam. (We recently held an exam and have attached documentation which indicates that all of the evaluators were in good standing with the State.)

3. L (2.1 – 2.2) The advisory committee shall meet a minimum of three times each year and minutes of the meeting shall be recorded and kept on file. OAR 581-049-0020(21)

-We are on track with conducting the required amount of meetings per year. We just held our second meeting and will host another in four months. Minutes are available for review, if necessary.

4. L (2.4) The Medical Directors shall be a member of the advisory committee and serve as a primary source of information. OAR 581-049-0020(21)(a)

-At our May 4 meeting, Dr. Dick Virk, one of the Medical Directors, was present. It was agreed that Dr. Virk and Dr. Burnham will share in the responsibility of attending advisory committee meetings, with the understanding that one of the Medical Directors will always be in attendance.

Though the above referenced deficiencies have been addressed and eliminated, work continues with regards to the "recommendations" contained in the review. Again we wish to thank the team for their insight in helping us develop our program.

In closing, we would request that full accreditation be granted to Columbia Gorge Community College in order to continue offering EMT courses.

Sincerely,

Clayton McCrea, EMT-P
EMS Coordinator
Columbia Gorge Community College
cmccrea@cgcc.cc.or.us
541-490-1544

Enclosures (5)

cc: Dr. Susan Wolff, Chief Academic Officer, Columbia Gorge Community College
Doris Jepson, Director, Nursing & Health Occupations, Columbia Gorge Community College
Dick Virk, MD
Erin Burnham, MD

Oregon Department of Education
Emergency Medical Technician Program Accreditation Report

Name of Institution: Columbia Gorge Community College
Date of Site Visit: March 15, 2010

Accreditation Team Members:

Team Coordinator: Justin Dillingham
Member 1: Donna Wilson, Oregon Health Authority
Office of EMS & Trauma Systems Program
Member 2: Tracy Donnelly, Klamath Community College

Interviewed by the Accreditation Team:

Dr. Frank Toda, President
Dr. Susan Wolf, Chief Academic Officer
Doris Jepson, Director of Nursing & Health Occupations
Linda Quackenbush, Retired EMT Coordinator and Self-Study Author
Clayton McCrea, EMS Coordinator and EMT-Basic Instructor
Larry Clark, EMT-Basic Instructor
Joceyln Miller, Admin Assistant to the Director of Nursing and Health Occupations
Michael Taphouse, Academic Advisor and PASS Advisor
Kathleen Cantrell, EMT-B Student (Inst: Clark)
Elizabeth Jackson, EMT-B Student (Inst: McCrea)
Michael McCafferty, EMT-B Student (Inst: McCrea), and Fire Chief, Advisory Cmte
Karen Williams, MCMC / HPP Region 6, Advisory Cmte Member

On-Campus Site Visited by the Accreditation Team:

EMT Classroom
EMT Supply Room
Nursing Classrooms
Nursing Simulation Labs
Nursing Supply Rooms
Health Occupations Computer Lab
Nurse Assistant Lab
Medical Assistant Lab
Student Services
Library
Pearson VUE Test Center

Off-Campus Sites Visited by the Accreditation Team:

Hood River Campus EMT Classroom
Hood River Campus EMT Supply Room
Hood River Campus Faculty Office

Instructions:

Please complete each question by checking the appropriate box. Any response indicating that a standard has not been met requires further explanation in the *Comment Section*. The following questions are to guide the site visit team through data-gathering process.

Review of Standards

A. Program Data

1. Name and address of the community college or private career school.
Address: 400 E Scenic Drive
City: The Dalles
State: Oregon
Zip: 97058
Phone: (541) 506-6011
URL: www.cgcc.cc.or.us

2. Name, title, and phone number of person preparing the self-study is listed.
 Yes
 No
Comments: Linda Quackenbush, Retired EMT Coordinator

3. Name and phone number of program administrator is listed in self-study.
 Yes
 No
Comments: Doris Jepson, Director of Nursing and Health Occupations

