

Columbia Gorge Community College
Program Review and Report
June 2015

Emergency Medical Technician 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

- Assure the adherence to the standards with in the EMS Agenda for the Future.
- Promote a more professional program
- Provide broader access to the program

Objectives

- Continue providing necessary education to meet the National and State competency standards
- Develop a means of providing educational resources to remote areas of the district
- Incorporate the use of more aids in mastering manipulative skills

Section Two: Action and 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.

Based on the 2015 ODCCWD accreditation review the following items were noted.

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

-Meetings will be scheduled a year in advance with goal of increasing attendance with early notification.

Section Three: Assessment of Key Functions and Data Elements

FACULTY. 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, and Pre-hospital Trauma Life Support.

Faculty and Staff:

Staff

First Name	Last Name	Title	Years Employed at CGCC	Qualifications Link: http://www.cgcc.cc.or.us/HumanResources/InstServJD.cfm	Job Description: For detailed job functions: http://www.cgcc.cc.or.us/HumanResources/InstServJD.cfm
Doris	Jepson	Director of Nursing & Health Occupations	14 years (9/24/2001)	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/InstServJD.cfm	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/InstServJD.cfm

Marcus	Van Laar	EMS Lead Faculty	2.5 years (2/28/2013)	<p>Education & Licensure: Oregon State Paramedic Certificate, National Registry as EMT Paramedic and be in good standing with State of Oregon DHS-EMS & Trauma Section; AHA-BLS Instructor Certified</p> <p>Experience: EMT Education experience as an instructor and hold all DHS/EMS & Trauma Section required instructor certificates (DPSST/NFPA); Three (3) years' experience at or above level being taught</p>	Faculty
Angela	Johnston-Jones	Nursing & Health Occupations Administrative Assistant	3 years (7/9/2012)	<p>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/InstServID.cfm</p>	<p>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.</p> <p>Oversee coordination of on campus and contracted classes, particularly of the EMS courses. Attend state meetings and submit reports r/t ongoing approval to hold EMS courses.</p> <p>For detailed job functions: http://www.cgcc.cc.or.us/HumanResources/InstServID.cfm</p>

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	5 years (Fall 2010)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/EMS-EmergencyMedicalServicesInstructorQualifications.html EMS 105 requirements
Clay	McCrea	Emergency Medical Technology	19 years (1996)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/emt.html EMT Requirements under revision.
Tony	DePinto	Emergency Medical Services	6 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	5 years (Fall 2010)	Qualifications: http://www.pcc.edu/resources/academic/instructor-qualifications/EMS-EmergencyMedicalServicesInstructorQualifications.html EMS 105 & EMS 106 requirements

CURRICULUM. The curriculum content for selected courses underwent a complete revision in 2012 to accommodate the new standards set by the National Registry and follow the National Scope of Practice. These courses included EMS 105/106, EMS 115 and EMS 120. As part of that process, the Course Content Outcome Guides were updated and reviewed and approved by the CGCC Curriculum Committee. None of the other courses in the certificate have been offered since that time.

Courses that have participated in the CGCC Course Outcomes Assessment Process are EMS 105 (Fall 2014), EMS 106 (Winter 2014), EMS 115 (Winter 2015), and EMT-A (non-credit; Winter 2015). EMS 120 has not been offered by CGCC during this time period. All completed assessments are posted on the CGCC website.

ENROLLMENT.

Class Offered (Type & Year)	# Enrolled	# Complete	# Drop	NR Pass Rate
EMT B HR McCrea Fall 10-W 11	23	19	3	12
EMT B HR McCrea Fall 11-W 12	24	18	3	13
EMT B Maupin Clark Fall 11-W 12	9	8	0	7
EMT HR McCrea Fall 12-W 13	12	10	1	6
EMT Moro Stone Fall 12-W 13	10	8	0	8
EMT HR McCrea Fall 13-W 14	20	15	3	9
EMT Maupin Clark Fall 14- W15	6	6	0	1
EMT Arlington Anderson Fall 14- W15	9	7	2	3
EMT HR McCrea F 14-W 15	12	9	3	7
A-EMT HR DePinto Fall 14-W 15	8	6	2	3

BUDGET RESOURCES. (See attachment)

