

SIERRA-SACRAMENTO VALLEY
EMERGENCY MEDICAL SERVICES AGENCY

REGIONAL STEMI CONTINUOUS QUALITY IMPROVEMENT COMMITTEE
BYLAWS

1. NAME

This Committee shall be referred to as the REGIONAL STEMI CONTINUOUS QUALITY IMPROVEMENT COMMITTEE, hereinafter referred to as the “COMMITTEE”.

2. IMPLEMENTATION AUTHORITY

- A. The COMMITTEE is established by the Medical Director of the Sierra-Sacramento Valley Emergency Services Agency (AGENCY) as an advisory committee to the AGENCY. The AGENCY is a Multi-County Joint Powers Agency responsible to receive hospital and service provider input and direction specific to STEMI patient emergency medical care in the JPA region.
- B. The COMMITTEE is created pursuant to the requirements of *California Health and Safety Code Section 1157.7* and *California Code of Regulations, Title 22, Division 9, Prehospital Emergency Medical Services, Chapter 12, EMS System Quality Improvement*.

3. DEFINITIONS

“Emergency Medical Services System Quality Improvement Program” (or EMS QI Program) refers to methods of evaluation that are composed of structure, process and outcome evaluations which focus on improvement efforts to identify root causes of problems, intervene to reduce or eliminate those causes, and take steps to correct the process and recognize excellence in performance and delivery of patient care.

4. STATEMENT OF PURPOSE

- A. To promote region-wide standardization of STEMI patient continuous quality improvement.
- B. To monitor, evaluate and report on quality of training, care and transportation, including compliance with laws, regulations, policies and procedures and recommend revisions and/or corrective action as necessary.
- C. To make recommendations specific to EMS provider, hospital and AGENCY data collection and dissemination.

5. DUTIES

- A. Participate with AGENCY in monitoring, collecting data on, and evaluating STEMI patient identification, treatment and transport from the EMS providers and hospitals within the AGENCY's jurisdiction.
- B. Re-evaluate, expand upon, and revise as needed, locally developed indicators used by the COMMITTEE for STEMI patient quality improvement.
- C. AGENCY will provide a follow-up status report to the COMMITTEE on all cases presented until the case CQI loop is closed.
- D. All patient care records and other confidential materials will be returned to the AGENCY at the end of the meeting.

6. MEMBERSHIP

VOTING MEMBERSHIP will include the following representatives from the AGENCY's region:

- A. One Cardiac Catheterization Laboratory Physician Medical Director from each AGENCY designated STEMI Receiving Center.
- B. One emergency department physician or RN representative from each AGENCY designated STEMI Receiving Center.
- C. One quality improvement representative (Paramedic or RN) from each AGENCY contracted ALS 9-1-1 ground transport service provider within the catchment area of an AGENCY designated STEMI Receiving Center.
- D. One quality improvement representative (Paramedic or RN) from each AGENCY approved ALS public EMS provider within the catchment area of an AGENCY designated STEMI Receiving Center.

Each Member shall have an alternate available to assume the member's responsibility in their absence. Cardiac Catheterization Laboratory alternates may be another physician, a Registered Nurse (RN), or a Registered Cardiovascular Invasive Specialist (RCIS).

NON-VOTING MEMBERSHIP will include representatives of the AGENCY. In addition, any representative from the categories listed above may attend meetings if confidentiality requirements are met.

7. OFFICERS

The COMMITTEE shall elect a Chair and Vice-Chair.

8. TERMS

- A. Officers shall be elected by the COMMITTEE for yearly terms commencing July 1 through June 30th.

- B. If the Chair's office is vacated prior to the term's end, the Vice-Chair will assume the duties for the remainder of the term and a new Vice-Chair will be elected.
- C. If the Vice-Chair's office is vacated prior to term's end, a replacement will be elected.
- D. Members shall serve at the will of the COMMITTEE, or until removed, resigned or replaced.
- E. Members who are unable to attend a regularly scheduled meeting should notify the AGENCY of their absence prior to the meeting and should send an alternate in their place.

9. MEETINGS, VOTING, QUORUM

- A. Meetings shall be held no less than two (2) times in a calendar year. Meeting dates and times to be set or modified as agreed to by COMMITTEE.
- B. Special meetings may be called by the AGENCY Medical Director or the Chair as appropriate or upon written request of a majority of COMMITTEE members.
- C. A quorum to conduct business shall consist of three eligible voting members.
- D. The Chair will preside over meetings and participate with the AGENCY in the preparation of the agenda.
- E. Meetings will be conducted in a fair and professional manner.
- F. The COMMITTEE shall operate under commonly accepted parliamentary procedures and Robert's Rules of Order shall govern the conduct of meetings when applicable.
- G. Votes shall be recorded as:
 - In Favor
 - Opposed
 - Abstain
- H. The AGENCY will be responsible for preparing the Agenda and taking and maintaining minutes.

10. AMENDMENT OF BYLAWS

Any rule or procedure of the COMMITTEE may be enacted, amended, repealed or suspended by a majority vote of the total voting membership.

11. CONFLICT OF INTEREST

Members and officers shall disclose any direct personal or pecuniary (monetary) interest in any subject or conversation before the COMMITTEE and will abstain from voting on any motion relative to that subject.

12. CONFIDENTIALITY

To the extent Evidence Code Section 1157.7 is applicable, closed meetings will occur when business addressed by 1157.7 is being transacted. The COMMITTEE'S 1157.7 business, records and minutes shall be considered confidential and all members are prohibited from any unauthorized disclosures.

Members and attendees will sign a statement of confidentiality as a condition of participation.

13. EFFECTIVE DATE

These Bylaws shall be effective upon approval by the COMMITTEE.

Approved SIGNATURE ON FILE _____ Date: 8/13/2010 _____