4. Institutional accreditation status
 Northwest Association of Schools and Colleges
Verified "Candidate" status on NWCCU Website, progressing toward full accreditation.
Currently affiliated with Portland Community College.
 CoAEMSP: Committee on Accreditation of Educational Programs for EMS Professionals
Expiration Date:
 Other:

5. Program title and levels of EMT courses offered
 EMT-Basic
 EMT-Intermediate
 EMT-Paramedic
 Ancillary EMS Courses
 Other:

6. Type of degree or certificate offered, if applicable
 None
 Pre-Paramedic Certificate
 Associate of Applied Science
 Other:

7. Number of students enrolled in the program:
- a. Numbers of classes (all levels of EMT) offered during the past two years are listed in the self-study.

Yes

No

Comments:

- b. Numbers of students enrolled in each class are listed in the self-study.

Yes

No

Comments:

- c. Number of students completing / dropping the classes listed above are listed in the self-study.

Yes

No

Comments:

- d. Pass / fail rates on NREMT and State certifying exams for classes listed above are in the self-study.

Yes

No

Comments:

8. The number of EMT related Associate Degrees and Certificates conferred during the past two years are listed.

Yes

No

Not Offered

Comments: No certificates awarded during the past two-year period.

9. If this program articulates with secondary programs, a description is provided.

Yes

No

N/A

Comments: Regional high school (CAM endorsement) First Responder program.

10. A narrative of the historical development, goals, objectives, and any unique characteristics of the program are listed in the self-study.

Yes

No

Comments:

B. Instructional Program

1. Length of the program(s) and or course(s) offered, number of clock hours, amount and type of academic credit given, and type of degree / certificate offered are stated.

Yes: Self-Study, Site Visit, Other:

No

Comments:

2. Any and all courses comprising the total curriculum, including course numbers, titles, credit values, and clock hours for didactic, clinical and internship components of each course are listed.

Yes: Self-Study, Site Visit, Other:

No

Comments:

3. Copies of all DHS EMS & TS course approval forms for courses offered in the past two years were available.

Yes: Self-Study, Site Visit, Other:

No

Comments:

i. Didactic Instruction

4. Does the curriculum follow DHS/EMS prescribed curriculum at each level?

Yes: Self-Study, Site Visit, Other:

No

Comments: EMT-Basic courses only. No recent EMT-I offerings since ~ 2006.

- 4.1 Is there a planned course outline for each course that includes a course description, and goals / objectives stated in terms of competencies students are expected to achieve upon successful completion?

Yes: Self-Study, Site Visit, Other:

No

Comments: CGCC Syllabi for EMT-Basic courses do not spell out competencies students are expected to achieve upon successful completion, however instructors are bound to Portland Community College outlines which satisfy this requirement.

- 4.2 Are syllabi available for all courses?

Yes: Self-Study, Site Visit, Other:

No

Comments: EMT-B syllabi vary slightly from course to course. Consider establishing one standard syllabi.

- 4.3 Does each student receive a course syllabus in a timely fashion at the beginning of each course?

Yes: Self-Study, Site Visit, Other:

No

Comments:

ii. Clinical Experiences

5. A comprehensive list of all agencies where students complete clinical observations and or ride times is present. The list includes names, titles and phone numbers of the primary contact between the school and each agency listed.

Yes: Self-Study, Site Visit, Other:
 No

Comments: Established contracts with Providence Hood River and Mid Columbia Medical Center for clinical experiences, ride time is not required for EMT-B. If ride time is required as part the curriculum, establish contracts to cover this experience.

- 5.1 Current written agreements are in place between the institution and each clinical facility.

Yes: Self-Study, Site Visit, Other:
 No

Comments:

- 5.2 Written agreements clearly identify program and institutional responsibilities for clinical supervision.

Yes: Self-Study, Site Visit, Other:
 No

Comments:

6. Goals and objectives for each clinical rotation have been established.

Yes: Self-Study, Site Visit, Other:
 No

Comments:

- 6.1 Each student receives a copy of the clinical rotation site goals and competencies prior to each experience.