COLUMBIA GORGE COMMUNITY COLLEGE

Account Number	Prj	Description	Audited 2011-12	Audited 2012-13	Adjusted 2013-14	% of T Bgt	Proposed 2014-15	Approved 2014-15	Adopted 2014-15	\$Chg Incr(Decr)	% of Prior Bgt	% of T Bgt
EMERGENCY MEDICAL TECHNICIAN PROGRAM												
PERSONNEL SERVICES												
SALARY EXPENSE												
100-12-125-11-6107	0000	FT PROFESSIONAL SUPPORT SALARIES	0	0	0		0	0	0	0	na	
100-12-125-11-6108	0000	PT PROFESSIONAL SUPPORT SALARIES	0	0	0		0	0	0	0	na	
100-12-125-11-6421	0000	PART TIME INSTRUCTOR WAGES	0	0	0		0	0	0	0	na	
100-12-125-51-6421	0000	PART TIME INSTRUCTOR WAGES	19,483	13,805	18,890		17,000	17,000	17,000	(1,890)	90%	
100-12-125-11-6442	0000	SPECIAL PROJECT WAGES	8,679	9,271	16,281		5,405	5,405	5,405	(10,876)	33%	
100-12-125-51-6442	0000	SPECIAL PROJECT WAGES	0	0	0		1,745	1,745	1,745	1,745	na	
TOTAL SALARY EXPENSE			28,161	23,075	35,171		24,150	24,150	24,150	(11,021)	68.7%	
OTHER PAYROLL EXPENSE												
100-12-125-11-6901	0000	SOCIAL SECURITY	703	687	1,245		415	415	415	(830)	33%	
100-12-125-51-6901	0000	SOCIAL SECURITY	1,451	1,069	1,445		1,431	1,431	1,431	(14)	99%	
100-12-125-11-6902	0000	WORKERS' COMPENSATION INS	40	43	77		25	25	25	(52)	32%	
100-12-125-51-6902	0000	WORKERS' COMPENSATION INS	83	65	89		88	88	88	(1)	99%	
100-12-125-11-6903	0000	STATE WORKERS BENEFIT FUND	4	5	12		3	3	3	(9)	25%	
100-12-125-51-6903	0000	STATE WORKERS BENEFIT FUND	7	6	7		8	8	8	1	114%	
100-12-125-11-6904	0000	UNEMPLOYMENT INSURANCE	211	207	374		120	120	120	(254)	32%	
100-12-125-51-6904	0000	UNEMPLOYMENT INSURANCE	436	321	434		395	395	395	(39)	91%	
100-12-125-11-6905	0000	PERS	1,273	942	3,424		900	900	900	(2,524)	26%	
100-12-125-51-6905	0000	PERS	2,638	2,234	2,102		3,005	3,005	3,005	903	143%	
100-12-125-11-6906	0000	DISABILITY INSURANCE	0	0	34		0	0	0	(34)	na	
100-12-125-51-6906	0000	DISABILITY INSURANCE	0	0	40		0	0	0	(40)	na	
100-12-125-11-6907	0000	LIFE INSURANCE	0	0	29		0	0	0	(29)	na	
100-12-125-51-6907	0000	LIFE INSURANCE	0	0	29		0	0	0	(29)	na	
100-12-125-11-6908	0000	HEALTH INSURANCE	0	0	0		0	0	0	0	na	
TOTAL OTHER PAYROLL EXPENSE			6,849	5,580	9,341		6,390	6,390	6,390	(2,951)	68.4%	
TOTAL PERSONNEL SERVICES			35,010	28,655	44,512		30,540	30,540	30,540	(13,972)	68.6%	
MATERIALS & SERVICES												
100-12-125-11-7206	0000	INSTRUCTIONAL CONTRACTED SERVICES	713	760	1,251		1,670	1,670	1,670	419	133%	
100-12-125-51-7211	0000	PCC CONTRACT EXPENSE	1,483	1,051	0		0	0	0	0	na	
100-12-125-11-7510	0000	POSTAGE	23	17	0		0	0	0	0	na	
100-12-125-51-7510	0000	POSTAGE	2	0	0		0	0	0	0	na	
100-12-125-11-7521	0000	SHIPPING & FREIGHT	0	0	0		0	0	0	0	na	
100-12-125-11-7601	0000	PRINTING & DUPLICATING	607	201	0		0	0	0	0	na	
100-12-125-51-8006	0000	INSTRUCTIONAL SUPPLIES	2,519	695	1,292		1,550	1,550	1,550	258	120%	
100-12-125-11-8201	0000	CONFERENCE FEES	0	0	0		0	0	0	0	na	
100-12-125-51-8201	0000	CONFERENCE FEES	0	0	285		0	0	0	(285)	na	
100-12-125-11-8205	0000	EMPLOYEE TRAVEL	140	286	337		95	95	95	(242)	28%	
100-12-125-11-8509	0000	FOOD & REFRESHMENTS	114	183	114		0	0	0	(114)	na	
100-12-125-51-8803	0000	INSTRUCTIONAL EQUIPMENT <\$5000	69	286	0		0	0	0	0	na	
TOTAL MATERIAL & SERVICES			5,670	3,478	3,279		3,315	3,315	3,315	36	101.1%	
TOTAL EMT PROGRAM			40,681	32,133	47,791	0.4%	33,855	33,855	33,855	(13,936)	70.8%	0.3%

