



CALIFORNIA LEMSA

CQI Coordinators Committee

Meeting Minutes

Thursday, September 25, 2014

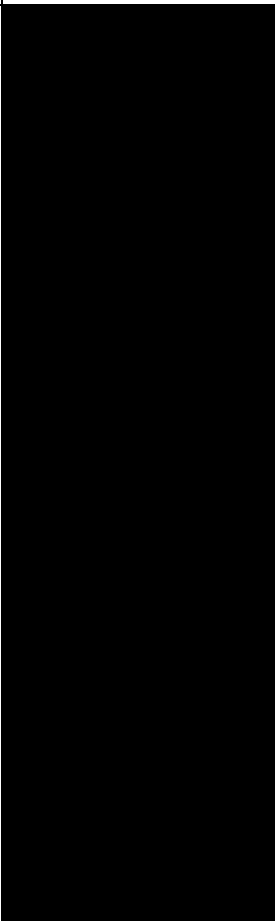
Meeting Attendance:

Jesse Allured, Napa, Chair
 Jan Ogar, San Mateo, Timekeeper
 Susan Mori, Los Angeles, Secretary
 Louis Bruhnke, North Coast
 Laura Wallin, Riverside
 Vicki Sweet, Orange

Tim Williams, Fresno/Central CA
 Crystal Wright, San Francisco
 Karen Crain-Riddle, Sierra-Sac
 John Poland, Sierra-Sac
 Jennie Simon, Santa Barbara
 Steve Brooks, Monterey

Kathy Ivy, Sacramento County
 Lance Doyle, Mountain Valley
 Jason Vega, Santa Clara
 Adam Davis, EMSA

Agenda Item	Discussion	Action	Comments (Internal Only)
1. General Meeting Information Welcome/Introductions	<ul style="list-style-type: none"> Meeting was via teleconference Called to order at 01:05 by Chair Secretary served as scribe 	N/A	
1.2 Minutes	<ul style="list-style-type: none"> Meeting minutes approved as written. Brief discussion on time period needed for members not present at the meeting to review the minutes prior to posting on the EMSAAC website. 	No action assigned	
1.3 LEMSA CQI 2014/2015 Goals and Objectives	<ul style="list-style-type: none"> Goals for FY 2014-15 were reviewed: <ol style="list-style-type: none"> 1. Publish VAD guidelines. 2. In collaboration with Craig Stroup, develop standardize QI training to include basic and intermediate courses. 	N/A	

<p>1.4 Meeting Schedule</p>	<p>3. Continue with LEMSA QI plan template revision project. 4. Finalize CA LEMSA CQI Guidelines and develop standard processes 5. Explore potential funding sources to be used by the LEMSA CQI group for QI training development and related activities, QI plan template formatting, and meetings.</p> <ul style="list-style-type: none"> The November 2014 date falls on the statewide disaster drill. The members agreed on changing the date to Thursday, December 4, 2014 at 1 pm. 	<p>Jesse will send a Meeting Doodle, update the meeting calendar and distribute</p>	<p>Meeting changed to December 22, 2014 from 13:00 – 15:00</p>
<p>2. Reports/Updates</p> <p>2.1 EMSAAC Report</p> <p>LEMSA CQI Logo</p> <p>QI Template</p> <p>2.2 VAD Guidelines</p> <p>2.3 Core Measures Project</p>	<ul style="list-style-type: none"> Jesse, Jan, and Louis attended the meeting held on September 16, 2014 in San Diego. EMSAAC is very supportive of our group and the work we are doing. EMSAAC members voted in favor for our group to be a formal sub-committee of EMSAAC. Louis reported on the progress of the QI template revision project with discussion on putting a budget together for purposes of formatting for review and publishing. Laura reported the VAD task force met on August 5th. The VAD guidelines will need to be revised to have the VAD Coordinators advise the base hospitals in place of the paramedics when providing instructions of the device. Additionally, recipients of an artificial heart should be given nitro if hypertensive (SPB > 140). The task force discussed providing a list of VAD Coordinators to the LEMSAs and respective base hospitals as process for informing the provider agencies of new VAD and total heart patients. Discussed strategies for publishing and agreed that all 911 receiving hospital will benefit by receiving a copy of the guidelines. No meeting to report on. Discussions on the importance of maintaining meeting minutes to reduce redundancy, track consensus achieved, and provide information for task force members not able to attend the meeting. Additionally, discussed partnering with EMDAC on future core measures. 	<p>Jesse will provide report verbal at the meeting and brief written report for EMSAAC website</p> <p>Laura will revise the guidelines and distribute for review</p>	

<p>3. Sub-Committees</p> <p>3.1 Standardize QI Training (Craig, Lead)</p> <p>3.2 EQIP Template Revision (Louis, Lead)</p> <p>3.3. LEMSA Guidelines (Jan, Lead)</p>	<ul style="list-style-type: none"> • Craig was unable to attend; Susan provided a brief update on the project. Craig has developed an outline for the basic and intermediate core curriculum. The basic course will be similar to the course taught on day-one of the core measure training. The training will be for people new to QI and will include hands-on experience working with the QI plan template. The intermediate course is designed for quality managers and will be significantly longer (40 hours) requiring completion of on-line courses before the first day of instruction. Both courses will provide a certificate of completion or EMS QI accreditation. Most likely funding will be needed to move the training to the next phase. • Louis reported no additional work on the project. The next phase will require funding to for to format the document to allow for further evaluation and revision. The proposed budget for funding the HTML formatting is expected to be under \$10,000. • Jan distributed the current draft for discussion. Members agreed on the draft changes on the Guidelines. The use of the logos was discussed. 	<p>No Action Required</p> <p>Jan will make the changes and distribute.</p>	
<p>4. General Discussion</p>	<ul style="list-style-type: none"> • Discussion on the EMS plan requiring an updated QI plan prior to approval. 		
<p>5. Next meeting</p>	<p>Teleconference scheduled for Thursday, December 4, 2014 from 1 – 3 pm</p>		<p>Meeting changed to December 22, 2014 from 13:00 – 15:00</p>
<p>6. Adjournment</p>	<p>Meeting adjourned at 2:58 PM</p>		

(Revised 12/27/2014 JA)