



WCEMSTCC
Continuous Quality Improvement Committee

December 22, 2016

The regular meeting of the CQI Committee was called to order at 16:34 on 22Dec2016 in PHSJMC Conf 5/6 by Captain Scott Farlow.

Present: Marv Wayne, John Granger, Jerry DeBruin, Dan Ohms, Ben Boyko, Jennifer Keim, Sheila Hanlon, Erica Work, Josh Morell, Scott Farlow, Janice Lapsansky

Excused: Chief Gary Baar (Lynden), Dawn Cannizzaro (Dist 17)

Agencies not represented: NWFRS, Dist 1, Dist 5, Dist 18, BP, Lynden, Dist 16, Dist 17, Dist 8, Dist 19

A. Approval of Agenda

The agenda with additions was discussed and unanimously approved by the members present

B. Approval of Minutes

Tabled until the next meeting.

C. Announcements

- BFD/Medic One will be administering glucose paste instead of energy bars to patients with low blood sugar who are able to self-administer.
- Equipment shed (ER) has arrived; needs wood floor and internal organizers painted for durability. Equipment expected to be cleaned prior to placing in the shed.
- PulsePoint is working. Delay in notification for MVAs until apparatus have cleared is being addressed.

D. Review of Previous Action Items

Action Item(s)	Who	When
1. ResQ CPR training – GoLive date Jan 1, 2017 <ul style="list-style-type: none"> • Agencies present report that training is completed • Training materials available via a link to a DropBox from the Council webpage • New ResQCPR protocol approved by MPD Marv Wayne, MD • Agencies needing pumps should contact Chief Gary Baar • The Council office should have 3 manikins for loan • Ben Boyko will contact Intalco to gauge interest in participating 	everyone	Jan 1
2. Election of Committee Co-Chair	Tabled until next mtg	23Mar2017

E. Discussion Items

- Expectations of BLS to place 12-lead ECG discussed. This is a permissive standard for EMTs (similar to assisting with CPAP). However, EMTs who do not feel proficient or for whom the situation is uncomfortable should not be coerced by PMs or other EMTs into assisting.
- Suggestions for changes to online reporting forms discussed, including CPR and Anaphylaxis.
- Delays and associated frustrations reported when dealing with the Transfer Center at HBV, e.g. for brain clot retrieval. Appropriate person for f/u is Terry Carter, Stroke QA Committee at PHSJMC.

F. New Action Items

Action Item(s)	Who	When
1. Each CQI rep is asked to discuss with their agency members about serving as an officer on the CQI committee (position descriptions attached)	All	Now (vote in Mar mtg)
2. Complete ResQCPR training. Distribute and review updated CPR protocol. Stock vehicles with ResQCPR supplies.	All	By Jan 1
3. Online report forms for CPR and Anaphylaxis separated, with updated questions to collect data on ResQCPR	Janice	By Jan 1

G. Agenda Items for Next Meeting

- Review nominations and elect Co-Chair of CQI Committee
- Review data collected from revised online reporting forms and discuss appropriate revisions.

Adjournment:

Meeting was adjourned at 18:05 by Co-Chair, Scott Farlow. The next general meeting will be at 16:30 on 23 March 2017, location TBD.

Minutes submitted by: Janice Lapsansky, QA Coordinator

Appendix: (from approved 2015 CQI Plan, online at www.whatcomcountyems.com)

Officers of the CQI Committee

Committee officers are elected by committee members and shall consist of two co-chairpersons, one of which is the MPD, an EMS Quality Coordinator, and a Secretary. The Co-Chairs serve as the liaisons between EMS agencies and the rest of the medical community, as well as between the CQI Committee and the WCEMSTCC. The MPD will translate CQI Committee findings into protocol as appropriate. The election of officers shall take place at the last meeting of the calendar year and officers shall assume duties at the first meeting of the next year. Officers shall serve for a period of two years, for up to three terms. The election of officers is staggered so as to maintain a measure of continuity when leadership transitions occur.

Elected Officers:

Co-Chair: develop and distribute each meeting agenda, facilitate full participation at meetings to ensure that all relevant matters are discussed and that effective decisions are made and carried out; represent the Committee on initiatives, projects, and/or at meetings with various stakeholders; delegate tasks among volunteers and follow-up to effective completion; ensure confidentiality of protected health information utilized during meetings; coordinates the creation of new data collection tools or revisions to existing ones (e.g. electronic survey tools), facilitates goal-setting at first meeting of the year, coordinates a review of the system-wide CQI Plan as circumstances require.

EMS Quality Coordinator: provide educational materials to stakeholders regarding CQI activities; serve as the primary point of contact for questions and resources regarding QA programs within agencies, as well as system-wide CQI initiatives; collect data and/or prepare various reports on EMS activities throughout the system; be prepared to present current research on best practices related to system-wide objectives; may serve as chairperson of meetings when both Co-chairs are unable to attend; delegate and/or monitor and respond to information submitted via electronic survey tools (e.g. EMS disposition requests, EMS/ED Event forms, etc.)

Secretary: print and circulate Meeting Attendance Record, maintain record of attendance at quarterly and special meetings, serve as point of contact for any issues of membership/attendance, record meeting minutes and provide written draft for committee approval, supply approved meeting minutes for publication on WCEMSTCC website; collect confidentiality agreements from each member for secure storage.