Section Four: Analysis of Assessment and New Recommendations

Following the recent assessment of the program the recommendation for future classes will include developing a courses that are accessible in remote locations. Additionally the use of the nursing simulation lab should be incorporated into future courses.

Submitted by Clayton McCrea EMT-P
CGCC EMS Coordinator
June 25, 2015

Post Script

November 20, 2015

Clay McCrea resigned his role as CGCC EMS Program Coordinator effective July 2015. He submitted much of the above report prior to that. This post script is included to add additional information, to relay current status of the courses from the Certificate that are still active, and also show follow-up that is occurring related to the State's report.

The EMS Certificate was officially suspended by the CGCC Board of Education at its March 17, 2015, meeting due to college-wide budgetary constraints coupled with ongoing low declaration of the EMS major and low enrollment with subsequent course cancelations in several EMS classes required for the certificate. The CGCC BOE also granted permission to continue offering three courses from the Certificate—EMS 105/106 and EMS 120—as occupational preparatory courses (See pp. 90-91 of the 2015-16 CGCC Catalog).

A self-study and an external program review (required every 5 years by the Oregon Department of Education Community College and Workforce Development) was conducted in April 2015. A hard copy of the self-study is located in the office of Angela Jones, Nursing and Health Occupations Administrative Assistant. The site visit was successful; attached are the summary report of the reviewers (complete report available on request), CGCC's letter of response, and final letter from the State of continued approval.

Going forward, Angela has taken on several of the EMS Coordinator duties. She is assisted by Marcus Van Laar, who is now our designated Lead EMS Faculty. To encourage enrollment, Marcus helped market the fall EMS 105 class to our community, including contacting Hood River Valley High School. The class initially had 18 students enrolled; we expect a good number to be successful and continue on to EMS 106 winter term. Marcus has recruited 8 new lab assistants to support instruction in the EMS 105/106 series and to help with the National Registry EMT Certification Examination scheduled for April 2016.

Response to DOE Accreditation Team Identified Recommendations:

1. Marcus and Angela are working together to provide greater oversight and support of off-campus courses. For 2015-16, this is being implemented with a contracted EMS 105/106 class in Sherman County; this course had an initial enrollment of 10. The instructor for that class is using the same curriculum, including syllabi and textbook, and a similar schedule of class days and times. Marcus is scheduled to do a site visit and is available for support for that instructor. Angela is functioning as the recommended on-campus coordinator to manage administrative portions of the class; she is also working closely with an identified coordinator at the Sherman County site. A distance education solution was explored this past summer but was declined by that site due to internet unreliability in that remote area.
2. Marcus and Angela are making plans to use The Dalles Campus Rural Clinical Simulation Center winter term 2016 for EMS students enrolled in both the on campus class and the Sherman County class.
3. It is hoped that an electronic resource management application could be used in the future. It was too much to consider implementation this year with Marcus and Angela taking on so many new responsibilities already.
4. In the Memorandum of Agreement developed with Sherman County it was stipulated that they must use the standard syllabi developed by Marcus for our on campus class.
5. Marcus will consider implementing a more formal orientation to the clinical rotation in winter term 2016.

Response to DOE Accreditation Team Identified Deficiency:

1. Angela has taken the lead in working with Marcus to schedule and hold advisory committee meetings 3 time per year. The fall meeting has already been held.

Respectfully Submitted,

Doris R. Jepson MSN, RN
Director Nursing & Health Occupations
Columbia Gorge Community College

Attachments:

Cover letter to 2015 EMT Program Accreditation Report findings from State
Summary findings from pp. 20-21 of that report
Response letter to State addressing deficiency
Email from State stating CGCC is in full compliance based on the response letter



Public Service Building
255 Capitol Street NE
Salem, Oregon 97310
Phone (503) 947-2401
Fax (503) 378-3365
www.oregon.gov/ccwd

April 27, 2015

Frank Toda, President
Columbia Gorge Community College
400 E Scenic Drive
The Dalles, OR 97058

RE: Emergency Medical Technician (EMT) Program Accreditation Report

Dear Dr. Toda:

The report from the Emergency Medical Technician (EMT) Program site visit accreditation team is enclosed. This report contains the team's findings, commendations, recommendations and deficiencies.