Yes: Self-Study, Site Visit, Other:
 No

Comments:

7. Are the overall clinical resources educationally efficient and effective in achieving the program's goals and objectives?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

8. Is a description of the supervision that occurs in each clinical rotation available?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

- 8.1 Are students supervised by appropriate medical personnel, or by an instructor from the program, as outlined in the written affiliation agreement?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

8.2 Is the student to instructor ratio in the clinical facility adequate to ensure effective learning?

Yes: Self-Study, Site Visit, Other:

No

Comments:

9. Does evidence exist to suggest that students have adequate and appropriate access to patients in each clinical setting?

Yes: Self-Study, Site Visit, Other:

No

Comments: Consider creating a mechanism to track the number of patient contacts. This will be particularly important if EMT-I courses are offered.

9.1 Are the overall clinical resources adequate to support the number of student enrolled?

Yes: Self-Study, Site Visit, Other:

No

Comments:

10. Does evidence exist to suggest that clinical sites are adequate to meet program goals?

Yes: Self-Study, Site Visit, Other: *EMT Student Interviews*

No

Comments: Both Emergency Departments have sufficient census numbers to satisfy the intent of EMT-B clinical experiences.

iii. Field Internships (Paramedic Only)

Questions 11 – 14.2 do not apply, CGCC does not provide Paramedic level instruction.

C. Staffing

1. Are the qualifications of the program administrator outlined, and does he or she appear to meet the intent of OAR 581-049-0020(3)?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2. Are all course directors for each course offered in the past two years listed? If so, does each director meet the requirements outlined by DHS EMS & TS in OAR 333-265-0020?

Yes: Self-Study, Site Visit, Other:

No

Comments: *The course director shall meet the requirements as outlined in OAR 333-265.*

Instructor McCrea and Clark need NAEMSE Educator Course, NFPA Instructor I, Fire Service Instructor I & II, 40-hour Instructor Development Program, or a minimum of three college credits in adult educational theory and practice.

OAR 581-049-0020(6), OAR 333-265-0020(3)(b)(B)

- 2.1 Do course directors have appropriate training and experience to fulfill the role, and do they hold the credentials which demonstrate at least equivalent training and experience?

Yes: Self-Study, Site Visit, Other:

No

Comments: *With exception to #2 above.*

3. Are all lab assistants, and their level of certification listed?

Yes: Self-Study, Site Visit, Other:

No

Comments:

4. Are guest lecturers, and their respective topics listed?

Yes: Self-Study, Site Visit, Other:

No

Comments:

- 4.1 Do all guest lecturers appear to possess the necessary expertise, and teach in compliance with established course standards?

Yes: Self-Study, Site Visit, Other:

No

Comments: *Minimal use of guest lecturers.*

5. Has the medical director been identified? Is there a description of his or her background and role within the program?

Yes: Self-Study, Site Visit, Other:

No

Comments: *Both Drs. Burnham and Virk are recognized for their extensive involvement with local EMS agencies. It appears students are familiar with the Medical Directors due to their affiliation with local agencies, however they may not be aware of their oversight of the EMT program.*

5.1 Does the medical director meet the qualification of a supervising physician as defined in OAR 847-035-0020?

Yes: Self-Study, Site Visit, Other:

No

Comments:

5.2 Is the medical director currently approved by DHS EMS & TS as an EMT supervising physician?

Yes: Self-Study, Site Visit, Other:

No

Comments: *Verified current with the Office of EMS & Trauma Systems Program.*

5.3 Does the medical director advise the program administrator and course director on medical aspects of the EMT program?

Yes: Self-Study, Site Visit, Other:

No

Comments:

6. Does the institution provide financial support for faculty who are required to maintain a mandatory certification current and valid?

Yes: Self-Study, Site Visit, Other:

No

Comments: *Funds are available for outside continuing education.*

D. Financial Resources

1. Is the annual operating budget for the program listed?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.1 Is the operational budget sufficient to maintain the continuous operation of the program?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2. Is there evidence to suggest that the financial resources are assured for continued operation of the classes for the students enrolled?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3. Does the program administrator have direct control over budget expenditures and allocations?

