



HEADQUARTERS VIRGINIA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
7401 AIRFIELD DRIVE
RICHMOND, VA 23237

13 May 2015

MEMORANDUM FOR VAWG/HS
VAWG/CS

FROM: VAWG/HSA

SUBJECT: Meeting Minutes from HS Seminar at 2015 VAWG Conference

1. On Saturday, 02 May 2015, In conjunction with the 2015 Virginia Wing Conference, a seminar was conducted in accordance with CAPR 160-1, Section 1-5, directly related to the Health Services Program. This seminar, conducted during "session two" (1100R to 1145R), was open to any/all members interested and/or affiliated in any capacity with the Health Services Program and all were encouraged to attend and participate.

2. Please see Attachments 1 and 2 (respectively) for documentation of all attendees and participants at the seminar, as well as listed below.

a. List of attendees:

Mark D. Elliott	1stLt	518624	HS Officer, MER-VA-091
Jason E. Garretson	Maj	156545	No Affiliation (CC, Group 1)
Gene L. Harrison	LtCol	180242	No Affiliation (VAWG Staff)
Eugene E. Jacob	Capt	496995	No Affiliation
James T. Lee (instructor)	Capt	319752	Assistant HS Officer, VAWG
Lynn Oh	-----	-----	Guest of LtCol Harrison
Monica G. Richardson	LtCol	111709	HS Officer, Group 2
David A. Swinney	Capt	501129	HS Specialty Track
Carla J. Warnock	Capt	515311	HS Officer, MER-VA-095

3. Topics discussed throughout the seminar, and information exchanged in relation to the specific topics, were as follows:

a. In relation to inter-agency cooperation, inter-operability, and departmental function:

(1) It was recommended that Health Services, Safety, and Critical Incident Stress Management personnel have a very close working relationship, as the missions of these three separate offices/departments are similar in certain areas and have a tendency to overlap (as can be seen specifically in CAPR 160-1, Section 1-7, subsection 'i').

(2) Future exploration of regular and purposeful collaboration among these three offices/departments/functions/personnel is recommended to further mission readiness and thorough completion of task assignments.

b. In relation to CAP personnel training as defined in CAPR 160-1, Section 1-7, subsections 'b', 'c', and 'g':

(1) It was discussed that instructor status of Health Services personnel can and should be sought through means of any 'certifying' resource as applicable; however, specific resources mentioned were the American Heart Association (AHA), the American Red Cross (ARC), the National Safety Council (NSC), and the American Safety and Health Institute (ASHI). Of the resources mentioned, the most favorable discussed was the training provided by ASHI (due to national acceptance and low cost as compared to the other options). In addition to the opportunities for in-house training, conducted by our own qualified members (through one of the resources listed), it was also suggested that resources be pooled and collaborated to facilitate larger training functions and to mitigate costs (either through utilization of in-house/inter-agency resources or through utilization of partner/intra-agency resources throughout the communities in which we live and operate).

(2) The question was also posed, by Captain David Swinney, as to whether or not the Civil Air Patrol could incorporate and/or follow the guidelines of the "National First Aid Curriculum" throughout the conduction and/or facilitation of applicable training. It was recommended that CAP/HS take a look at this curriculum for potential inclusion into the Health Services Program as a whole; or, at the very least, for VAWG/HS to explore this option for the Wing with potential National inclusion in the future.

(3) Another question that was also posed, by Major Jason Garretson, was whether or not it would be feasible to facilitate a larger-scale training exercise (Cardio-pulmonary Resuscitation [CPR], Blood-borne Pathogens training, and perhaps even First-Responder training) in conjunction with a Virginia Wing Encampment, or even as a stand-alone training exercise. The interest of having this type of training event take place along-side an encampment included the possibility of conducting large-scale training of a less-focused topic to the general population of the encampment (CPR, blood-borne pathogens, etc.) while simultaneously conducting small-scale training of a more-focused topic to attendees of the HS training portion only (first-responder, etc.) incorporating the greater feasibility of providing chow/lodging for the HS training portion only attendees alongside the encampment personnel and operations (therefore creating a "two-for-one" logistical environment and cutting down on associated costs of holding these two events apart from one another).

(4) Finally, the issue of obtaining adequate training materials, facilities, and equipment was discussed and a potential remedy was reached in light of the possibility of obtaining and housing these materials and equipment within each Group, at a facility adequate enough to house the equipment and materials, and to conduct the training within each group respectively. Essentially, to bring the people to the equipment, rather than to bring the equipment to the people (on a regular basis); occasional large-scale training events outside of these parameters should be anticipated and allowed within reason (including any form of Wing training events, as was mentioned in the preceding subsection [3/b/3]).

(5) It is recommended that each of the 4 subsections, listed above in this section, be reviewed, explored, and discussed further for potential inclusion and/or incorporation into the HS program for the Wing. In relation to any of the above mentioned, Captain David Swinney specifically offered any assistance that he may be able to provide (as a certified instructor in

many HS operational areas and as a recently retired full-time Flight Nurse and Flight Paramedic) and it is recommended that future collaboration be conducted with him to facilitate such training.

c. In relation to furthering the exposure of the HS program and the effective facilitation of HS requirements as defined in CAPR 160-1, Section 1-7, subsections 'a', 'd', 'e', 'f', 'h' and 'i':

(1) It was recommended that VAWG/HS publish monthly newsletters to the Wing and/or a "Commanders Call NOTAM" either in writing or by e-mail correspondence highlighting specific Health Service related information regarding any topics of interest and/or health related information or "best practices" related to the particular operational environment and/or general precautions to be taken for each season of the year.

(2) It was also recommended that Health Service check-off lists be created to better facilitate the program and to further solidify any training or Professional Development opportunities/requirements that may be accessible and/or appropriate for members to obtain.

(3) Finally, it was suggested that the Health Service program be more closely incorporated with the Cadet Protection Program (CPPT), as there are several potential ways in which Health Service personnel could be trained and/or are already trained to identify potential CPPT violation indicators and other information indicative of such a violation. It would also be possible to utilize Health Service personnel as a reporting resource for Cadets and Seniors alike, as Health Service personnel could potentially act as a "victims advocate" or a "sexual assault prevention representative" for each respective unit to which they are assigned.

4. In conclusion, the Health Service seminar was conducted at the 2015 VAWG Conference with great success, great information exchange, and without incident or injury. Although there is currently no Health Service Specialty Track Study Guide and no stipulations for Professional Development requirements for Health Service personnel above Level I (aside from remaining currently certified in their health profession and assignment as a Health Service Officer), the individuals in attendance to this seminar can and should be encouraged to retain proof of said attendance, should any future Professional Development requirement be established calling for attendance to such an event (as has been regularly practiced in many of the other Professional Development Specialty Tracks). As was stated earlier in this memorandum, this seminar meets the recommendations for the Wing as set forth in CAPR 160-1, Section 1-5. No further.



JAMES T. LEE, Captain, CAP
Assistant Health Service Officer

Attachments:

1. VAWG Conference HSO Meeting sign-in sheet (printed), 02 May 2015
2. VAWG Conference HSO Meeting sign-in sheet (handwritten), 02 May 2015