



**Department of Public Health
Emergency Medical Services Agency**

John Volanti, M.P.H.
Director of Public Health

James Andrews, M.D.
EMS Medical Director

Policy #: 650.00
Effective Date: 07/1996
Revision Date: 06/2008
Review Date: 06/2010

260 E. 15th Street
Merced, CA 95340
(209) 381-1250
(209) 381-1259 Fax
www.co.merced.ca.us/health/ems

This policy supersedes any other existing policy on this subject.

Equal Opportunity Employer

Subject: **EMS QUALITY IMPROVEMENT COMMITTEE**

Authority: California Health and Safety Code, Division 2.5, Sections 1797.202, 1797.204, 1797.220 California Code of Regulations, Division 9, Chapter 12, Sections 100400 – 100405, California Evidence Code, Section 1040, 1157, 1157.5, 1157.7.

Purpose: Emergency Medical Services (EMS) Quality Improvement Committees are professional standards committees that act in an advisory capacity to the EMS Medical Director. The purpose of the Merced County EMS Quality Improvement Committee shall be to provide a confidential forum for the review and evaluation of the provision, necessity and quality of prehospital emergency medical care and training, and to provide organized reporting and recommendations for the improvement of said activities to the EMS Agency Medical Director.

All proceedings, documents and discussions of the Quality Improvement Committee are confidential and protected from discovery under Section 1040 1157, 1157.5, 1157.7 of the Evidence Code of the State of California. It shall not be the purpose or function of this committee to become directly involved in the certificate review process of any specific individual. The authority for certificate review is vested in the Merced County EMS Agency Medical Director in accordance with Section 1798.200, Division 2.5, California Health and Safety Code, and EMS Policy No. 610.00.

Policy:

1. COMMITTEE MEMBERSHIP

Members shall be appointed by the EMS Agency Medical Director, who shall act as the Committee Chairperson. In the absence of the Medical Director, the EMS Agency Staff shall perform the duties of the Chairperson. Membership shall include the following:

- A. EMS Agency Medical Director
- B. EMS Agency Public Health Nurse
- C. Emergency Room Physician (s)
- D. Base Hospital Nurse Liaison
- E. Receiving Hospital Nurse Liaisons
- F. Primary ground ambulance training officer
- G. Primary ground ambulance provider QI Coordinator
- H. Emergency Medical Dispatch QI Coordinator
- I. One primary air ambulance provider representative
- J. Two first response agency representatives

APPROVED:

ON-FILE

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Director of Public Health

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EMS Medical Director

2. ATTENDANCE

- A. Members shall notify the EMS Agency at least five (5) working days in advance if they will be unable to attend any scheduled meetings. He or she is responsible for having a replacement to represent his/her agency. Attendance for each position should remain above 85%.
- B. Resignation from the committee may be submitted, in writing, to the EMS Agency, and is effective upon receipt, unless otherwise specified and approved by the Medical Director.
- C. At the discretion of the EMS Medical Director or Agency staff, other invitees may participate in the medical audit review of specific cases when their expertise is relevant to the cases being reviewed.

3. MEETINGS

The committee shall meet on a monthly basis at a time and place agreed upon by a consensus of the committee membership.

4. COMMITTEE PURPOSE

It shall be the primary purpose of the committee to advance the concept of continuous quality improvement within the Merced County EMS System. To this end the committee shall:

- A. Define the quality standards for prehospital patient care
- B. Develop a systematic process for collection, evaluation and analysis of data
- C. Define quality indicators, performance measures, and audit filters. This should be completed by using the State of California EMS Quality Improvement Guidelines to establish the minimum system indicators.
- D. Define adverse outcomes / deviations from the standards
- E. Develop a process for implementing corrective action and reevaluating the effect of said corrective action
- F. Recommend training activities for system constituents

5. SCOPE OF REVIEW

The committee may review any prehospital patient care or scene management case discovered through the base hospital audit process, EMS agency incident reporting process or specific database extractions as approved by the EMS Agency Medical Director.

6. CASE PRESENTATIONS

Cases shall be selected by the Medical Director or his/her designee for presentation at the committee meetings. At the conclusion of each committee meeting, a consensus of the committee shall be reached regarding the type of cases to be reviewed at the next meeting, and agency staff shall prepare the cases for review.

7. MEETING PROCEEDINGS

Proceedings of all Merced County EMS Quality Improvement Committee meetings shall be administered by the County EMS Agency staff. All printed materials will be distributed to the members and guests at each meeting. Due to the confidentiality of the committee, minutes and documents will be collected by the EMS agency staff at the close of each meeting. No other means of documenting meeting proceedings shall be used other than the aforementioned minutes.

8. CONFIDENTIALITY

All proceedings, documents and discussions of the EMS Quality Improvement Committee are confidential and are protected from discovery under Section 1157, 1557.5, and 1157.7 of the Evidence Code of the State of California. The committee is established by a local government agency as a professional standards review organization which is organized in a manner which makes available professional competence to monitor, evaluate and report on the necessity, quality and level of specialty health services, including, but not necessarily limited to, prehospital care services. The prohibition relating to the discovery of testimony provided to the committee shall be applicable to all proceedings and records of this committee.

All members and guests shall be required to sign a confidentiality statement in which they agree not to discuss or disclose in any way information that would have been obtained solely through membership of the EMS Quality Improvement Committee or attendance at meetings of said committee.