

**Florida Department of Health,
Division of Emergency Medical Operations
Bureau of Emergency Medical Services
Emergency Medical Review Committee (EMRC)**

BY - LAWS

Statement of Purpose

The Florida Bureau of EMS Emergency Medical Review Committee (EMRC) will provide a mechanism for statewide EMS data analysis and review for the purpose of statewide and national quality improvement initiatives. Information provided by EMS agencies throughout Florida will be collected within the Emergency Medical Services Tracking and Reporting System (EMSTARS) database. That information will be queried as directed by the EMRC. After query, the information will be statistically analyzed and provided in presentation form to the EMRC. The EMRC will identify benchmarks, best practices, trend identification and research opportunities for the Florida EMS Community. Appropriate information will be provided to the Quality Assurance program identified by individual EMS provider agencies for review and comment. In addition, the EMRC will provide support to the Florida EMS Advisory Committee or other strategic planning oversight teams to develop and identify goals that will be incorporated into a comprehensive statewide plan. The goals of the committee are to assure a positive impact on the care of victims with injury or illness, and to encourage the usage of modern quality management practices in EMS. The organization will accomplish these goals through peer networking, education, leadership, and consensus building. Our philosophy is to provide guidance and promote feedback in a manner that is conducive to learning and system improvement.

Mission Statement

Our mission is to create an environment in which all of Florida's EMS community will provide the highest level of quality emergency medical care for the visitors and residents of Florida. This will be accomplished by continuous quality evaluation of emergency medical treatments, documentation and focused educational feedback.

Vision Statement

To develop a measurable Quality Management System that will set the standard for all EMS Providers.

Final Version

ARTICLE I

SECTION 1

Establishment of the Florida Bureau of EMS Emergency Medical Review Committee (EMRC)

The committee hereby established in this document will be titled “Florida Bureau of EMS Emergency Medical Review Committee (EMRC)”.

SECTION 2 EMRC MEMBERSHIP

A. Membership

The EMRC will be made up of the following members.

(Chair) State EMS Medical Director (Ex-Officio)

Bureau of EMS Staff Representative (Ex-Officio)

An EMT, Paramedic, RN, DO, or MD that is currently employed as a Quality Improvement Officer at a licensed EMS provider and is an active member of the Florida Association of EMS Quality Managers

A clinically active EMT, Paramedic, RN, DO, or MD who is currently employed by a fire based, licensed Florida ALS EMS Provider

A clinically active EMT, Paramedic, RN, DO, or MD who is currently employed by non-fire based, licensed Florida ALS EMS Provider

A clinically active Paramedic, RN, DO, or MD who is currently employed by an air ambulance, licensed Florida ALS EMS provider

A clinically active Paramedic, RN, DO, or MD who is currently employed by a pediatric or neonatal licensed Florida EMS provider

An at-large member

Final Version

- B. All Members of the EMRC will be voting members.
- C. The EMRC will meet at least quarterly. The meeting times and locations will be at the discretion of the Committee Chair.
- D. Meetings of the EMRC are exempt from the Public Records laws and Sunshine Laws as provided in Chapter 401.425, Florida Statutes.
- E. Each member will be appointed and removed by the State Surgeon General Absent removal or resignation; each non ex-officio member of the EMRC will serve a term of no more than 4 years.
- F. The Bureau of EMS Staff Representative is an ex-officio member of the committee and should be present during EMRC meetings.
- G. The State EMS Medical Director is an ex-officio member of the committee and should be present during EMRC meetings.
- H. Each person asked to present, participate, or observe EMRC proceedings will be required to enter into a confidentiality agreement with the department.

