



California LEMSAs CQI Committee Guidelines

“Through collaboration, we strive to improve the quality of patient care within California’s EMS system”

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- **MISSION**

- *“Through collaboration, we strive to improve the quality of patient care within California’s EMS system”*

- **VALUES**

- Diversity;
- Quality;
- Creativity;
- Flexibility;
- Evidence-Based Medicine;
- Continuous Improvement;
- Patient-Centered Continuum of Care; and
- Recognition of Performance Excellence

- **PURPOSE**

- The California Local Emergency Medical Services Agencies Continuous Quality Improvement (LEMSAs CQI) Committee provides expert advice and consultation to the Emergency Medical Services Administrator’s Association of California (EMSAA) with the goal of improving the quality of patient care within the California EMS system.

- **COMPOSITION**

- **Membership:**
 - The LEMSAs CQI Committee shall be composed of quality improvement representatives from each Local EMS Agency and liaison representatives from EMSAA.



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○ **Leadership:**

- The leadership of the committee shall be composed of a Chair, Chair-Elect, Secretary, and Timekeeper/Facilitator.
- Leadership shall be elected to serve one-year terms beginning July 1st of each year. Leadership nominations will normally be solicited during the March meeting with voting conducted during the May meeting.
- Should there be a vacancy in one of the leadership positions; volunteers will be solicited to fill the remainder of the term. If the Chair position becomes vacant, the Chair-Elect will be appointed to the Chair position and volunteers will be solicited to fill the remainder of the Chair-Elect term.
- Leadership responsibilities:
 - Chair: The chair will set a timed agenda, select dates of the meetings and lead the meetings. The chair will make the final determination regarding the EMSAAC report. Leadership for specific projects and the membership of related workgroups shall be appointed by the chair and shall report to the membership periodically.
 - Chair-Elect: The chair-elect will act in the absence of the chair, and will succeed to the chair position in the next term.
 - Secretary: The secretary will maintain the minutes of the meeting and submit them to the chair for review and distribution to the members. Once the meeting minutes are final, they will be distributed to the group and will be posted on the EMSAAC website.
 - Timekeeper/Facilitator: the timekeeper/facilitator will assist the chair in keeping the discussion focused and on time based on the time allotted to each topic.

● **CHARGES**

- Act in an advisory capacity to EMSAAC on quality improvement issues involving state, local and community EMS care.
- Work with system constituents and professional organizations in the development and evaluation of processes addressing prehospital quality improvement.
- Provide a forum for the exchange of information and ideas on the clinical and quality improvement aspects of EMS.
- Enhance the integrity and validity of the EMS system and system components through improved communication.
- Promote the dissemination of information and best practices regarding EMS care and quality to system stakeholders and the public.



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- **MEETINGS:**

- Meetings will be held every two (2) months at a pre-established time through a conference call and/or other remote meeting arrangements.
- The group will strive for a face-to-face meeting at least twice annually.

- **REPORTING:**

- There will be a periodic report to EMSAAC at their regularly scheduled meeting(s).
- There will be a collegial relationship with the EMS Medical Directors Association of California (EMDAC).
- Documents produced by the group will be shared with appropriate entities and finalized documents will be posted on the EMSAAC website.

- **DOCUMENT MAINTENANCE:**

- A review and/or revision of documents including these Guidelines will be conducted periodically, but no less than every two years.
- The date of each revision shall be noted on the documents.
- The committee leadership will ensure that documents are reviewed as indicated.