

**SIERRA-SACRAMENTO VALLEY**  
**EMERGENCY MEDICAL SERVICES AGENCY**

**REGIONAL TRAUMA QUALITY IMPROVEMENT COMMITTEE**  
**BYLAWS**

**I. NAME**

This committee shall be referred to as the Regional Trauma Quality Improvement Committee, hereinafter referred to as the “Committee”.

**II. IMPLEMENTATION AUTHORITY**

- A. The Committee is established by the Sierra-Sacramento Valley Emergency Services Agency (“AGENCY”). The AGENCY is a Multi-County Joint Powers Agency (“JPA”) responsible for oversight of the EMS / Trauma Systems in a ten-county region.
- B. The RTQI Committee is created pursuant to the requirements of California Code of Regulations, Title 22, Division 9, Chapter 7 - Trauma Care Systems and California Health and Safety Code, Chapter 6, Article 2.5, Regional Trauma Systems

**III. DEFINITIONS**

“Regional Trauma Quality Improvement” refers to methods of evaluation that are composed of structure, process and outcome evaluations. These methods of evaluation focus on improvement efforts to identify root causes of problems, intervene to reduce or eliminate those causes and take steps to correct the process. Excellence in performance and delivery of care is also recognized.

**IV. STATEMENT OF PURPOSE**

- A. This confidential Regional Trauma Quality Improvement Committee is established by the S-SV EMS Agency as the primary avenue for trauma system quality improvement review.
- B. Promote region-wide standardization of trauma care quality improvement.
- C. Monitor, evaluate and report on quality of trauma care in relation to prehospital / hospital training and care, including compliance with laws, regulations, policies and procedures as well as recommended revisions and/or corrective action as necessary.
- D. Establish indicators and modify them as necessary.

- E. Review potential problem trauma cases and system issues identified via the trauma system registry.
- F. Monitor the process and outcome of trauma patient care in the S-SV EMS region.
- G. Make recommendations for educational activities and/or policy revisions based upon quality review activities to the appropriate S-SV EMS Agency committee.

## **V. DUTIES**

- A. Participate with AGENCY in monitoring, collecting data and evaluating state required and optional Trauma System indicators within the AGENCY'S jurisdiction.
- B. Collaborate with AGENCY in collecting data, monitoring and evaluating locally identified indicators.
- C. Re-evaluate, expand upon and revise (annually, or as needed) locally developed indicators used by the COMMITTEE for Trauma quality improvement.
- D. The scope of review conducted by the Committee includes trauma patient care in the S-SV EMS Region and transfer of patients to other hospitals or designated trauma centers.
  - 1. Trauma patient care from time of injury (prehospital) through rehabilitation.
- E. All patient records and other confidential materials will be returned to the AGENCY at the end of the meeting.

## **VI. MEMBERSHIP**

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

- A. One Medical Director (or designee) from each designated trauma center within the S-SV EMS Region.
- B. One trauma physician from the Level I trauma center at UCDCM.
- C. One trauma program nurse manager / coordinator from each designated trauma center within the S-SV EMS Region.
- D. One trauma program nurse manager / coordinator from the Level I trauma center at UCDCM.

In consultation and in consensus, each member shall have an alternate available to assume the member's responsibilities in their absence.

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.

## **VII. OFFICERS**

The COMMITTEE shall elect a Chair and a Vice-Chair.

## **VIII. TERMS**

- A. Officers shall be elected by the COMMITTEE for yearly terms commencing July 1 through June 30.
- B. If the Chair's position is vacated prior to the term's end, the Vice-Chair will assume the Chair's duties for the remainder of the term and a new Vice-Chair will be elected.
- C. If the Vice-Chair's position is vacated prior to the 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 attempt to send an alternate in their place.
  1. Members who are absent for more than two regularly scheduled meetings within a calendar year may be removed and replaced with another representative from the same category of representation.

## **IX. MEETINGS, VOTING, QUORUM**

- A. Meetings shall be held on a quarterly basis, no less than three (3) 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 or the Chairperson, as appropriate, or upon written request of a majority of the COMMITTEE members.
- C. A quorum to conduct business shall consist of a minimum of five (5) eligible voting members.

- D. The Chair will preside over meetings and participate in the preparation of the agenda.
- E. Meetings will be held 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. The AGENCY will be responsible for preparing the agenda, taking and maintaining the minutes.

**X. 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.

**XI. 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.

**XII. 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.

**XIII. EFFECTIVE DATE**

These Bylaws shall be effective upon approval by the COMMITTEE.

Approved: SIGNATURE ON FILE Date: 1/13/2012