Yes: Self-Study, Site Visit, Other:

No

Comments:

4. Does the budget provide adequate funds for instructional materials, supplies, equipment repair, etc?

Yes: Self-Study, Site Visit, Other:

No

Comments:

5. If additional resources were available, has the program identified needs?

Yes: Self-Study, Site Visit, Other:

No

Comments:

6. Is funding for new and replacement equipment addressed?

Yes: Self-Study, Site Visit, Other:

No

Comments:

E. Facilities

Classrooms, laboratories, administrative and faculty offices are provided with sufficient space to accommodate the number of student enrolled in the program and program faculty.

Yes: Self-Study, Site Visit, Other:

No

Comments: *The Dalles and Hood River Campuses were inspected. Off site locations were not inspected.*

i. Classrooms

1. Are the specific locations of classes listed? If classes are offered off campus, specific locations identified?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.1 Do classrooms have adequate lighting, ventilation, and storage for instructional materials and equipment?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.2 Is furniture in good repair and comfortable with appropriate writing surfaces?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.3 Are laboratory spaces covered with carpet or other appropriate protective material?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.4 Is running water available?

Yes: Self-Study, Site Visit, Other:
 No

Comments: Skills labs have running water, these locations are utilized during invasive skills labs.

1.5 In the judgment of the site visit team, do all rooms appear to meet the intent of Oregon OSHA standards?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

1.6 Does each classroom site have sufficient toilet facilities to reasonably accommodate the number of students enrolled in the course?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

2 Are staff and faculty office locations listed?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

2.1 Are administrative staff and faculty provided adequate office space to manage the program, keep adequate records and instructional materials, and prepare lesson plans?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

3 Is space provided for confidential faculty/student conferences?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

F. Instructional Aids, Supplies, and Materials

1. Is a list of teaching aids and instructional materials readily available to the instructor(s) provided?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

1.1 Are teaching aids and instructional materials up-to-date and appropriate for the number / types of students?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

2. Is a list of available AV material and equipment provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2.1 Is the AV material and equipment available for instructor and student use?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3. Are independent study areas identified, and are TV monitors / audio outlets available?

Yes: Self-Study, Site Visit, Other:

No

Comments:

4. Does the budget provide for adequate supplies and annual updating of instructional materials?

Yes: Self-Study, Site Visit, Other:

No

Comments:

G. Equipment

1. Is a list of equipment available at each site, including quantities and adequacy provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.1 Is each EMT course supported by the prescribed quantity of equipment necessary to support the level of EMT education and training being provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.2 Is there a written plan in place to repair, replace, and up-grade equipment?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2. Is equipment technologically up-to-date and readily accessible to faculty and students?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3. Is equipment kept in good repair?

Yes: Self-Study, Site Visit, Other:

No

Comments:

4. Is there an annual and long-term budget for capital equipment, to maintain and provide for replacement of equipment?

Yes: Self-Study, Site Visit, Other:

No

Comments:

H. Support Services

1. Is a list of the periodicals and books available for student use provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2. Have the operating hours of the library been identified?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2.1 Is the library stocked with appropriate up-to-date periodicals and books?

Yes: Self-Study, Site Visit, Other:

No

Comments: Ample texts are stocked. We suggest the current EMT-B text be added (prior versions are available). If CGCC offers an EMT-I course, additional books may need to be stocked (e.g. EMT-P).

2.2 Are the hours sufficient to provide maximum accessibility to students?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3. Is a description of the counseling staff available for academic and career planning provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3.1 Are counseling staff available for academic and career planning?

Yes: Self-Study, Site Visit, Other:

No

Comments:

4. Is a description of the tutoring assistance available provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

4.1 Is tutoring assistance available on an "as needed" basis?

Yes: Self-Study, Site Visit, Other:

No

Comments:

5. Is a description of student recruitment efforts provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

5.1 Is funding and staff time available to facilitate student recruitment, selection, and placement?

Yes: Self-Study, Site Visit, Other:

No

Comments:

6. Is a description of the process for taking placement tests provided, and is there discussion how the results are used?

