

**MEDICAL DIRECTION COMMITTEE MEETING OPEN SESSION MINUTES**  
 of the  
**BOARD OF MEDICAL EXAMINERS**  
**Bozeman Deaconess Hospital, Sapphire Room**  
**915 Highland Boulevard, Bozeman, MT 59715**  
**8:30 a.m. to 4:30 p.m.**  
**OCTOBER 1, 2013**

**1. Call To Order - Establish Quorum - Introduction of Committee & Staff Members Present (file 1, 00:00:00)**

**Members Present:** Dr. James Upchurch, Committee Chair  
 Dr. Anne Williams  
 Dr. Jim Majxner  
 Dr. Richard Briles  
 Dr. Dan Lewis (by phone)

**Members Absent:** Dr. Greg Moore  
 Mr. Dwight Thompson

**Staff Present:** Mr. Ian Marquand, Executive Officer  
 Mr. Ken Threet, EMT Trainer Coordinator  
 Dr. Harry Sibold, State Medical Director  
 Ms. Tiffany Huss, Administrative Specialist

**Guests Present:** Mr. Ron Solberg  
 Dr. Eric Lowe  
 Ms. Mary Granger

**2. Approval and Tentative Modification of Agenda Order (file 1, 00:02:36)**

a. October 1, 2013 Agenda

**Motion (file 1, 00:02:57):** Dr. Anne Williams moved to approve the agenda order. Dr. Richard Briles seconded the motion. Motion carried.

**3. Review and Approve Minutes (file 1, 00:03:08)**

a. September 5, 2013 Minutes

**Motion (file 1, 00:03:40):** Dr. Anne Williams moved to approve the September 5, 2013 minutes. Dr. Jim Majxner seconded the motion. Motion carried.

**4. Public Opportunity to Comment (file 1, 00:03:58)**

Dr. James Upchurch read the Public Opportunity to Comment statement. No public comments.

**5. Committee Action (file 1, 00:04:33)**

1. ECP Licensure Requirements as per ARM 24.156.2711 (file 1, 00:06:41)

Discussion. Form(s) and / or application(s) already approved in prior Full Board meetings. No Committee action needed.

2. ECP License Application as per ARM 24.156.2713 (**file 1, 00:32:20**)

**Motion (file 1, 00:39:16):** Dr. Anne Williams moved to recommend the ECP license application be submitted for the board to approve as written. Dr. Jim Majxner seconded the motion. Motion carried.

3. ECP Equivalent Education Standards as per ARM 24.156.2715 (**file 1, 00:40:25**)

**Motion (file 1, 00:45:31):** Dr. Jim Majxner moved to recommend the “Application to Request for Review of Equivalent Education” be submitted for the board to approve as written. Dr. Anne Williams seconded the motion. Motion carried.

4. ECP License Renewal & Continuing Education Process & Forms as per ARM 24.156.2717 (**file 1, 00:46:33**)

**Motion (file 1, 00:52:24):** Dr. Richard Briles moved to recommend the online EMR renewal form be submitted for the board to approve as written. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 00:57:07):** Dr. Anne Williams moved to recommend the online EMT renewal form be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 01:00:32):** Dr. Anne Williams moved to recommend the online AEMT renewal form be submitted for the board to approve as written. Dr. Richard Briles seconded the motion. Motion carried.

**Motion (file 1, 01:01:23):** Dr. Anne Williams moved to recommend the online Paramedic renewal form be submitted for the board to approve as written. Dr. Richard Briles seconded the motion. Motion carried.

5. ECP Continuing Education Requirements as per ARM 24.156.2718 (**file 1, 01:02:04**)

**Motion (file 1, 01:30:02):** Dr. Richard Briles moved to revise the “Board-Specific Refresher” language as discussed. Motion was not seconded and therefore failed.

**Motion (file 1, 02:00:29):** Dr. Anne Williams moved to approve the language (as written below) for the “Board-Specific Refresher.” Dr. Jim Majxner seconded the motion. Motion carried.

**The Board-Specific Refresher means:**

The refresher course must document the individual licensee’s ability to function at the level of their licensure in accordance with their scope of education/practice. The refresher may be a course of instruction or a combination of QI/QA activities coordinated by an active local medical director. The LI conducting the refresher must be able to provide an agenda and detailed student performances that document the individual’s ability to function in accordance to knowledge and skills contained within the original scope of education, if audited by the Board. ~~The refresher may be conducted over a period of time (not to exceed the licensure period).~~ A refresher program should be conducted at a minimum within the previous DOT guidelines (16 hours for EMR, 24 for EMT, 36 for AEMT and 48 for Paramedic). The content must be structured to assure ongoing competency of the core knowledge and skills for the level of the ECP license. This need not be structured in a setting of traditional classroom sessions, but may be extended over the relicensing period. While there is not a specific hour requirement, it would be reasonable to assume a refresher program should be conducted within previous DOT guidelines (16 hours for EMR, 24 for EMT, 36 for AEMT and 48 for Paramedic). **In the case of an EMR refresher and EMT refresher, it is the responsibility of the LI to justify the content of the refresher if questioned by the Board. It’s the responsibility of the local medical director to justify the AEMT and Paramedic refresher content to the Board if questioned.**

**Motion (file 1, 02:15:32):** Dr. Richard Briles moved to recommend the “ECP (EMR) Refresher and CE Verification Form” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

6. Medical Direction Reporting Form as per ARM 24.156.2732 (**file 1, 02:38:50**)

**Motion (file 1, 02:49:33):** Dr. Jim Majxner moved to recommend the “Medical Direction Training: Transmittal Form” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Anne Williams seconded the motion. Motion carried.

