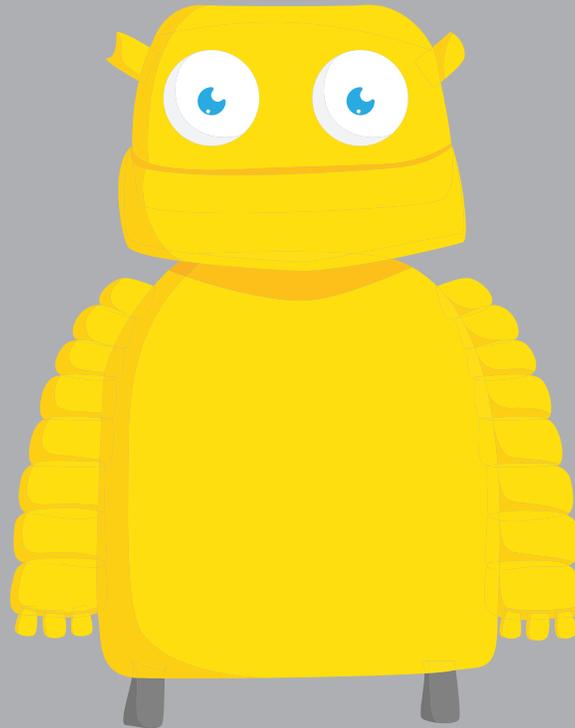




# APPENDIX G HELP DOCUMENTATION



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# Fisdap Appendix G

## Introduction to Appendix G

As part of the CoAEMSP's accreditation process, each paramedic program must submit a Self-Study Report. The information requested includes several different supplemental forms. One of these forms, Appendix G, is meant to measure student progress against certain educational goals representing a broad spectrum of patient ages, complaints, diagnoses, learning environments and specific procedures.

Recently, CoAEMSP announced changes to their Appendix G form to bring it more in line with NREMT's Portfolio project. As a trusted partner of the EMS education community, Fisdap is committed to supporting its users in managing and reporting against these updated recommendations.

CoAEMSP has stated that these new recommendations go into effect with cohorts starting in July of 2019.

## The Workflow

The matrix of new Appendix G recommendations is too robust and complex to be handled by Fisdap's current customized goal system. To support Appendix G without disrupting your current individualized graduation requirements, Appendix G support has its own simple workflow and reporting.

Simply put, each program must set its own Appendix G minimum values as required by CoAEMSP, record the activities of your students and finally generate the supporting materials needed for your Self-Study.

## Setting Your Program Minimums

The first step towards completing Appendix G is defining your program-specific minimums for each requested value in Appendix G. If you choose not to enter your own program-specific minimum values (for either one, a few, or all the requested values), the system will assume you're using the CoAEMSP recommended values.

### Manual Entry

You may manually enter the requested values in a new settings page. From your Account > Program Info page in Fisdap, you can now access a third set of Fisdap Settings, your Appendix G Program Minimum Settings. Note that you only **MUST** do so if you are graduating Paramedic-level students.

## Skills Tracker

**Manage** my Skills Tracker settings.

## Scheduler

**Manage** my Scheduler settings.

## CoAEMSP Appendix G

**Manage** my CoAEMSP Appendix G Program Minimums.

**Note:** Only necessary if graduating Paramedic students.

Clicking the “Manage” link will take you to a page where you can navigate through tabs representing each table, and each requested minimum value. Simply click in the box representing the minimum you need to set/edit and enter the appropriate number. You are only allowed to click in the same boxes as you would in the locked CoAEMSP Appendix G Excel file because the file provided is locked. Only users with the permission to change your Program Settings can enter/update these values.

Notice, however, that the display is exactly like the CoAEMSP form so that you know which setting you are managing. Values that don’t meet the CoAEMSP recommended minimums, or have yet to be entered stay red. If the value is equal to the recommendation, it colors to match the colors in the table. Values above the recommendation are colored green. This color change matches the official Appendix G file. Remember, you can set your program minimums below the recommendations, BUT CoAEMSP will require evidence to support your use of a lower requirement!