Yes: Self-Study, Site Visit, Other:

No

Comments:

6.1 Are students required to pass reading and math placement tests at appropriate levels for each course prior to acceptance into the program?

Yes: Self-Study, Site Visit, Other:

No

Comments: Placement tests are sometimes waived for students demonstrating an academic ability to succeed, as demonstrated by prior course work.

I. Program Admission

1. Is a description of the student selection process provided? If so, is there a description of the methods or criteria used?

Yes: Self-Study, Site Visit, Other:

No

Comments: Priority given to those with EMS / Fire affiliation.

2. Have copies of the admission policies, recruitment materials, and information provided to prospective or enrolling students been included?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3. If applicable, the number of students turned away from the program each offering has been disclosed?

Yes: Self-Study, Site Visit, Other:

No

N/A

Comments: No students have been turned away due to excess demand.

Admission of students is in accordance with clearly defined and published practices of the institution. Specific academic and technical requirements for program and course admission are also clearly defined and published. The standards and prerequisites are made known to all potential program applicants.

Yes: Self-Study, Site Visit, Other:

No

Comments:

J. Program Information

Does the program appear to comply with ORS 659.850 and not discriminate with respect to race, religion, sex, marital status, age, disabling condition, or national origin?

Yes: Self-Study, Site Visit, Other:

No

Comments:

Is accurate information regarding program requirements, tuition and fees, institutional and programmatic policies, procedures and supportive services available upon request to all prospective students, and is it provided to all enrolled students?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1. Is a description of where students receive information about class or program entrance procedures provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.1 Is a copy of the institution catalog and EMT student handbook (if applicable) provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.2 Were all course outlines, a class / lab schedule, and clinical / internship schedule available for review?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2. Is a description of the number of written and practical examinations or evaluations for each course provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2.1 Does each course culminate in written and practical certification examinations prescribed by DHS EMS & TS?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3. Is a description of how students are evaluated in cognitive, affective, and psychomotor performance provided?

Yes: Self-Study, Other Accreditation, Other:

No

Comments: *Improve affective performance evaluation.*

4. Is there a description of how the institution complies with DHS EMS & TS and NREMT standards for conducting certifying examinations?

Yes: Self-Study, Site Visit, Other:

No

Comments: *Verify evaluators are in good standing with the Office of EMS & Trauma Systems Program.*

4.1 Is the written certification examination administered by a proctor provided by the teaching institution? Has the proctor been approved by DHS EMS & TS?

Yes: Self-Study, Site Visit, Other: **This question no longer applies, but remains in rule. Computer Adaptive Testing is conducted via contracted testing centers for EMT-B and EMT-P courses.**

No

Comments:

4.2 Do the evaluators for the final practical examination appear to meet DHS EMT & TS requirements?

Yes: Self-Study, Site Visit, Other:
 No

Comments: College exam coordinator oversees the process, however evaluators are not verified to be in good standing with the Office of EMS & Trauma Systems Program. Evaluators for the final practical examination shall be individuals meeting the requirements prescribed by the Office of EMS & Trauma Systems Program. OAR 581-049-0020(19)(c)

K. Job Search and Placement

1. Is a description of the job search and placement program provided?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

1.1 Do students who successfully complete the program have access to job search and placement services?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

2. Is a description of how students learn about the career center and placement services provided?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

L. Advisory Committee

1. Is a description of the advisory committee make up, how members are selected, retained, and replaced provided? Is a membership roster provided?

Yes: Self-Study, Site Visit, Other:
 No

Comments: Suggest CGCC consider using the Columbia Gorge Training Association as the CGCC EMT Advisory Committee.

2. Is a description of how often the committee meets, and a description of how they contribute to the program provided?

Yes: Self-Study, Site Visit, Other:
 No

Comments:

2.1 Did the advisory committee meet a minimum of three times each year?

Yes: Self-Study, Site Visit, Other:
 No

Comments: OAR 581-049-0020(21)(b)

2.2 Are minutes from the past two years available?

Yes: Self-Study, Site Visit, Other:

No

Comments: Meetings were not held a minimum of three times each year. Meeting minutes for the one meeting held in the last two years is available in the self-study.