**Motion (file 1, 02:54:19):** Dr. Anne Williams moved to recommend the “Application requesting a Petition for revision to state approved protocols or educational curriculum for Emergency Medical Technicians” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Richard Briles seconded the motion. Motion carried.

7. ECP Training Program/Course Application Form and Approval Process as per ARM 24.156.2741 (**file 1, 02:56:25**)

**Motion (file 1, 03:11:57):** Dr. Anne Williams moved to recommend the “Electronic Application to Conduct Training” be submitted for the board to approve as written. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 03:17:20):** Dr. Anne Williams moved to recommend the “Electronic Application for Program Approval” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 03:21:21):** Dr. Richard Briles moved to recommend the “Application for BLS Education Program Approval” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 03:30:02):** Dr. Anne Williams moved to recommend the “Application for ALS Education Program Approval” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 03:33:46):** Dr. Anne Williams moved to recommend the “ALS Education Program Site Visit Objectives and Purpose,” “BLS Education Program Site Visit Objectives and Purpose,” and “Site Visit Team Report” form be submitted for the board to approve as written. Dr. Richard Briles seconded the motion. Motion carried.

**Motion (file 1, 03:37:34):** Dr. Anne Williams moved to recommend the “EMR Course Completion & Skills Verification” form be submitted for the board to approve as written. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 03:39:16):** Dr. Richard Briles moved to recommend the “EMT Course Completion & Skills Verification” form be submitted for the board to approve, with the changes recommended by the Committee. Dr. Anne Williams seconded the motion. Motion carried.

**Motion (file 1, 03:42:08):** Dr. Richard Briles moved to recommend the “AEMT Course Completion & Skills Verification” form be submitted for the board to approve as written. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 04:09:53):** Dr. Anne Williams moved to recommend the “AEMT Clinical Requirement Documentation Form” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Richard Briles seconded the motion. Motion carried.

**Motion (file 1, 04:25:22):** Dr. Anne Williams moved to recommend the “Paramedic Clinical Requirement Documentation Form” be submitted for the board to approve, with the changes recommended by the Committee with the plan to revisit at a later date. Dr. Jim Majxner seconded the motion. Motion carried.

8. ECP Examination Policies, Procedures and Forms as per ARM 24.156.2745 **(file 1, 00:14:20) (file 1, 04:25:56)**

**Motion (file 1, 04:38:20):** Dr. Anne Williams moved to recommend the “ECP Examination Request Form,” the “Examination Quality Control Form,” and the Examination Manual for EMR and EMT be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

9. Levels of ECP Licensure Including Endorsements as per ARM 24.156.2751 **(file 1, 04:41:13)**

**Motion (file 1, 05:03:44):** Dr. Richard Briles moved to recommend the “FR to EMR Transition Skills Verification Form,” and the “EMTB to EMT Transition Skills Verification Form” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Anne Williams seconded the motion. Motion carried.

**Motion (file 1, 05:09:03):** Dr. Richard Briles moved to recommend the “Verification for EMT Airway Endorsement” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion with the correction of removal of double lumen airway language, adding “the above named individual” to the certification line and removing “responsible for the Training Program” to the Medical Director’s signature line. After further discussion, Dr. Richard Briles amended his motion to recommend the “Verification for EMT Airway Endorsement Form” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Anne Williams seconded the motion. Motion carried.

**Motion (file 1, 05:22:03):** Dr. Anne Williams moved to recommend the “Verification for EMT Medication Endorsement Form” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 05:23:56):** Dr. Anne Williams moved to recommend the “Verification for EMT IV / IO Maintenance Endorsement Form” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

**Motion (file 1, 05:24:19):** Dr. Anne Williams moved to recommend the “Verification for EMT IV / IO Initiation Endorsement Form” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

10. ECP Endorsement Application Forms as per ARM 24.156.2752 **(file 1, 05:26:26)**

**Motion (file 1, 05:27:42):** Dr. Richard Briles moved to recommend the “ECP Endorsement Application Form” be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

11. Initial ECP Course Requirements and Forms as per ARM 24.156.2754 **(file 1, 00:13:36) (file 1, 05:28:02)**

Discussion. Form(s) and / or application(s) already approved in prior Full Board meetings. No Committee action needed.

12. Procedures and Forms for ECP Curriculum and Statewide Protocol Revisions as per ARM 24.156.2761 (**file 1, 05:28:26**)

Discussion. Form(s) and / or application(s) already approved in prior Full Board meetings. No Committee action needed.

13. Scope of Practice as per ARM 24.156.2771 (**file 1, 05:28:36**)

**Motion (05:36:51):** Dr. Richard Briles moved to recommend the “Temporary Emergency / Disaster Exemption for Emergency Medical Technicians Not Licensed in Montana” form be submitted for the board to approve, with the changes recommended by the Committee. Dr. Jim Majxner seconded the motion. Motion carried.

14. Recruitment of Advanced EMT committee member (**file 2, 00:00:00**)

**Motion (file 2, 00:00:20):** Dr. Anne Williams moved for the Committee to appoint Mr. Ron Solberg as the voting EMS member of the Medical Direction Committee for a two-year appointment. Dr. Jim Majxner seconded the motion. Motion carried.

6. **Adjourn (file 2, 00:12:34)**

**Motion (file 2, 00:12:34):** Dr. Richard Briles moved to adjourn the meeting. Dr. Anne Williams seconded the motion. Motion carried.