

	COUNTY OF SACRAMENTO OFFICE OF EMERGENCY MEDICAL SERVICES	Document #	7601.02
	<u>PROGRAM DOCUMENT:</u> Quality Improvement Program- Technical Advisory Group (TAG)	Initial Date:	01/21/15
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EMS Medical Director

EMS Administrator

Intent:

- A. To advise the Sacramento County Emergency Medical Service Agency (SCEMSA) Medical Director and SCEMSA Quality Improvement Committee (QIC) on system wide Quality Improvement related issues.
- B. To advise the SCEMSA Medical Director and SCEMSA QIC on system wide Performance Improvement Action Plans (PIP), and QI driven continuing education and training.

Authority:

- A. California Health and Safety Code, 2.5, Emergency Medical Services.
- B. California Code of Regulations, Title 22, Division 9, Prehospital Emergency Medical Services.

Membership:

SCEMSA's multidisciplinary QIP TAG, consist of the following representatives:

- A. The SCEMSA Medical Director;
- B. The SCEMSA Emergency Medical Services (EMS) Administrator;
- C. The SCEMSA QIP Coordinator;
- D. Two (2) representative from fire departments providing Advanced Life Support (ALS) services in Sacramento County, consisting of one (1) field EMT/Paramedic and one (1) QI Coordinator, who shall be selected by the Sacramento County Fire Chiefs Association;
- E. Two (2) representatives from approved private ALS ambulance services in Sacramento County, consisting of one (1) field Emergency Medical Technician (EMT)/Paramedic and one (1) QI Coordinator, to be selected by the private-providers;
- F. One (1) representative from SCEMSA approved air ambulance companies, selected by the air ambulances providers;
- G. Two (2) representatives from SCEMSA trauma/base hospitals to be selected by involved hospitals;

- H. One (1) representative selected by, and from Sacramento Regional Fire/EMS Communications Center (SRFECC), and one (1) from a private dispatch center selected by the private provider dispatch centers;
- I. One (1) representative from a SCEMSA approved Paramedic Training Program, to be selected by the Paramedic Training Program Directors;
- J. One (1) representative from a SCEMSA approved EMT Training Program, to be selected by the EMT Training Program Directors.
- K. All representatives will serve a term of ~~one (1)~~ **three (3)** years. If a representative does not serve the entire term, the group originally selecting the representative will choose a replacement. All representatives will go through the selection process yearly and if re-nominated, can serve no more than ~~three (3)~~ **six (6)** consecutive years.
- L. Each entity or group is allowed to create an alternate list that shall be updated and forwarded to the QIP Committee ~~annually~~ **every three (3) years**.

Policy:

- A. The SCEMSA Medical Director shall serve as the chairperson.
- B. The EMS QIP TAG will meet four (4) times a year, **or at the discretion of the chairperson**, to coincide with quarterly data reporting of indicators, and meetings will be scheduled for the afternoon following an Medical Oversight Committee/Operational Oversight Committee (MOC/OOC) scheduled meeting. EMS receiving-hospitals are strongly encouraged to participate in QIP Committees and in data collection.
- C. When specific input is required to complete QI activities, QI issues may be referred for review and feedback to SCEMSA system components which may include but are not limited to: ALS/BLS provider agencies, receiving hospitals, SRFECC, MOC/OOC, Trauma Review Committee (TRC), EMT/Paramedic training programs, or QIP designated ad-hoc sub-committees.
- D. Minutes will be kept by SCEMSA staff and available for review four (4) weeks prior to the next meeting on SCEMSA website.
- E. The responsibilities of the QIP TAG members include:
 1. Attendance at TAG meetings. If a representative is unable to attend a meeting, he or she is responsible to ~~have a replacement~~ **alert the alternate to attend**. ~~to represent his/her agency;~~
 2. Prepare and follow-up as appropriate for TAG meetings;
 3. Disseminate ~~the information discussed at TAG meetings~~ **the TAG meeting minutes** to the represented group;
 4. Maintain responsibility for monitoring, collecting data on, reporting on, and evaluating state and locally required and optional EMS System indicators from the EMS providers and hospitals within the jurisdiction of the SCEMSA;
 5. Identify and develop SCEMSA specific indicators for system evaluation;
 6. Re-evaluate, expand upon, and improve local and state required EMS system indicators annually or as indicated;
 7. Prepare plans for improving the SCEMSA QIP program;

8. Establish a mechanism to incorporate input from EMS provider advisory groups for the development of performance improvement plan templates;
 9. Facilitate the development of performance improvement action plans for system wide EMS issues;
 10. Seek and maintain relationships with all EMS participants.
- F. During meetings, the TAG will:
1. Review technical aspects of data collection and management presented by the Data group;
 2. Review data from indicators when reported quarterly, annually, and for any specific QIP projects;
 3. Review, modify, delete, or add Emergency Medical Services Authority (EMSA) core and SCEMSA specific indicators as needed;
 4. Develop and review QIP reports to be shared with EMSA, and throughout the SCEMSA system;
 5. Develop performance improvement action plans for system wide QI issues when appropriate;
 6. Address any additional topics to fulfill responsibilities of the committee.

Confidentiality:

All proceedings, **Discussion of individual cases**, documents and discussions of the TAG, are confidential and are covered under Sections 1040 and 1157.7 of the Evidence Code of the State of California. The prohibition relating to discovery of testimony provided to the TAG will be applicable to all proceedings and records of the committee, which is established by a local government agency to monitor, evaluate, and report on the necessity, quality, and the level of specialty health services, including prehospital medical and trauma care. Issues requiring system input may be sent in total to the SCEMSA for input. Guests may be invited to discuss specific cases and issues in order to assist the committee in making final case or issue determinations. Guests may only be present for the portions of the meetings they have been requested to review and comment about. All members will sign a confidentiality agreement not to divulge or discuss information that would have been obtained solely through the TAG Committee membership. The Chairperson is responsible for explaining, and obtaining, a signed confidentiality agreement from invited guest(s) prior to their participation in the meeting.