OAR 581-049-0020(21)(b)

2.3 Does the advisory committee consist of representatives from local employers of EMT personnel, current or former students, and other community members as appropriate?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2.4 Is the medical director a member of the advisory committee, and does he or she serve as a primary source of information?

Yes: Self-Study, Site Visit, Other:

No

Comments: The Medical Directors shall be members of the advisory committee and serve as a primary sources of information.

OAR 581-049-0020(21)(a)

M. Safety

A safe working and learning environment is provided to all students and staff so students can learn to be safety conscious in the classroom and carry that consciousness into practice in the clinical and internship experience, and ultimately into the profession.

Yes: Self-Study, Site Visit, Other:

No

Comments:

1. Is a copy of the safety policy available for review?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2. Is a copy of the most recent safety inspection available for review?

Yes: Self-Study, Site Visit, Other:

No

Comments: 6/24/09

3. Has the administrator responsible for monitoring the safety policy been identified?

Yes: Self-Study, Site Visit, Other:

No

Comments: Jim Austin, Facilities Services Supervisor

4. Is a description of how the institution verifies that it complies with the Oregon Safe Employment Act, OR-OSHA, and ORS 656.046 provided?

Yes: Self-Study, Site Visit, Other:

No

Comments:

- 4.1 Does occupation safety appear to be an integral part of the curriculum?

Yes: Self-Study, Site Visit, Other:

No

Comments:

5. Are copies of applicable insurance policies available for review? A minimum of \$1,000,000 professional liability insurance per incident is required.

Yes: Self-Study, Site Visit, Other:

No

Comments: \$500k General + \$9.5m Umbrella

N. Student Records

Does the institution maintain complete, accurate records in a safe, secure place within the educational institution?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1. Is a description of the institution or program record retention policy available?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2. Is a description of how records are stored for classes currently in session available?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3. Is a description of all records kept available?

Yes: Self-Study, Site Visit, Other:

No

Comments:

Are the following items on file for each student?

- 3.1 Evidence of admission into the program?

Yes / No

- 3.2 Evidence of attendance, meeting OAR 333-265-0010(6) minimum standards?

Yes / No

3.3 Evidence of competencies attained throughout?

Yes / No

3.4 Copies of examinations and assessments throughout the program?

Yes / No

3.5 Evidence of satisfactory completion of all didactic, clinical, and field internship requirements?

Yes / No

4. Is a description available indicating that students have successfully completed all required didactic, skills, and internship requirements prior to certification exams?

Yes: Self-Study, Site Visit, Other:

No

Comments:

4.1 Are all grades and credits earned by each student kept permanently by the institution?

Yes: Self-Study, Site Visit, Other:

No

Comments: *Electronic system.*

4.2 Do all records appear to be confidentially maintained in accordance with the Family Education Rights and Privacy Act?

Yes: Self-Study, Site Visit, Other:

No

Comments:

O. Program and Course Evaluation

1. Is a description of the process for evaluating the ongoing effectiveness of the program included?

Yes: Self-Study, Site Visit, Other:

No

Comments:

1.1 Is the program evaluated on both an ongoing and periodic basis?

Yes: Self-Study, Site Visit, Other:

No

Comments:

2. Is a description of how and what data is gathered from students, administrators, clinical supervisors, intern preceptors and advisory committee members included?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3. Are copies of graduate and employer surveys included in the self-study?

Yes: Self-Study, Site Visit, Other:

No

Comments:

3.1 Are graduates and employers of graduates surveyed?

Yes: Self-Study, Site Visit, Other:

No

Comments:

Summary

Provide a list of commendations, recommendations, and potential deficiencies. Deficiencies should be referenced by the appropriate standard.

Commendations:

1. The superb quality self-study submitted as part of this process is genuinely appreciated. This document, in part, demonstrates the quality of CGCC's EMT-B program.
2. Having a Pearson VUE test site on campus is a tremendous resource to EMT students, as well as other EMT candidates throughout the Northwest.
3. The synergistic relationship between Nursing and EMT programs is an excellent example of how colleges can utilize common resources in an efficient and effective manner. The simulation resources available at CGCC are phenomenal, consider further integration into EMT courses.