1 Table 1   2 Table 2   3 Table 3   4 Table 4			Last saved 3 minutes ago	Save
You Only Need to Enter Values That Differ From the Recommended Minimums				
Required Competencies, Skills, Ages, Differential Diagnoses, and Complaints on Patients in Clinical, Field Experience, or Capstone Field Internship		CoAEMSP <i>Recommended</i> Minimum Numbers	Program Required Minimum Numbers	
<b>Trauma</b>	?	<b>30 Total</b>	<b>30</b>	
Trauma - Pediatric	?	6	6	
Trauma - Geriatric	?	6	4	
<b>Pediatrics</b>	?	<b>18 Total</b>	<b>18</b>	
Newborn	?	2	2	
Infant	?	2	4	
Toddler	?	2	2	

Where appropriate, when asked for totals, the forms autofill the totals. NOTE: The number of Electives selected in Table 3 add to the totals in the first Pediatric column to match the functionality of the CoAEMSP Appendix G file.

Tables 2 and 4 have dimensions that are concerned with skill acquisition in the lab. Because each program uses individual, custom Lab Practice Items to track this currently in Fisdap, we also need you to identify which single Lab Practice Item for your program represents each line item in Tables 2 and 4. Each line item has a dropdown list that contains every Lab Practice Item that your program uses. Simply select the one that matches the Appendix G line item for your program, and Fisdap will take care of the counting.

Basic Competencies to be Evaluated in Laboratory Prior to Any Live Patient Encounters in Clinical, Field Experience, or Capstone Field Internship	Peer Evaluation with Instructor Oversight	CoAEMSP Recommended	Program Required Minimum	Instructor Evaluation in Scenario Prior to Capstone Field Internship	CoAEMSP Recommended	Program Required Minimum
Basic Competencies Lab overseen by instructor as students check off each other (peer evaluation). There must be at least 1 peer evaluation for each of the following Competencies.	Individual Lab Practice Item that represents this skill in your program:	1		2		
Spinal Immobilization Adult (Supine Patient)	None	1		2		
Spinal Immobilization Adult (Seated Patient)	None			2		
Joint Splinting	Airway			2		
Long Bone Splinting	Medical & Trauma Assessment			2		
Traction Splinting	☞ Direct Orotracheal Intubation			2		
Hemorrhage Control	☞ Naso quick			2		
Intranasal Medication Administration	☞ Supraglottic Airway Device Adult			2		
Inhaled Medication Administration	☞ Needle Cricothyrotomy			2		
	☞ CPAP and PEEP			2		
	☞ Behavior Evaluation			2		
	High fives w/ Mike Mayne			2		
	This is my new practice item			2		
	PEEPs			2		

If you do not set these values, we are unable to calculate some lab values in the individual student Appendix G report described later, however this will not affect your capability to deliver an Appendix G file for your Self-Study.

### Import

For those that have already made the effort to enter these program minimums into the CoAEMSP Appendix G Excel file, you can also import your values directly into Fisdap. Click the "Choose File" button on the Appendix G Minimum Settings Page to identify your existing Appendix G file. When you return to the minimum page, you will see an abbreviated name of the file you chose next to the button. Finally, click "Submit Excel File Only" and all your values are automatically imported into Fisdap. NOTE: This only works with the official CoAEMSP formatted Appendix G Excel file.

## Appendix G Program Minimums

Optional: Upload Appendix G Defaults Excel File Instead of Filling Out Form Below

Choose File No file chosen

Submit Excel File Only

## Recording Activities

In order to help you hit the ground running with these new recommendations, we have tried wherever possible to minimize changes to the way you actually enter data into Fisdap. In a few cases, we found that we had to make some slight changes to clarify existing values, or to make certain values more discrete so that they could be counted appropriately.

For more information on how Appendix G values are calculated from Fisdap entries, please see the HELP section below.

### New/Clarified Fisdap Values

- We have renamed or added the following Impressions:
- Renamed 'Cardiac' to 'Cardiac – Other'
- Renamed 'Cardiac Arrest' to 'Cardiac – Arrest'
- Added 'Cardiac- Acute Coronary Syndrome'
- Renamed 'Stroke/CVA' to 'Neuro - Stroke/CVA'
- Renamed 'Seizure' to 'Neuro – Seizure'
- Renamed 'Other Neuro' to 'Neuro – Other'
- Added 'Neuro – TIA'

Renamed 'Altered Level of Consciousness' to 'Altered Mental State'

To track certain activities not previously tracked by Fisdap, we have also added the following Procedures:

- Airway – 'Rescue Breathing'
- Other – 'Delivery/Childbirth – Normal'
- Other – 'Delivery/Childbirth – Abnormal' (Includes question about Neonatal Resuscitation)

### Quick Add Skills for Field Shifts

The new version of Appendix G specifically mentions allowing single skill performance to be counted on Field shifts (for example, placing an IV without otherwise interacting with the patient). To allow for this, each program will now be able to allow Quick Add Skills to be added to Field Shifts.