ARTICLE II

SECTION 1 Chairperson

- A. The Chairperson of the EMRC will be the State EMS Medical Director. The Chairperson holds voting power and shall:
 - 1) Open the session at the time at which the committee is to meet, by taking the chair and calling the members to order; to announce the business before the committee in the order in which it is to be acted upon;
 - 2) Be the executive officer, have general and active management of the business of the committee, and implement all orders and resolution of the EMRC.
 - 3) Presides at all meetings of the EMRC;
 - 4) Recognize members entitled to the floor;
 - 5) State and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote;
 - 6) Set an example of courtesy.
 - 7) Works closely with the Bureau of EMS and other staff as agreed to by the EMS Bureau Chief.

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SECTION 2 Vice Chairperson

- A. The voting committee members will elect the Vice Chairperson of the EMRC for a two-year term. The Vice Chairperson holds voting power and shall:
- 1) Open the session at the time at which the committee is to meet in the absence of the Chairperson, by taking the chair and calling the members to order; to announce the business before the committee in the order in which it is to be acted upon;
 - 2) Be the executive officer, have general and active management of the business of the committee, and implement all orders and resolution of the EMRC in the absence of the Chairperson;
 - 3) Presides over meetings of the EMRC in the absence of the Chairperson;
 - 4) Recognize members entitled to the floor in the absence of the Chairperson;
 - 5) States and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote in the absence of the Chairperson.
 - 6) Set an example of courtesy.
 - 7) Works closely with the Bureau of EMS and other staff as agreed to by the EMS Bureau Chief.

SECTION 3 Bureau of EMS Staff Representative

- A. The Bureau of EMS Staff Representative is an ex-officio member of the committee and holds voting power. This individual is a permanent staff position and is responsible for the design of the program, coordination and monitoring of all activities, scheduling of meetings, developing of meeting agenda, and final compilation of statistical analysis of monitoring data. The Bureau of EMS Staff Representative will be responsible for presenting the semi annual and annual reports. This position is the only position that may be utilized as a conduit of masked and unmasked data between the DOH and the EMRC. Additionally, the Bureau of EMS Staff Representative will:
- 1) Overseeing all operations of Quality Management (QM) to ensure total confidentiality and the adherence to Quality Management Standards.
 - 2) Identify and track trends, benchmarking, best practices, comparative analysis and performance improvement initiatives.

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- 3) Facilitate focused studies, research projects, and other specific data queries that focus on interventions and remedies chosen by the EMRC.
- 4) Send out proper notices of all called meetings, and of other meetings when necessary, and to conduct the correspondence of the committee, except as otherwise provided.
- 5) Ensure minutes are distributed to members one week after each meeting.
- 6) Represent the State of Florida and the EMRC at national meetings and strategic planning sessions held externally.
- 7) Ensure that a DOH staff member is assigned to record minutes of committee meetings.
- 8) Exclusive Communication conduit between the DOH, NEMSIS, the EMRC and EMS Provider agencies.

B. DOH Staff

The DOH Staff will function as the recording officer of the EMRC and will:

- 1) Maintain records of the committee and ensure effective management of the organization's records;
- 2) Manage minutes of committee meetings.

SECTION 4 Committee Members

- 1) The committee members holds voting power and shall:
- 2) Regularly attend committee meetings and important related meetings.
- 3) Make serious commitment to participate actively in committee work.
- 4) Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- 5) Stay informed about committee matters; prepare themselves well for meetings, and reviews and comments on minutes and reports.
- 6) Get to know other committee members and build a collegial working relationship that contributes to consensus.
- 7) Be an active participant in the committee's evaluation and planning efforts.
- 8) Commit to staying informed on national quality programs and initiatives; will strive to constantly learn more about quality management techniques, strategies and research opportunities that will improve patient care in the state of Florida.

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- 9) If requested, represent the State of Florida and the EMRC at local, state and national quality meetings and presentations.
- 10) Committee members shall serve terms of no more than four years.
- 11) Absence by a committee member from fifty percent or more of regularly scheduled committee meetings, including conference calls in a twelve-month period may be reviewed by the committee for a potential vote to recommend removal from the committee.
- 12) Members shall remove themselves from the EMRC when they can no longer commit to actively supporting its mission or due to nonattendance of the meetings. The notification should be done at a minimum of thirty days unless an emergency situation preempts such action. The Bureau Chief should be in notified in writing.
- 13) Vacancies shall be filled by appointment by the State Surgeon General.

