

ALEXANDER COUNTY EMS SYSTEM

ALEXANDER COUNTY EMS QUALITY MANAGEMENT Committee

By-Laws

ARTICLE I- NAME:

This organization shall be known as the ALEXANDER COUNTY EMS Quality Management Committee

ARTICLE II- PURPOSE:

This Committee shall make recommendation they deem appropriate for the purpose of improving both the services and service delivery within all system areas. Evaluate, review and make recommendations as to how EMS is intergraded and operates within the overall healthcare system within the community.

- A. The activities, duties and responsibilities of this committee are set forth legislatively through the North Carolina Administrative Code numbered 10A NCAC 13P.0408 (EMS PEER REVIEW Committee for EMS Systems) under the authority of the North Carolina Medical Care Commission.
- B. EMS Peer Review Committee shall serve as the Oversight and Review Committee for the county's EMS System as well as the county's Emergency Medical Dispatch Program.
- C. The Committee preforms medical review of EMS system data for the purpose of evaluating patient care, evaluating proficiency of staff, call taking and processing, effectiveness of policy, protocols, and procedures as well as medical direction within the county's EMS System.
- D. The Committee utilizes information attained through review of system data including the Paramedic and the Emergency Dispatch Program for evaluation and assessment as to the needs or effectiveness of the educational programs for staff and the system's policy and/or protocol as it relates to patient care.
- E. The Committee is not intended to function in a disciplinary capacity; all matters as they relate to personnel skills, and proficiency, didactic skills, as well as, oral reviews, will be handled through a special committee of the EMS Peer Review Committee.

ARTICLE III- MEMBERSHIP:

Section 1. MEMBERS: The EMS Peer Review Committee shall consist of the following representatives:

- A. Physicians- (2) Members
- B. Nurse Liaisons- (3) Members
 - Emergency Department Director/Assistant Director or EMS Liaison
- C. Alexander EMS Director
- D. EMS Training Coordinator- (1) Member
- E. EMS Provider
 - 1. Alexander County Rescue Appointment
 - 2. NC Baptist Critical Care Transport
 - 3. Med-Center Air
 - 4. Alexander County Emergency Communications Director
- F. First Responder Providers (1) Member
 - 1. Alexander County Fire Association Marshall or Assistant Fire Marshall
- G. Health Department Representative- (1) Member
- H. Emergency Management Coordinator
- I. PORT/CP Coordinator

Section 2. Inactive Member: Members who have 3 consecutive unexcused absences or who fail to attend 50% of regular meetings shall be replaced.

Section 3. TERMS: Memberships shall be appointed and serve four-year terms, requiring reappointment of one-half of the Committee on an annual basis.

Section 4. VACANCIES: Vacancies shall be filled.

Article IV-OFFICERS

Section 1. Chairperson: The chairperson shall be the Alexander County Medical Director as required by rule.

Duties: The Chairperson shall preside at all meetings of the Committee, preserve order during its meeting, appoint all committees, serve as an ex-officio member of all committees, sign all minutes, and such other records or vouchers, and or other documents connected with the work of the Committee, requiring signature.

1. **Section 2. Secretary:** The Secretary shall be Alexander County EMS Admin Alexander County EMS Director

Duties of the Secretary: The Secretary shall have full charge of all books, papers, records and other documents of the Committee; shall keep minutes of all meetings of the Committee; same shall be maintained for a period of 7 years; shall compile statistics and other data as maybe be required for the use of the Committee and shall preform such other duties as maybe directed be the Chairperson.

ARTICLE V- MEETINGS

Section 1. Regular Meetings: The Committee shall meet at least quarterly of regular meetings.

Section 2. Special Meetings: The Chairperson shall call such special meetings as may be deemed necessary to carry out the suites of the Committee. Upon written request of at least 3 members, the Chairperson shall call a meeting within 10 working days.

Section 3. Quorum: A quorum shall consist of fifty-one percent (51%) of the active committee members. A quorum shall be required to transact business.

Section 4. Agenda: Any member may request the Chairperson to place an item on the agenda. If the Chairperson should decline to do so, said member may have such item placed on the Agenda be submitting it in witting to the Chairperson with supporting signatures of at least three (3) members.

Section 5. Rules of Order: The deliberations of all meetings of the Committee and its subcommittees shall be governed by Robert's Rules of Order, Newly Revised Edition.

Section 6. Notice of Meetings: Notice of the time, date, place, and agenda items for consideration of each meeting shall be given in writing to all members at least 2 weeks prior to each meeting by the Secretary. Any matters not appearing on the agenda may be considered upon a favorable vote of the majority of the members present. Notice of Special Meetings and agenda items shall be given to all Committee members in writing or by phone at least (7) seven days in advance of any special meeting. Meetings shall comply with the NC Open Meetings Law.

ARTICLE VI-VOTING

Section 1. Voting Privileges: Each committee member, including the Chairperson, shall be entitled to one vote. No vote shall be taken at a meeting unless quorum is present.

Section 2. Proxy Vote: No member shall be entitled to vote by Proxy.

Section 3. Abstentions: Members may register their abstention on any vote, which shall be recorded in the minutes, and members are encouraged to abstain on matters which would pose for them a conflict of interest.

Section 4. Determination of Actions: All final actions, Committee positions, or policy recommendations shall require the favorable vote of a majority of those committee members present, a quorum being present.

ARTICLE VII- RECORDS, REPORTS and RECOMMENATIONS

Section 1. All records, reports and recommendations generated for or by the Committee shall be subject to the Public Records Laws of N.C. as set forth in N.C.G.S. 132. Persons making request for Committee records shall be granted public access or denied public access in accordance with same.

Section 2. Record Review: The Committee shall review quarterly records to include:

- A. EMS response data for response times, call type, zones, ALS and Specialty Care statistics
- B. Quality Management data for personnel skill proficiency, intubations, IV starts, patient out-come, as well a protocol proficiency.
- C. Emergency Medical Dispatch 10% of all calls for protocol proficiency by staff.

Section 3. Issuance of Reports or Recommendations: No reports or recommendations shall be released in the name of the Committee unless it has been duly adopted by a favorable vote of a majority of the members of the Committee.

Section 4. Recommendations: The Committee may address matters of recommendations to be endorsed by the Committee in regular scheduled meetings, both recommendations for improvement of the local EMS system and/or recommendations on administration oversight and Legislative matters shall be forwarded to the County Manager and the Board of Commissioners for review.

Article IX- Amendments

These by-laws may be amended or replaced upon affirmative votes of the majority of members of the Committee at any regular meeting of the Committee provided that the proposed changes have been circulated to all members 2 weeks prior to any action.

ARTICLE X- RADIFICATION PROVISION

These by-laws are duly adopted by the majority of members of the EMS Peer Review

Committee this the _____ day of _____, 20_____.

The signatures of those subscribing to these by-laws are set-forth below:

Chairperson EMS Peer Review Committee

EMS System Administrator