

## **1. Committee Purpose and Responsibilities**

- 1.1. The Perinatal Committee is responsible for the development of a Perinatal Region of Care (PCR) in Trauma Service Area (TSA)-E including the Regional Perinatal System Plan. This plan will identify all resources available in the PCRs for perinatal care including resources for emergency and disaster preparedness. The committee will provide guidance in the development and review of hospital and pre-hospital assessment tools, regional plans and treatment guidelines, and the committee SOP. Additionally, the committee will provide interface with the other NCTTRAC committees, professional associations appropriate to the service line, and the Governor's EMS and Trauma Advisory Council (GETAC).
- 1.2. Create and/or maintain collaborative relationships to facilitate optimal maternal and neonatal care.
- 1.3. Establish standardized reporting tools for data acquisition.
- 1.4. Develop and review system performance standards.
- 1.5. Review, evaluate and report hospital-based maternal and neonatal data in a de-identified manner.
- 1.6. Create best practices through shared quality improvement data and processes
- 1.7. Collaborate with other Perinatal Committees statewide.

## **2. Subcommittees and Work Groups**

- 2.1. *Not Applicable*

## **3. Committee Chair/Chair Elect Responsibilities**

### **3.1. Chair**

- 3.1.1. 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:

- 3.1.1.1. Knowledge of the Bylaws.

- 3.1.1.2. Scheduling meetings.

- 3.1.1.3. Meeting agenda and notes.

- 3.1.1.4. Providing committee report to the Board of Directors.

- 3.1.1.5. Annual review of Perinatal Plans, Guidelines, committee SOP, and SPI indicators.

- 3.1.1.6. Provide or arrange for knowledge and dissemination of appropriate liaison group activities to committee members and the Board of Directors.

- 3.1.2. The Chair must be a documented representative of a NCTTRAC member in good standing as defined in the NCTTRAC Membership and Participation SOP.

- 3.1.3. The Chair will serve a one-year term of office, beginning at the start of the Fiscal year, and be succeeded by the Chair Elect at the end of the Fiscal Year.

### **3.2. Chair Elect**

- 3.2.1. The Committee 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. The Chair Elect may serve in lieu of the Perinatal Chair for Board of Directors responsibilities.

- 3.2.2. The Chair Elect must be a documented representative of a NCTTRAC member in good standing as defined in the NCTTRAC Membership and Participation SOP.

- 3.2.3. The Chair Elect automatically ascends to the Chair position at the end of the current Chair's term or if the Chair position is otherwise vacated.

3.2.4. The Chair Elect position will be voted on by the Perinatal Committee annually or when the incumbent has vacated this position.

**3.3 Immediate Past Chair**

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

3.3.2 The Immediate Past Chair may not serve on the NCTTRAC Board of Directors in lieu of the Committee Chair / Chair Elect.

3.3.3 The Immediate Past Chair must be a Perinatal representative of a NCTTRAC member in good standing as defined in the NCTTRAC Bylaws.

**4. Committee Medical Director**

4.1. The elected Perinatal Committee Medical Director is responsible for

4.1.1. Participating directly with their service line committee

4.1.2. Establishing and maintaining a standing coordination method with their service line peers

4.1.3. Maintaining availability for coordinating with other committees' Medical Directors to recommend a minimum standard of care for providers participating in the trauma, acute, emergency healthcare and disaster response systems of TSA-E

4.2. The Perinatal Committee Medical Director provides current physician insight and involvement in support of the Perinatal Committee and its responsibilities, including:

4.2.1. Identifying and assessing regional performance improvement standards, formulating strategies and making recommendations to the committee to ensure that the best possible standards of healthcare can be met within TSA-E.

