

I. Committee Purpose

Responsible for identifying and meeting professional development needs for all levels of providers throughout TSA-E. The Committee will develop and review the Committee SOP. This committee will provide interface with other RAC committees, professional associations appropriate to the service lines, and the Governor's EMS and Trauma Advisory Council (GETAC).

Further details of committee responsibilities are defined under Article IX of the NCTTRAC Bylaws.

II. Committee Responsibilities

Provide low-cost, meaningful educational and professional development opportunities to providers throughout TSA-E.

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 committee SOP and SPI 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 Professional Development Chair for Board of Directors responsibilities.
2. The Chair Elect automatically ascends to the Chair position at the end of the current Chair's term.
3. The Chair Elect position will be voted on by the Professional Development Committee every two years or when this position has been vacated by the incumbent.

IV. Medical Director

Not Applicable.

V. Committee Product

- A. Committee SOP
- B. Educational Scholarship Program
- C. Course Operations

VI. Work Group
Not Applicable

VII. Definitions
Not Applicable

VIII. Procedures (Meeting, Agenda and Minutes)

The Professional Development 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 provided and be prepared by the committee chair.
- E. A sign in sheet will be provided at each meeting.
- 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.

IX. Affiliated Liaison Groups

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

X. Performance Standards
Not Applicable

XI. Annual Committee Goals

- A. Participate in the development of the Annual NCTTRAC Needs Assessment.
- B. Sponsor three classes based on needs assessment results.

XII. Unobligated Budget Request

Recommend to the Board of Directors financial backing or support of Committee related public education 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 Professional Development Committee representatives includes only NCTTRAC members in good standing.



STANDARD OPERATING PROCEDURE

Professional Development Committee SOP
Professional Development Committee

XIV. Membership Requirements

Not applicable.

XV. Attendance Requirements

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