

I. Committee Purpose

The EMS committee is responsible for coordinating and improving the clinical care provided by all levels of prehospital providers within Trauma Service Area (TSA)-E. The committee will provide guidance in the development and review of pre-hospital assessment tools, regional plans, and treatment guidelines. The committee will work with other NCTTRAC committees, professional associations, and the Governor's EMS and Trauma Advisory Council (GETAC) and keep members informed on latest developments in prehospital transportation and care. Further details of committee responsibilities are defined under Article IX of the NCTTRAC Bylaws.

II. Committee Responsibilities

- A. Develop evidence-based pre-hospital guidelines for TSA-E
- B. Develop standards and procedures for the purpose and function of the EMS Committee
- C. Organize, support, and/or coordinate community-based education for pre-hospital providers
- D. Create a broad stakeholder representation working to provide an opportunity to share resources leading to the development, operation, and evaluation of Emergency Medical Service (EMS) efforts within the 19 counties served

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 EMS guidelines, EMS Committee SOP, and performance standards
- 6. Knowledge and dissemination of GETAC activities to committee members and the Board of Directors

B. Chair Elect

- 1. 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.
- 2. The Chair Elect may serve in lieu of the EMS Committee Chair for any Board of Directors responsibilities including voting.
- 3. The Chair Elect automatically ascends to the Chair position at the end of the current Chair's term.
- 4. The Chair Elect must be a documented representative of a NCTTRAC member organization in good standing.
- 5. The Chair Elect position will be voted on by the EMS Committee every odd year or when this position has been vacated by the incumbent.

IV. Definitions

Definitions unique to the functions of the committee, as appropriate (definitions per TAC 157.11)

- A. Emergency Medical Services (EMS) - Services used to respond to an individual's perceived need for immediate medical care and to prevent death or aggravation of physiological or psychological illness or injury.
- B. Emergency Medical Services (EMS) provider - A person who uses, operates or maintains EMS vehicles and EMS personnel to provide EMS. See §157.11 of this title (relating to Requirements for an EMS Provider License) regarding fee exemption.
- C. Medical Director - The licensed physician who provides medical supervision to the EMS personnel of a licensed EMS provider under the terms of the Medical Practices Act (Chapter 6, Texas Civil Statutes 4495b) and rules promulgated by the Texas State Board of Medical Examiners. Also may be referred to as off-line medical control.

V. Procedures (Meeting, Agenda and Notes)

The EMS Committee shall perform its responsibilities in an organized approach utilizing the following procedures:

- 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. Additions, deletions and or alterations to the scheduled meeting date, time or location will be sent electronically.
- C. The committee will meet at least quarterly.
- D. All meetings are held as open meetings.
- E. Agendas will be provided and be prepared by the Committee Chair.
- F. A sign in sheet will be provided at each meeting.
- G. Each meeting will have notes documented.
- H. Agendas and notes will be forwarded to NCTTRAC office and administrative staff within 20 days after the meeting. The attendance will be turned in at the end of the meeting.
- I. The committee may ask the NCTTRAC Chair for an Ad Hoc Work Group as necessary to address specific issues.
- J. Members of the committee may access copies of meeting agendas and notes on the NCTTRAC website.

VI. Medical Director

- A. The Medical Director represents EMS care issues in the Medical Directors Committee.
- B. The Medical Director can facilitate communication via email groups among their service line physician peers, identified as a subgroup.
- C. The Medical Director is elected by the committee. An annual review for continuation as Medical Director is based on availability and preferences of the committee.

VII. Committee Product

- A. SOP

VIII. Affiliated Liaison Groups

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

IX. SPI Indicators

The following standards will be monitored by the EMS agency's PI Plan:

- A. Prehospital "Sepsis Alert", "STEMI Alert", "Stroke Alert" notifications to receiving facility prior to arrival
- A. Scene times in excess of twenty minutes on trauma calls
- B. Waveform capnography use for intubated patients
- C. Additional indicators as recommended by other NCTTRAC committees

X. Annual Committee Goals

- A. Review and update EMS Committee SOP
- B. Collaborate with Professional Development Committee and other NCTTRAC committees to create and promote educational opportunities for prehospital providers
- C. Collaborate with other NCTTRAC committees for development of patient care guidelines
- D. Coordinate with other NCTTRAC committees in public education efforts

XI. Unobligated Budget Request

Recommend to the board financial backing or support of EMS Committee related public education efforts within the 19 counties.

XII. Core Group

- A. The EMS Committee Core Group shall be comprised of documented representatives from prehospital providers or first responder organizations.
- B. In accordance with the NCTTRAC Bylaws, committee voting authority afforded to the EMS Committee Core Group representative includes only NCTTRAC members in good standing.

XIII. Membership Requirements

Not Applicable

XIV. Attendance Requirements

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