

**I. Committee Purpose**

The Emergency Department (ED) Operations Committee is responsible for improving Emergency Department operations in TSA-E by engaging in and supporting the development and implementation of clinical guidelines and processes and enhancing communication, collaboration and alignment amongst the EDs, ED partners in care, and other NCTTRAC Committees in TSA-E.

**II. Committee Responsibilities**

- A. Create broad stakeholder representation to provide an opportunity to discuss issues related to patient throughput, clinical care, and quality outcomes in ED care.
- B. Establish and/or provide support in the development and implementation of standards, guidelines, protocols and tools to improve ED operations and clinical care.
- C. Review and share relevant literature and resources on best practices, research, and current issues and trends.
- D. Review, discuss and make recommendations on process and quality improvement initiatives based on data reports from EMResource and other local, regional, and state data repositories.
- E. Serve as a resource to ED nursing and physician leaders in operational issues, professional issues, and NCTTRAC policy and procedure.
- F. Interface with relevant NCTTRAC Committees and Board of Directors to achieve Committee and NCTTRAC goals and objectives.
- G. Further details of committee responsibilities are defined under Article IX of the NCTTRAC Bylaws.

**III. Committee Chair/Chair Elect Responsibilities**

**A. Chair**

The Committee Chair serves as the principal liaison between the committee and the Board of Directors with responsibilities that include, but are not limited to:

- 1. Knowledge of the Bylaws.
- 2. Scheduling meetings.
- 3. Meeting agenda and notes.
- 4. Providing committee report to the Board of Directors at least quarterly.
- 5. Annual review of relevant committee guidelines, standard operating procedures, and performance indicators.
- 6. Knowledge and dissemination of GETAC activities to committee members and the Board of Directors.

**B. Chair Elect**

The Chair Elect assists the Chair with committee functions and assumes the Chair responsibilities for committee activity and meeting management in the temporary absence of the Chair.

- 1. The Chair Elect may serve in lieu of the ED Ops Chair for Board of Directors responsibilities including voting.

2. The Chair Elect must be affiliated with a NCTTRAC member in good standing as defined in the NCTTRAC Bylaws.
3. The Chair Elect automatically ascends to the Chair position at the end of the current Chair's term.
4. The Chair Elect position will be voted on by the ED Operations Committee every two years or when this position has been vacated by the incumbent.

**IV. Medical Director**

- A. Medical Director represents ED operations and care issues at Medical Directors Committee
- B. Medical Director can facilitate ED Operations medical directors meeting as a subgroup of Medical Directors Committee.

**V. Committee Product**

Standard Operating Procedure for ED Operations Committee

**VI. Work Group**

*Not Applicable*

**VII. Definitions**

*Not Applicable*

**VIII. Procedures (Meeting, Agenda and Notes)**

The ED Operations Committee shall perform its responsibilities with an organized approach utilizing the following procedure:

- A. The date, time and location of all scheduled meetings will be posted at least ten (10) days in advance on the NCTTRAC website calendar.
- B. The committee will meet at least quarterly.
- C. All meetings are held as open meetings.
- D. Agendas will be prepared and submitted to NCTTRAC Staff by the committee chair.
- E. A sign in sheet will be provided at each meeting by NCTTRAC Staff.
- F. Each meeting will have notes.
- G. Agendas and meeting notes will be forwarded to NCTTRAC office and administrative staff within 20 days after the meeting for posting. The attendance will be turned in at the end of the meeting.
- H. Members of the committee may access copies of meeting agendas and notes on the NCTTRAC website. ([www.ncttrac.org](http://www.ncttrac.org))

**IX. Affiliated Liaison Groups**

- A. Texas EMS Trauma and Acute Care Foundation (TETAF).
- B. Governor's EMS and Trauma Advisory Council (GETAC)

**X. SPI Indicators**

- A. Advisory/Closures

B. EMResource Hospital update compliance

**XI. Annual Committee Goals**

Define and develop metrics and indicators for tracking and trending issues affecting ED operations at a regional level.

**XII. Unobligated Budget Request**

Recommend to the board of director's financial backing or support of Committee-related efforts across the 19 county region.

**XIII. Core Group**

- A. No unique core group, as outlined in Article IX of the bylaws, has been identified for this committee
- B. In accordance with the NCTTRAC Bylaws, committee voting authority afforded to ED Operations Committee representatives includes only NCTTRAC members in good standing.

**XIV. Membership Requirements**

Not applicable.

**XV. Attendance Requirements**

While committee attendance is highly encouraged for all RAC members, there are no specific attendance requirement for this committee.