ARTICLE III

SECTION 1 Voting Privileges

- A. Each committee member shall be entitled to one vote.
- B. No member shall be entitled to vote by Proxy or to abstain from a vote, unless a majority of the committee members present votes to allow such abstention for that specific vote.
- C. The State EMS Medical Director and Bureau of EMS Staff Representative are ex-officio members of the committee and shall have voting rights.
- D. All final actions, Committee positions, or policy recommendations shall require the favorable vote of a majority of those committee members present which represents a quorum at a duly called meeting, except as provided elsewhere in the bylaws.

SECTION 2 Quorum

- A. A majority of all voting members of the EMRC (51% or more) shall constitute a quorum at any meeting of the committee. The committee may take no action unless at least a majority of those voting committee members (51%) are present at the meeting at which a quorum is present and shall affirmatively vote to take action.

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SECTION 3 Meeting Requirements

- A. The EMRC will convene a minimum four (4) times per year.
- B. All committee sessions dealing with confidential data regarding patient/agency information, personnel performance, and final QM activity summary reports, will be conducted under strict executive session. Any member of the EMRC who breaks their responsibility of strict confidentiality may be reviewed by the committee for a potential vote to recommend removal from the committee by the process set forth in Article III, Section 6 Paragraphs A-B.
- C. Special Meetings: The Chairperson shall call such special meetings as may deem necessary to carry out the duties of the Committee. In addition the Chairperson shall call a meeting within 30 working days, upon written request of at least fifty-one percent (51%) of the committee members.
- D. Agenda: Any member may request the Chairperson to place an item on the agenda. If the Chairperson should decline to do so, said member might have such item placed on the agenda by submitting it in writing to the Chairperson with supporting signature of at least five (5) members.
- E. Notice of Meetings: Notice of the time, date, place, and agenda items for consideration of each meeting shall be given to all members at least two (2) weeks prior to each meeting by the Bureau of EMS Staff Representative. 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 at least seven (7) days in advance of any special meeting.
- F. All EMRC meetings will be conducted within the guidelines of “Robert’s Rules of Order”.

SECTION 4 Data Collection

- A. The EMRC will develop and recommend strategies to the Data Committee for data collection for purposes of statistical analysis, outcome measures, research and feedback loops as defined by the EMRC.

SECTION 5 Accountability

- A. The Bureau of EMS Staff Representative will present reports of all monitoring activity to the EMRC. All query requests will be forwarded to the Bureau of EMS Staff Representative through a process approved by the EMRC and the Bureau of EMS. The

Final Version

Chairperson or the Bureau of EMS Staff Representative will present any query requests that are referred to the EMRC for further review and approval.

SECTION 6 Recommendation for Removal from the Committee

- A. A member may be recommended for removal by a motion from any member if a member demonstrates unprofessional behavior or in any way breaches confidentiality of specific information or data reviewed during a committee meeting. Recommendation for removal of a Committee member shall be by recommendation to the State Surgeon General through a vote of not less than two-thirds of the voting members by secret ballot. Any member to be removed shall be given a two week written notice of any meeting in which the removal is to be voted upon and shall be entitled to appear before and be heard by the committee members.
- B. In the event a committee member is under investigation the EMS Bureau Chief and the State EMS Medical Director may order an immediate temporary suspension from the committee pending outcome of the investigation.

SECTION 7 Amendments

- A. The bylaws may be amended by a two-thirds majority vote of the members of the EMRC at any regular or special meeting. A bylaws change will require that proposed changes be advertised via FLEMSCOMM for public comment thirty days before review by the EMRC. Upon closure of the thirty-day public comment period, EMRC members will schedule a meeting for the review of public comments submitted during the comment period. Upon completion of public comment review, the committee shall have the authority to amend the bylaws no less than thirty days following the review.