Recommendations:

1. Evaluation of the affective domain is part of the national EMT curriculum. We suggest additional tools be adopted for evaluating the affective domain.
2. Having adequate equipment for off-site courses (e.g. Dufur) can be challenging. CGCC has adequate resources available to support these courses, we suggest such courses be monitored carefully to ensure equipment is not borrowed from EMS vehicles that are in service and expected to respond on emergency calls.
3. First Responder courses appear to be in demand, this may be an area where CGCC can improve offerings to the local communities served. With recent rule changes, local Fire Departments may not be as able to provide these courses as they once were. If offering First Responder courses through CGCC, we suggest keeping records similar to EMT courses to demonstrate compliance with administrative rules (e.g. instructor credentials and attendance).
4. CGCC syllabi for EMT-B courses do not list specific competencies to be achieved. Consider integrating PCC course outlines into the CGCC syllabi.
5. EMS Coordinator may benefit from additional instructor development resources, such as attending the National Association of EMS Educators conference.

Deficiencies:

1. C (2) The Course Director shall meet requirements as outlined in OAR 333-265. Instructor McCrea and Clark need one of the following: NAEMSE Educator Course, NFPA Instructor I, Fire Service Instructor I & II, 40-hour Instructor Development Program, or a minimum of three college credits in adult educational theory and practice.
OAR 581-049-0020(6), OAR 333-265-0020(3)(b)(B)

2. J (4.2) Evaluators for the final practical examination shall be individuals meeting the requirements prescribed by the Office of EMS & Trauma Systems Program. Specifically, they should be verified in good standing with the Office of EMS & Trauma Systems Program.
OAR 581-049-0020(19)(c)
3. L (2.1 – 2.2) The advisory committee shall meet a minimum of three times each year and minutes of the meeting shall be recorded and kept on file.
OAR 581-049-0020(21)
4. L (2.4) The Medical Directors shall be a member of the advisory committee and serve as a primary source of information.
OAR 581-049-0020(21)(a)

Those present during the exit interview:

Dr. Frank Toda, President

Dr. Susan Wolf, Chief Academic Officer

Doris Jepson, Director of Nursing & Health Occupations

Linda Quackenbush, Retired EMT Coordinator and Self-Study Author

Clayton McCrea, EMS Coordinator and EMT-Basic Instructor

Accreditation Team: Justin Dillingham, Tracy Donnelly, Donna Wilson

Note: This report will be forwarded to the Department of Education in accordance with Oregon Administrative Rule 581-049-0030. The Assistant Superintendent will forward a copy of this report, and a letter indicating accreditation status to the Chief Administrative Officer (CAO) of the Institution.

The Institution will have 90 days from the date the report was received by the CAO to correct any deficiencies. He or she may request a hearing (in accordance with ORS 183) within ten days of the report to dispute any reported deficiencies.

Additional Comments or Suggestions

Comments or suggestions made in this section do not reference a standard, rather they are observations by the site-team.

The site visit for Columbia Gorge Community College consisted of a physical visit and inspection of The Dalles and Hood River Campuses. Dufur City Hall, Rufus City Hall, North Sherman Fire Station, and the Spray EMS building were not inspected. If future courses are held in these locations, we require CGCC confirm the location meets the spirit and intent of the accreditation standards outlined in this report.

CGCC has not offered the EMT-Intermediate curriculum in recent years. Looking ahead, a course is planned for Fall, 2010. It is evident The Dalles campus has sufficient supplies to offer this course, in cooperation with the Nursing program. If the course were to be held elsewhere, CGCC would need to verify adequate equipment be provided and accreditation standards met.

Team Coordinator / Report Prepared By:

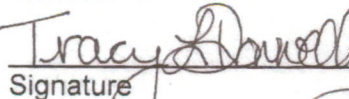

Signature _____ Date 3/15/2010

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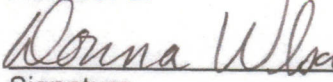

Signature _____ Date 3/15/2010

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