The commendations are based on aspects of the EMT courses that are outstanding and the result of commitment and dedication of the staff and community which support a program that meets their needs. The recommendations are items which the team believes would improve the quality of the program, if implemented. The deficiencies are items which will need to be resolved before full accreditation will be granted to Columbia Gorge Community College to continue offering the EMT courses. The college has 90 days from the time this report is received to send documentation detailing how the deficiencies have been eliminated or to submit a plan to the Department of Community Colleges and Workforce Development (CCWD) on when and how the deficiencies will be eliminated. If the plan is acceptable, the college may continue to offer these courses while the plan is being implemented.

On behalf of the accreditation team, I want to express our appreciation for your hospitality and willingness to visit and share with the team members. If you have questions regarding this report, please contact KC Andrew, Education Specialist, CCWD at 503-947-5742.

Sincerely,

David P. Moore
Interim Director, Education Division
Community Colleges and Workforce Development Department
255 Capitol Street, NE
Salem, OR 97310
503-947-2448
david.p.moore@state.or.us

cc:

Cory Miner
Rebecca Long



Summary

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

Commendations:

1. We are pleased to see the college supports the EMT program despite relatively low enrollment. It is apparent the EMT courses are a vital offering to outlying communities.
2. The nursing program has exceptional simulation equipment available to the EMT program.

Recommendations:

1. Consider greater oversight or restructuring off-campus courses. While these courses serve a need to outlying communities, there should be a system in place to ensure consistency between on-campus and off-campus courses. Additionally, there should be a process to verify compliance with OARs (equipment standards, facility standards), school standards, etc. Consider an on-campus coordinator to manage administrative portions of all classes (tracking immunizations, etc). Consider implementing a technological solution (distance education) prior to discontinuing off-campus courses.
2. Consider greater use of nursing simulation equipment within EMT courses.
3. Consider implementing an electronic resource management application, such as Moodle or Blackboard, to coordinate multiple class offerings, and to implement electronic record keeping.
4. Consider standardizing course syllabi amongst EMT courses, and clarifying evaluation metrics. Clarify how psychomotor skills assessment is part of the grading rubric. Consider implementing an affective domain assessment.
5. Consider implementing a more formal orientation to the clinical rotation.

Deficiencies:

1. L(2.1) 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)(b)

Those present during the exit interview:

Accreditation Team: Justin Dillingham, Rebecca Long, Cory Miner, KC Andrew
Clayton McRea, EMS Coordinator
Angela Johnston, Nursing & Health Occupations Administrative Assistant
Doris Jepson, Director of Nursing and Health Occupations

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.

Our site visit was limited to the CGCC The Dalles campus. We did not visit the Indian Creek Campus, Dufur City Hall, or North Sherman Fire Station.

Team Coordinator / Report Prepared By:


Signature

4/15/15
Date

Justin Dillingham
Name

(503) 756-8031
Phone Number

justindillingham@gmail.com
Email



COLUMBIA GORGE COMMUNITY COLLEGE

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THE DALLES, OREGON 97058
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June 25, 2015

David P. Moore, Interim Director, Education Division
Department of Community Colleges
and Workforce Development
255 Capitol Street NE
Salem, Oregon 97310

Dear Mr. Moore,

This letter is in reference to the EMT accreditation site visit conducted at Columbia Gorge Community College on April 13th of this year.

First of all we wish to thank the team of Justin, Rebecca, Cory and KC 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. 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 will be pre-scheduling all meetings well in advance for the year to provide ample time for everyone to schedule around them. Our next meeting is scheduled for October 6th.

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,



Angela Johnston
Nursing & Health Occupations Administrative Assistant
Columbia Gorge Community College
ajohnston@cgcc.edu
541-506-6141

cc: Lori Ufford, Chief Academic & Student Affairs Officer, Columbia Gorge Community College
Doris Jepson, Director, Nursing & Health Occupations, Columbia Gorge Community College
Dick Virk, MD
Erin Burnham, MD

Date: July 10, 2015
To: KC Andrew
From: Justin Dillingham
Re: Columbia Gorge Community College

Columbia Gorge Community College provided a timely response to their 2015 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. L(2.1) 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)(b)

Result of Response: Deficiency resolved pending implementation of resolution suggested by CGCC.