

**Q.I. Committee**  
**Meeting Minutes**  
**May 27, 2003**

**Call to Order:** John Brandrup called the meeting to order at 19:00

**Present:** John Brandrup, Mark Crnarich, Brian Seay, Bill Welsh

**Guests Present:** None

**Approval of Minutes:** No minutes to approve.

**Discussions:**

Bill Welsh expressed opposition to QI Guidelines #3 that states all seats on the QI Committee will be appointed by the council president. Our discussion centered around this being the SOP for all committees in the REMS council. Applications are received and reviewed with final approval by the president.

Dr. Garth has requested that we identify the minimum requirements for Squad level QI. The committee is recommending that a minimum of 25 PPCR's or 10% of the monthly call volume be reviewed in detail.

For all call sheets reviewed, we believe that the AIC signature, Doctor Signature (if needed), procedures, the narrative for completeness, the general completeness of the PPCR, and a minimum of 2 sets of vitals for all Patient contacts greater than 15 minutes.

Reports on the above should include Total Call sheets reviewed, Total Attaboys with provider certification #'s, Total Reprimands with provider certification #'s, Total QI Reviews forwarded to Council for further review also to include provider certification #'s.

Each agency should also provide reports on Total Calls Ran, Total ALS Calls, Total BLS Calls, Total Calls by Incident Disposition, Total Patient refusals, and Total Patient refusals with med control contact.

All of the above reports should be reported quarterly to the council QI committee. The committee will then tally all the reports for the entire region.

The committee has also noticed a lack of participation among members. We would like letters sent to all QI committee members inquiring as to their continued interest in remaining on the committee and ask for a commitment to attend. The committee would also like to solicit membership by PD 9 participants and bring the committee up to full strength.

**Q.I. Committee**  
**Meeting Minutes**  
**June 23, 2003**

**Call to Order:** John Brandrup called the meeting to order at 19:00

**Present:** John Brandrup, Mark Crnarich, Charlie Boccock, Bill Welsh, Johnna Brady

**Guests Present:** Jean-Marie Gaul

**Approval of Minutes:** No minutes to approve.

**Discussions:**

**Incident report 06-03-01** This incident referred by squad QM, involved the improper route of medication given without consulting med control. The committee agreed that while the patient outcome was favorable, and the route was acceptable according to the manufacturer, the provider failed to follow protocols, and failed to obtain med control prior to deviation. The committee also felt that on-scene time was too long, the provider should have monitored ECG rhythm, and should have attempted a first line intervention first.

The committee recommends the provider complete an update course (we understand this has already been done), place a letter in the provider's file, and finally have a meeting with the agency OMD prior to being re-released as an ALS provider.

**Incident report 06-03-02** This incident was referred to committee by Mary Washington ER Staff. It involves an unreleased ALS provider calling for and receiving med control without advising that they are not released as an ALS provider in the region. The committee seeks further information concerning this case. Was the provider released in any other council in Virginia, seek an explanation from the provider as to the facts of this case, and seek comments from the agency OMD prior to determination.