## Documentation Options

- Allow students to document narratives  
Manage narrative format
- Allow students to quick add clinical skills
- Allow students to quick add field skills

This is **NOT REQUIRED**, and Programs will have to enable this themselves in the Account > Program Info > Skills Tracker Settings if they want to use this feature. If this is not allowed, students must enter patients for every skill performed on Field Shifts to receive all the credit for their activities that they deserve.

 Feb 21, 2017 | 0600 (12hrs)  
FISDAP Office & friends, with testing commas: Truck 2  
On Time | Shift ID: 10360370  
[Detailed shift report](#) | [Map it](#) 

 Unlock shift

Patients + Patient

	Interventions	Team Lead	Preceptor sign off
1 No patient information	Airway: 0 Cardiac: 0	Meds: 0 Vitals: 0	IV: 0 Other: 0

Attachments + Attachment

Attach files that are relevant to your shift, such as ECGs, signatures, or an image of your paper PCR.

Quick Add Skills

Use Quick Add Skills when you don't have any patient information to enter, but still want to get credit for the skills you performed.

► Show skills

-  Vitals
-  Airway
-  Cardiac
-  Venous Access
-  Meds
-  Other

You can add interventions here. Click on a skill button to the left to get started.

## Scenario Type

Scenarios are simply the use of a simulated “patient” in the lab, whether a live person or a manikin or other device. Knowing this, to track scenarios, just enter patient details on your lab shift.

While this is easy, the CoAEMSP Appendix G requires more discrete values for Table 2, drawing a distinction between formative scenarios and summative scenarios, and the skills performed during each.

When you enter a patient on a lab shift, you will now have to provide us with one additional detail – we know that you did a scenario, but you must tell us whether that scenario was FORMATIVE (Individual Skill Practice) or SUMMATIVE (Comprehensive Scenario/Testing). This tells us which column to count the experiences in. This will default to FORMATIVE for ease of entry. This is critical in order to correctly count candidate experiences for accreditation purposes.

<< Back to "My Shift" page

 **Oct 21, 2014 | 0100 (4hrs)**  
Allina - Lab Site: Place

**1** Patient Care    **2** Narrative    **3** Preceptor Signoff

 = airway management

Formative Skills Scenario (Individual Skill Practice)

Summative Skills Scenario (Comprehensive Scenario/Testing)

Team \_\_\_\_\_ Dispatch \_\_\_\_\_

## Reporting

Because of the complexity of when programs will individually start tracking against these new recommendations, and what values may be needed at various stages of the process, Fisdap users can not only still request the current Appendix G/H report, but will also be able to request two new reports related to the updated Appendix G.

<b>CoAEMSP Appendix E/F</b> Use your Fisdap information to fill out the CoAEMSP's institutional forms. <i>Categories: Accreditation, Site</i>
<b>CoAEMSP Current Appendix G/H for Programs</b> Use your students' Skills Tracker information to complete the CoAEMSP's Student Patient Contact Matrix. <i>Categories: Accreditation, Student</i>
<b>CoAEMSP New Appendix G Individual Progress Report</b> View Individual Progress Against CoAEMSP Student Minimum Competency Matrix (effective July 1, 2019) <i>Categories: Accreditation, Student</i>
<b>CoAEMSP New Appendix G Recommendations for Programs Required as of July 2019</b> Generate a CoAEMSP Student Minimum Competency Matrix (effective July 1, 2019) for your Program <i>Categories: Accreditation, Student</i>
<b>CoAEMSP Summary Tracking</b> Use your students' Skills Tracker data to populate this report, which addresses CoAESMP/CAAHEP Standard III.C.2. <i>Categories: Accreditation, Goals, Skills, Student</i>

### CoAEMSP Current Appendix G/H for Programs

You will still be able to request the original Fisdap Appendix G/H Report. Other than clarifying its name, no changes have been made to this report, and it still functions exactly the way it does today.

### CoAEMSP New Appendix G Recommendations for Programs Required as of July 2019

{In order to generate an Appendix G for your program, you will now click the "CoAEMSP New Appendix G Recommendations for Programs Required as of July 2019" link from your Reports list. This can only be requested by a user with appropriate reporting permissions for your program.