4.2.2. Active partnership in the coordination and support of the following service line committee products (see appendix A for the Coordination Flow Chart):

4.2.2.1. Service Line Regional Plans

4.2.2.2. Guidelines

4.2.2.3. Texas Department of State Health Services (DSHS) Rules Reviews

4.3. The Perinatal Committee Medical Director must be a documented representative of a NCTTRAC member in good standing as defined in the NCTTRAC Membership and Participation SOP.

4.4. The Perinatal Committee Medical Director position will be voted on by the Perinatal Committee annually, with each Fiscal Year, or if otherwise vacated.

4.5. The Perinatal Committee Medical Director should be prepared, with NCTTRAC staff assistance, to facilitate a peer group of perinatal medical directors (by email or meeting) in support of Perinatal Committee efforts as appropriate.

4.6. The Perinatal Committee Medical Director will be seated as a voting representative on the NCTTRAC Medical Directors Committee.

4.7. The Perinatal Medical Director represents perinatal care issues in the Medical Directors Committee.

4.8. The Perinatal Medical Director can facilitate communication via email groups among their service line physician peers, identified as a focus group.

4.9. The Perinatal Medical Director is elected by the committee. An annual review for continuation as Medical Director is based on availability and preferences of the committee.

**5. Committee Representation**

- 5.1. In accordance with NCTTRAC Bylaws Article IX, there is a voting core group identified within the Perinatal Committee. A hospital representative of a perinatal designated organization, that provides perinatal services in PCR-E and maintains NCTTRAC Membership in good standing are considered to be the voting core group.
- 5.2. The representatives identified as voting core group members and those with special online voting privilege in attendance of the Perinatal Committee Meeting shall be allowed to exercise their vote.
- 5.3. Those NCTTRAC members in good standing, may request to be considered for special online voting privilege. The voting core group must be agreed upon by the committee on a case by case bases prior to a meeting that a vote would be held.

## **6. Committee Attendance**

- 6.1. Attendance is a prerequisite to meaningful participation and as such, the Perinatal Committee requires documented attendance of 75% of committee meetings by the primary or identified alternate organization/agency representative.

## **7. Committee Active Participation**

- 7.1. In addition to attendance, the Perinatal Committee identifies the following to be creditable for active participation at the committee level:
  - 7.1.1. Each member will have 100% participation in at least one of the NCTTRAC SMART goals.

## **8. Procedures (Meeting, Agenda and Notes)**

- 8.1. The Perinatal Committee shall perform its responsibilities with an organized approach utilizing the following procedures:
  - 8.1.1. The date, time and location of all scheduled meetings will be posted at least 10 days in advance on the NCTTRAC website calendar
  - 8.1.2. The committee will meet at least quarterly
  - 8.1.3. All meetings are held as open meetings
  - 8.1.4. Agendas will be provided and be prepared by the committee chair
  - 8.1.5. An attendance sheet will be provided at each meeting
  - 8.1.6. Each meeting will have notes
  - 8.1.7. Agenda and meeting notes will be forwarded to NCTTRAC offices and administrative staff within 20 days after the meeting for posting. The attendance will be turned in at the end of the meeting. Attendance sheets track participation, including those in virtual attendance.
  - 8.1.8. Members may access copies of meeting agendas, minutes, and/or notes on the NCTTRAC website

## **9. Committee Liaisons (identify active state and local service line and coalition relations, examples below)**

- 9.1. Governor's EMS and Trauma Advisory Council (GETAC)
- 9.2. Texas EMS Trauma and Acute Care Foundation (TETAF)
- 9.3. Perinatal Advisory Council (PAC)
- 9.4. Texas Collaborative for Healthy Mothers and Babies (TCHMB)

## **10. Standing Committee Obligations**

- 10.1. Annual Update of Committee SOP
- 10.2. Annual Review of Regional Plans & Guidelines
  - 10.2.1. Regional Perinatal System Plan
- 10.3. DSHS “Essential Criteria”, Rules and/or contractual deliverables, as applicable
- 10.4. GETAC Strategic Plan objectives and strategies, as applicable

## **11. Projected Committee Goals, Objectives, Strategies, Projects**

- 11.1. Improve the access to care and quality and outcomes of healthcare for pregnant women and newborns in the State
- 11.2. One or more SMART goals will be adopted annually as established by the Perinatal Committee
- 11.3. NCTTRAC’s “Accountability Scorecard” spreadsheet will be used to document commitments and progress with associated efforts.