SECTION 8 Data Use

- A. Data Acquisition

The EMRC will provide a mechanism for statewide and national EMS data analysis for the purpose of statewide quality improvement. Information provided by Florida EMS agencies through the Emergency Medical Services Tracking and Reporting System (EMSTARS) and other data sources will be collected. The information will be queried including development of the report process as directed by the EMRC. After query, the information will be analyzed and presented to the EMRC. The EMRC will identify benchmarks, best practices, trends, performance improvement and research for the Florida EMS Community. Non-agency specific information will be disseminated through FLEMSCOM and other public avenues. Agency Specific Information will be provided for review and comment to the agency EMRC program manager as identified by the EMS agency. Recommendations for continuing

Final Version

education or best practices may be suggested to EMS agencies and/or the EMSTARS Data Committee when applicable.

In addition, the EMRC will provide support to the Florida EMS Advisory Committee or other strategic planning oversight teams to develop and identify quality improvement opportunities that may be incorporated into a comprehensive statewide plan.

B. Reporting

The EMRC shall assist the Bureau of EMS in mapping all report queries making sure data elements and data subset elements are appropriate for the report and/or research being examined.

The EMRC shall use current scientific literature, research, individual EMRC member expertise and other sources to assist in the design and mapping of report queries. This process may be done in consultation with the EMS Advisory Council Data Committee.

Any national comparative data provided to the Bureau of EMS/EMRC shall be examined for correct data mapping to confirm appropriate analysis. Any discrepancies in the data mapping or data quality shall be shared between parties before a true comparison can be considered

The Bureau's EMS data unit will produce one or more levels and types of reports, after receiving direction from the EMRC. Please note, the EMRC will not be able to identify any individual provider agency being reviewed; only the Bureau's EMS data unit will have that specific information. See alphanumeric coding in the implementation section below:

Level 1 (Proprietary, Online and Ad Hoc Reports)– will be a report exempt from discovery under Chapter 401.425, FS that will be delivered solely to the party for which it was created and the EMRC (in masked format). These reports may identify a particular agency's strengths, capabilities, and areas for improvement. Level 1 reports are considered communication between EMS emergency medical review committees and therefore are exempt from public record.

Definition of Online Report: Reports available on the EMSTARS website; are able to be queried by an authorized key user.

Definition of Proprietary Report: any report requested by an agency that is exclusive to that agency's own data. (may be benchmarked against statewide data).

Definition of Ad Hoc Report: any report request other than a Proprietary Report or an Online Report.

Level 2 – (Statewide Status Report) will be a publicly available document that may be published. The Level 2 reports will provide aggregated, statewide benchmarks. These reports will identify the capabilities of EMS as a State system and will not identify any specific agency. There may be cases in which a particular agency/agencies performance is

Final Version

exceptional. With the written approval of the agency/agencies, these achievements may be made public.

C. Identity Masking

Agency identity will be masked by random alphanumeric code, assigned by the Bureau of EMS Data Unit. This will allow for agency comparison without EMRC members being able to recognize the agencies being compared. The random assignment of codes will occur prior to each EMRC meeting with exclusive code for each meeting.

D. Data Management

Data requests must be in written form and require review by the EMRC. The requests shall be reviewed by the EMRC for intent and relevance of the data request to ensure that the requests will provide data for trending needs, areas of improvements, and/or best practices. The detailed policy for data request will be referenced in the most current EMRC report request process maps.

1. Proprietary Reports

Requests for proprietary reports are queries that can be provided by the Bureau of EMS after review by the EMRC. Proprietary reports will be communicated from the State EMRC to the Agency EMRC.

2. Ad hoc Reports

Ad hoc reviews will be an agenda item at each EMRC meeting. Ad hoc reports will follow an approved method established and continuously improved by the EMRC and the Bureau of EMS.

3. On-line Reports

On-line reports will be reviewed by the EMRC prior to being posted.