CoAEMSP requires you to generate the report based on the most recent graduating cohort prior to your Self-Study submission. Using the available filters and the student selector (the same functionality as used in already existing Fisdap reports), select the students that are included in that cohort:

**Filters: Active students**

**Groups:** available Students  
 Any group

**Graduating:** Selected Students  
 Month Year

**Graduation Status:**  
 Active  
 Left Program  
 Graduated

Austin James "Pilot"  
 Sam Benothman "Pilot"  
 Stephen Stover "Pilot"  
 sterling jones "pilot"

## CoAEMSP Appendix G

Recent Reports ▾ | All Reports | Goals | Settings ⚙

Please select all of the students included in your last graduating cohort:

**Filters: Active students**

Available Students		Selected Students
Austin James "Pilot"	>	
Sam Benothman "Pilot"	<	
Stephen Stover "Pilot"	>>	
sterling jones "pilot"	<<	
Scott Pilot 2		
Study Tools Test 2		
jorge josue sandoval abarca		
Edezza Jae Acacio		

Total students selected: 0

[Go](#)

When you select "Go", the Fisdap robot compiles an Appendix G for you, and returns it the exact Excel format that the CoA requires! This file includes all your program minimums as well as all the calculations required in Table 1 for your low and high values as well as averages.

## CoAEMSP Appendix G

Recent Reports ▾ | All Reports | Goals | Settings ⚙

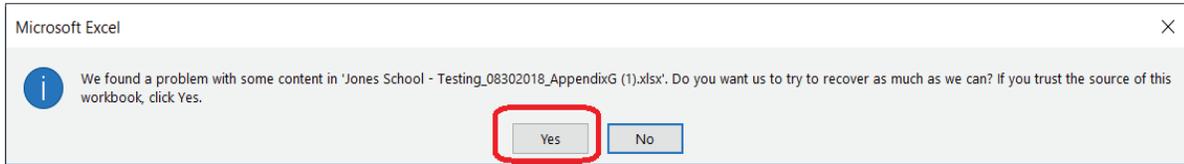
Report options

**Student(s):** 3 students  
**Created by:** Dan Haugen on 08/27/18 at 11:56

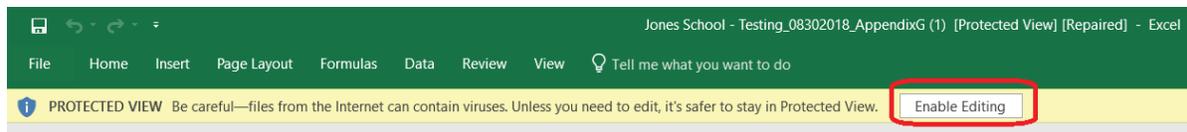
Appendix G Report:

[Download Here](#)

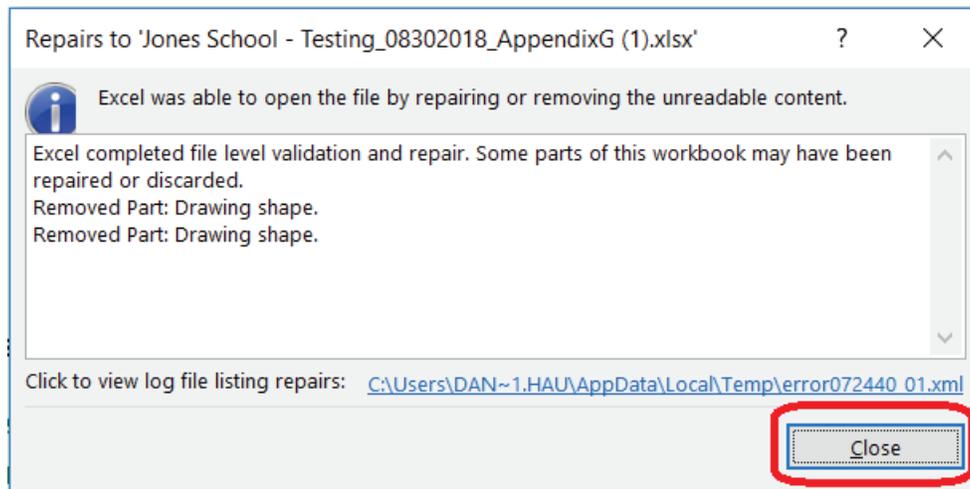
Due to the nature of the locked Appendix G file, you will encounter a couple of popup boxes when you attempt to open it for the very first time. The first error you receive will ask you to trust the content being provided. Click “Yes” to continue.



Following that, for security, Excel will require you to “Enable Editing” because it is a locked file that you downloaded from the internet.



And finally, Excel will tell you that it ‘repaired’ part of the file. The file is not broken, but click “Close” on this popup to proceed.