## **12. System Performance Improvement (SPI)**

- 12.1. The Perinatal Committee will support Perinatal SPI responsibility by establishing a standing meeting agenda item and corresponding accountability (e.g. appoint individual facilitator, workgroup or subcommittee).
- 12.2. At minimum, the Committee will review, evaluate, and report Perinatal EMResource utilization and make recommendations to the Executive Committee of the Board of Directors for appropriate designation/accreditation of hospitals related to initial or changes to designation/accreditation as requested/required by the Department of State Health Services (DSHS).
- 12.3. Closed Perinatal SPI meetings support detailed reviews of Performance Improvement (PI) Indicators and referred PI events as afforded by Texas Statute and Rule.
  - 12.3.1. Representation:
    - 12.3.1.1. Perinatal Committee Chair
    - 12.3.1.2. Perinatal Committee Chair Elect
    - 12.3.1.3. Perinatal Committee Medical Director
    - 12.3.1.4. Two elected Perinatal Committee representatives
  - 12.3.2. Closed Perinatal SPI meeting participants will sign a confidentiality statement prior to the start of each closed meeting.
  - 12.3.3. Meeting notes, attendance rosters, and supporting documents of Closed Perinatal SPI meetings must be provided to NCTTRAC staff within 48 hours following each meeting to be secured as a confidential record of committee activities.
- 12.4. SPI Products
  - 12.4.1. Perinatal SPI Indicators
  - 12.4.2. Perinatal SPI Referral Form
  - 12.4.3. Perinatal SPI Referral Feedback Form
  - 12.4.4. Perinatal Designation Letter of Support Review Forms
- 12.5. SPI Indicators

12.5.1. *Not Applicable*

### **13. Injury/Illness Prevention / Public Education**

- 13.1. The Perinatal Committee will support Perinatal Injury/Illness Prevention and Public Education responsibility by establishing a standing meeting agenda item and corresponding accountability (e.g. appoint individual facilitator, workgroup or sub-committee).
- 13.2. Focus on injury prevention and education of the public health needs.
- 13.3. Create a broad stakeholder representation working to provide an opportunity to share resources leading to the development, operation, and evaluation of public education and injury/illness prevention efforts within Perinatal Care Region (PCR)-E.
- 13.4. Base decisions on current perinatal trends and data, facts and assessment of programs and presented educational opportunities.
- 13.5. Organize; support and/or coordinate community evidenced based education and injury/illness prevention programs.
- 13.6. Recommend/support prevention priorities for PCR-E according to the injury/illness, geographic location, cost, and outcome.
- 13.7. Serve as a resource to identify prevention programs, events and other prevention resources available in PCR-E to members and community members.
- 13.8. Establish Ad Hoc Task Forces, as necessary, to address specific issues.

### **14. Professional Development**

- 14.1. The Committee will support Perinatal Professional Development responsibility for all levels of providers by establishing a standing meeting agenda item and corresponding accountability (e.g. appoint individual facilitator, workgroup or sub-committee).
- 14.2. At minimum, the Committee will:
  - 14.2.1. Participate in the development of the Annual NCTTRAC Needs Assessment.
  - 14.2.2. Sponsor at least two classes annually based on needs assessment results.

### **15. Unobligated Budget Requests**

- 15.1. Recommendations from the Perinatal Committee, coordinated through the Finance Committee, seeking approval from the Board of Directors for financial backing and execution authority in support of related initiatives, projects, and/or education efforts within PCR-E.

**Appendix A – Coordination Flowchart**