



EMSAAC

EMERGENCY MEDICAL SERVICES ADMINISTRATORS'
ASSOCIATION OF CALIFORNIA

CALIFORNIA LEMSA QI COORDINATORS

Alameda
Central California
Coastal Valleys
Contra Costa
El Dorado
Imperial
Inland
Kern
Los Angeles
Marin
Merced
Monterey
Mountain-Valley
North Coast
Northern California
Orange
Riverside
Sacramento
San Benito
San Diego
San Francisco
San Joaquin
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Sierra-Sac Valley
Solano
Tuolumne
Ventura

Meeting Minutes
December 6, 2007
1300-1600

MEMBERS ATTENDING:

Marc Burdick	Santa Barbara
Louis Brunke	North Coast EMS
Susan Cannady	LA County
Karen Crain	SSV EMS
Pat Frost	Contra Costa EMS
Julie Hamilton	EMSA
Stephanie Lara-Jenkins	Ventura EMS
Anne Marcotte,	Santa Clara County EMS
Jan Ogar,	San Mateo County EMS
Rebecca Pate,	San Diego County EMS
Tony Pallito	Kern County
Sherri Shimshy	ICEMA
Bonnie Sinz	EMSA
Laura Wallin	Riverside County

Meeting called to order by Anne Marcotte at 1313

Self introductions were made

Rachel Hanks-Saphore called in but had to withdraw due to personal issues.

Google Groups Issues: Jan Ogar had requested that this discussion item be added to the agenda. Marc Burdick was able to give individual advice concerning issues of connectivity. Mr. Burdick states that he will continue to provide individual assistance to any coordinator who calls him to resolve any remaining issues.

I. Sub committee reports

A. QI Template

1. Discussion:

Ms Wallin has published the draft to the group. Ms Sinz has submitted some changes which Ms. Wallin incorporated into the existing draft. There have been no further comments.

Concerns expressed about this document possibly limiting creativity if it is rigidly interpreted by prehospital agencies.

Much discussion centers of the Training and Education section of the document. This section seems to be a disconnect from the intent of the document. Skills Maintenance and competency is not reflected. Communication and feedback mechanisms are not addressed.

The use of the term Technical Advisory Group may be confusing for provider agencies. The terminology is consistent with the QI regs.

2. Action items:

Ms Wallin will reconvene the subcommittee in January to address:

- a. Develop a paragraph in the instructions section that addresses individual creativity and that this document is not meant to limit this.
- b. Move statement #3 to the #2 section for emphasis.
- c. In the "Action to improve" section add and develop a paragraph which addresses communication and feedback mechanisms for the QIP.
- d. In the "Action to improve" section add and develop a paragraph which addresses the strategic planning process used for implementation of new initiatives.
- e. Modify Section 1 to further define the term Technical Advisory group so it is clear that the existing stakeholder group serves this function.
- f. Add the word "Template" to the title page

Ms Wallin will send the revised draft to the main group for comment at the end of January.

The final draft will be presented at the March 24th meeting for approval.

B. Toolkit Subcommittee

1. Discussion:

Ms Marcotte presented the concept of the draft. Ms Frost presented the specifics. The design follows the EMSC functional guidelines document. The QIP focus areas are addressed mindful of size and resource availability at individual LEMSAs.

Concern was expressed about whether or not this document is to be a job description or if it describes the overall function of a QIP in a LEMSA. If it is a job description it is massive. Direction from the group was that this needs an introduction that defines that the functional areas are agency and not person specific. There was a suggestion that we remove the word "Coordinator" from the title to make it more global.

2. Action items

Remove the term "Coordinator" from the title.

The document has been sent to the entire group. All should take the time to read it and send recommendations to Rachel Hanks-Saphore. (rhanks-saphore@norcalems.com) by January 31, 2008. The subcommittee should meet to finalize a draft for presentation at the March 24th meeting.

C. Data/Indicator Subcommittee

1. Discussion:

Ms Ogar states this group has not yet met. Ms. Ogar asks what the actual purpose of this subcommittee is. Some discussion ensued concerning the group being used to test QI indicators especially in light of the CEMSIS program approval, or develop statewide QI projects. The subcommittee could facilitate this process. Ms Ogar is concerned that without specific direction the subcommittee could develop a work product that would not be acceptable to the QI Coordinators group.

2. Action Items

Ms Ogar should convene the subcommittee to determine the purpose and goals of the subcommittee. This work product should be sent to the QI Coordinators group for comment by the end of January with comment back to Ms. Ogar (jogar@co.sanmateo.ca.us) for inclusion into a final draft to be presented at the March 24th meeting,

II New Business

A. Consistent terminology

1. Discussion:

There are many terms (CQI, QI, QA/QI, TQM etc) for our process being used currently and there is a need for standardization. The regulations refer to Quality Improvement Program or QIP. Many agencies (LEMSA) use the term EQIP in their plans.

2. Action items:

The terminology will be consistent with the regs, QIP or EQIP

B. LEMSA Coordinator Titles

1. Discussion:

Most LEMSA's have specific titles incorporated in HR policies so we will not be able to standardize titles. We **can** standardize the group name.

2. Action items:

We will call ourselves the QI Coordinators group.

C. Data collection standardization

1. Discussion

Mr. Brunke suggested that if the group undertakes to do statewide studies we should standardize the way that we gather the data (related to the discussion thread of ROSC for CPR). The group agrees that this would be appropriate. Ms Marcotte suggested that the Data/Indicator Subcommittee look at this.

2. Action Item

Ms Ogar agrees to bring this to the Data/Indicator Subcommittee

IV. Report to EMSAAC

A. Outcome of the discussions concerning the subcommittees work products.

- B. Consistency of the process title (QIP or EQIP)
- C. Consistency of our group title (QI Coordinators)

There being no further business to discuss, the meeting was adjourned at 1453

Next meeting: March 24, 2008 10 am to 3 pm (the day prior to the EMSAAC meeting. Report to EMSAAC. Meeting place to be determined.

Respectfully submitted by: Anne Marcotte (anne.marcotte@hhs.sccgov.org.)