


Advisory Committees

Texas State
EMS Coordinator's Course



What is an Advisory Committee?

- Group of individuals from outside immediate organization
 - Responsible for providing input into continued role of organization
- Made up of Communities of Interest



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- Provides wide range of expertise
 - Information / advice affecting policies, procedures and growth

 - In return
 - Communities of Interest actively participate in decision-making process
 - Puts your Communities of Interest to work “with” you



Communities of Interest

- Local EMS Providers
 - Private
 - Fire Department
 - First Responders
 - Volunteers
- Receiving Facilities
 - Trauma Centers
 - Emergency Departments
 - Pediatrics
- Articulation programs
 - High school programs
 - 2+2 transfer programs
- Students
 - Current / graduate
- Governmental / Regulatory agencies
 - DSHS (Can't vote)
- Medical Directors
- Public



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- Some serve multiple functions
 - Receiving facilities
 - Also clinical sites
 - EMS Providers
 - Also clinical sites
 - Also employers
 - Members
 - Also graduates



Required Component of Program

- Department of State Health Services
 - EMS Program Self-study / EMS Education and Training Manual
- Texas Higher Education Coordinating Board
 - GIPWE - Guidelines for Instructional Program in Workforce Education
- Accreditation
 - Southern Association of Colleges and Schools
 - Commission on Accreditation of Allied Health Education Programs
 - Committee on Accreditation of Educational Programs for the EMS Professions



Use of Advisory Committees

- From the *Education and Training Manual*
 - Chapter 2 – Evaluation and Improvement
 - “Ten: Establish an Active Advisory Committee
 - “Encourage key people within the community, such as physicians, elected officials, CEOs within firms who hire program graduates, nurses who help train students in clinical internships and active consumers to become involved with the program.
 - “An Advisory Committee is a required component of the self-study.
 - “Show the Advisory Committee how the program trains students who will be serving within their community.



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- “Program evaluation and quality improvement require great attention to multiple details.
 - “How is the coordinator to know if students are competent?”
 - “How is he or she to determine if the program is providing the best education possible?”
 - “The answers to these questions can come only from:
 - “State exam results;
 - . . .
 - “Establishment of a supportive advisory committee”.



- From GIPWE

- “The broad purposes of an advisory committee are
 - “To help a college document the need for a workforce education program, and
 - “To ensure that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry
- “The advisory committee is one of the principal means of ensuring meaningful business and industry participation in program creation and revision”



- From CoAEMSP Standards

- “Appropriateness of Goals and Learning Domains

- “An advisory committee, which is representative of these communities of interest, must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.



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- *“Hospital/clinic representatives should include supervisory and administrative personnel to whom the students or graduates deliver their patients and who provide training sites for students;*
 - *“Physician representatives should include the emergency physicians to whom students and/or graduates deliver their patients as well as trauma surgeons, internists, cardiologists, pediatricians, and family physicians;*
 - *“Employer representatives should include employers of the program graduates and the ambulance supervisory personnel and administrative personnel where the students perform internships;*
 - *“Key governmental official representatives should include state and/or regional training coordinators/field representatives.”*



Functions of Advisory Committee

- Evaluate:
 - Goals / objectives of program curriculum
 - Adequacy of facilities / equipment
- Establish
 - Workplace competencies
- Suggest
 - Program revisions
- Advise
 - Selection / acquisition of new equipment
 - Training on new procedures / therapies



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- Identify
 - Local business / industry leaders
 - Provide students with:
 - External learning experiences
 - Employment / placement opportunities
 - Assist
 - Professional development of faculty
 - Promoting program to community / industry
 - Represent
 - Needs of students from special populations



Advisory Committee Composition

- Must be:
 - Representative of demographics
 - Ethnic / gender diversity
 - Of service area / occupational field
 - Communities of Interest
 - Knowledgeable about profession
 - Drawn from private / public sectors
 - Emphasis on business, industry, and labor organizations.
 - Consider Tech-Prep needs for members who represent secondary and higher education



Faculty Role on Committee?

- Full-time faculty / staff (includes administration)
 - Must NOT be members
 - Serve ex-officio capacity
- Part-time faculty
 - Full-time positions within career field may be members
- Faculty / staff of senior institutions
 - With articulation may be members



Advisory Committee Meetings

- Must meet
 - In person at least once a year
 - If possible, with quorum present
- Recommended
 - More frequent contact through email, fax, phone, videoconference
- For new programs / major changes
 - Should meet frequently



- Role of members

- Committee chair

- Chosen by committee from membership

- Secretary

- Can be committee member or “scribe” specifically assigned



Advisory Committee Minutes

- All meetings must be recorded in official minutes
- Must include:
 - Identification of committee members (name, title, and affiliation):
 - Presence or absence from meeting
 - Names and titles of others present
 - Signature of recorder
 - Evidence of active role in making decisions that affect program
- Must be maintained in program files
 - Made available on request as needed



Minutes Formats

- GIPWE

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Figure 3.1: Sample Advisory Committee Meeting Record Template

CHAIRPERSON:		
MEETING DATE:	MEETING TIME:	MEETING PLACE:
RECORDER:		PREVIOUS MEETING:

MEMBERS: (P = Present)		OTHERS PRESENT:	
(P?)	Name and Title (List all members)	Business Affiliation	Name and Title

AGENDA		
Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:		
New Business:		
Curriculum Decisions:		
Other:		

MINUTES	
Key Discussion Points	Discussion
Old Business:	
New Business:	
Curriculum Decisions:	
Other:	

CHAIRPERSON SIGNATURE (or designee):	DATE:	NEXT MEETING:
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SPONSORING INSTITUTION:		
CoAEMSP PROGRAM NUMBER:	600 _____	DATE, TIME, + LOCATION OF MEETING:
ATTENDANCE		
Community of Interest	Name(s) – List all in attendance. It is acceptable to have multiple members in a category.	Agency/Organization
<input type="checkbox"/> Current Student		
<input type="checkbox"/> Graduate		
<input type="checkbox"/> Physician(s) (may be fulfilled by Medical Director)		
<input type="checkbox"/> Employer(s) of Graduates Representative		
<input type="checkbox"/> Key Governmental Official(s)		
<input type="checkbox"/> Police and Fire Services		
<input type="checkbox"/> Public Member		
<input type="checkbox"/> Hospital / Clinical Representative(s)		
<input type="checkbox"/> Other		
<input type="checkbox"/> Faculty (ex officio)		
<input type="checkbox"/> Medical Director (ex officio)		
<input type="checkbox"/> Program Director (ex officio)		
<input type="checkbox"/> Sponsor Administration (ex officio)		

	Agenda Item	Reviewed	Discussion	Action Required	Lead	Goal Date
1.	Program Goals & Learning Objectives	☐				
2.	Annual Report and Outcomes <input type="checkbox"/> Graduate Surveys <input type="checkbox"/> Employer Surveys <input type="checkbox"/> Resources Assessment Matrix <input type="checkbox"/> Thresholds	☐				

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7.	Other Identified Weaknesses	☐				
8.	Action Plan for Improvement	☐				
9.	Other Business	☐				
10.	Future Meetings	☐				

- CoAEMSP
 - Reminders of content
 - Goals
 - Minimums