This occurs because the file tries to open and reconstruct the star and arrow shapes in Table 2. However, we have verified with CoAEMSP that the file will still be accepted and usable without those shapes. If you save the Excel file with an updated name, after you have completed this process, these errors will not occur when you open that file again.

## CoAEMSP New Appendix G Individual Progress Report

In addition to the Appendix G itself, for both historical research purposes to set your program minimums and to track the progress of your candidates, Fisdap also allows you to run an Individual Appendix G report for yourself or any student for whom you are an instructor (based on your program's reporting permissions). **This is separate from your graduation requirements, so that you don't have to change all of the custom requirements you have already spend time creating and tracking.**

Due to adding values to discretely measure values important to the new Appendix G, as well as increased specificity, a few values in the existing Graduation Requirement Report will not match the CoAEMSP New Appendix G Individual Progress Report exactly. For example, Cardiac – Cardiac Dysrhythmia impressions are not included yet in the Cardiac Impression category on the GRR. Fisdap has plans to update the GRR to better match the Appendix G recommendations very soon.

This allows you to verify that each of your candidates is meeting the recommendations and gives you the opportunity to provide a full accounting of any random student from the graduating cohort for verification with your site visitor. The information matches the Appendix G exactly, so you won't have to waste precious time trying to map your graduation report to this infrequent program need. It also allows students to track their own progress, as they will be interested in their NREMT portfolio, for which many of these values are equivalent.

This report provides, for each item within the new Appendix G, your minimum program requirement, how many the student has accomplished and a visual indicator (coloring green) of requirements the student has successfully completed. The report can also be limited to a date range, so you can see values for a quarter, semester, calendar year or any other set of dates. Leaving the date fields blank returns ALL data for the selected student.

Table 2

Required Competencies and Skills Prior to Capstone Field Internship	Individual Student Competency Evaluation in the Laboratory		Individual Student Competency Evaluation in a Laboratory Scenario		Isolated Skill Competency Performed and Evaluated on Live Patient ONLY		Skill Competency Performed and Evaluated in a Laboratory Scenario or on a Live Patient in the Clinical or Field Experience	
	Min	Count	Min	Count	Min	Count	Min	Count
*Obtain a Patient History from an Alert and Oriented Patient	2	0	0	0	0	0	8	0
*Comprehensive Normal Physical Assessment - Adult	2	0	0	0	0	0	0	0
*Comprehensive Normal Physical Assessment - Pediatric	2	0	2	0	2	0	0	0
*Direct Orotracheal Intubation - Adult	10	0	2	0	0	0	12	0
*Direct Orotracheal Intubation - Pediatric	10	0	2	0	0	0	12	0
Nasotracheal Intubation - Adult	2	0	0	0	0	0	0	0
Supraglottic Airway Device - Adult	2	0	6	0	0	0	12	0

## Help

Fisdap has a lot of values, and the new CoAEMSP is a comprehensive matrix of many things. How do you know what the reports are counting, and what they aren't?

On the Minimum Settings page (Account > Program Info > Appendix G Settings), each line item, and many column headers, have a "?" icon. You can click this and get context help about what values in Fisdap 'map' to that row or column in the Appendix G. This should make it clear what is being counted and give your site visitors a well-defined standard for what the Fisdap report is saying your students did.

Required Competencies, Skills, Ages, Differential Diagnoses, and Complaints on Patients in Clinical, Field Experience, or Capstone Field Internship	CoAEMSP <i>Recommended</i> Minimum Numbers	Program Required Minimum Numbers
<b>Trauma</b> ?	<b>30 Total</b>	<b>30</b>
Trauma - Pediatric ?	6	6
Trauma - Geriatric ?	6	4
<b>Pediatrics</b> ?	Pediatrics Help X	
Newborn ?	Any Live Patient under Age 18, in a Locked Clinical OR Field Shift	

For the first time ever, on a Fisdap Report, you will be able to definitively answer, for yourself, where your numbers came from.

The complexity of Table 2 requires a specific caveat:

- For items entered on a patient to count for Table 3, they must be entered separately. Quick Add skills are best, but for items that require a patient, it's less clear what is isolated and what isn't – especially since Fisdap treats the Interview and the Exam as checkboxes rather than discrete skills. For example, when entering patient exams, if you also check patient interview (patient history) it will count, but it will do so in Column 4 (because it isn't "isolated"). It's best to follow CoA recommendations, which limit exposure to tricky situations like this. Review the Context Help carefully, and if you still have questions, please contact us.