

**RAPPAHANNOCK EMS COUNCIL
QUALITY IMPROVEMENT COMMITTEE MINUTES**

July 23, 2008

The July meeting of the Quality Improvement Committee was called to order by Tim Kimble at 1800 hrs. at Mary Washington Hospital, Classroom B, Education Department.

The following members were present: Tim Kimble (Chairperson) Culpeper Career, Carolyn Marsh (REMS staff), Bill Yeatman, Mary Washington Hospital EMS Coordinator; Jenni-Meade Carter, Stafford Career' Ray Harvey, Quantico Fire; Sue Bergstrom, Mary Washington Hospital Trauma Coordinator

Excused Absences: Mark Crnarich, King George Fire & Rescue; Greg Fleck, Spotsylvania Career; Dr. Garth, Regional Medical Director

Unexcused Absences: Dan Butler, Chancellor VF&R; Mark Shiflett, PhiAirCare

AGENDA ITEMS:

UNFINISHED BUSINESS:

1. The committee was updated on the Agency QI Reports submitted by the agencies to the council by Carolyn Marsh. Carolyn advised that there seems to be an ongoing problem with the accuracy of the information reported according to the forms. She will begin returning the reports to the agencies identifying deficiencies and requesting that they be fixed. These requests will be Carbon Copied to Tim Kimble as the Chairman of the committee.
2. The committee reviewed several "sample QI Policies" in finalizing a template for agencies to use. Voted on a REMS Sample QI Policy to be submitted to the Board of Directors at the August meeting.

NEW BUSINESS:

No new business

The meeting adjourned at 1845 hrs. , Next meeting will be held on September 25, 2008 at 1900 at the REMS Council Office.

RAPPAHANNOCK EMS COUNCIL
QUALITY IMPROVEMENT COMMITTEE
General EMS Meeting Minutes
Thursday, September 25, 2008

The September meeting of the Quality Improvement committee was called to order by Timothy Kimble, Chairman, at 1900 hours.

Members Present: Timothy, Kimble, Chairman (Fauquier County); Jenni-Meade Hartle (Stafford County); Bill Yeatman (Mary Washington Hospital); Susan Bergstrom (Mary Washington Hospital); Ray Harvey (Quantico Fire & Rescue); Greg Fleck (Spotsylvania County Fire & Rescue); Carolyn Marsh (REMS Staff)

Excused Absences: Dr. Garth (Regional Medical Director)

Unexcused Absences: Mark Shiflett (Phi AirCare); Dan Butler (Chancellor VF&R); Mark Crnarich (King George F&R)

AGENDA ITEMS:

UNFINISHED BUSINESS:

1. The minutes of July 23, 2008 were read by the committee members individually. Jenni-Meade made motion to accept the minutes from the last meeting, Sue Bergstrom seconded. Minutes were approved by unanimous consent.
2. The QI Template for agency use has been approved by the Board and is on the website.
3. Mr. Fleck motioned, Mr. Harvey seconded, and the Committee recommends the addition of the Skills Tracking Form to the EMS and Trauma System Performance Improvement Plan.
4. Review statistical Medical Data for the last quarter. The use of Zofran indicates that there was a total of 127 uses of the medication, out of the uses, the providers reported that the protocol was followed 100% of the time and that there were only improvements in 19 total patients for a 14.9% response. There was no improvement in 108 and/or 85%. This data will be forwarded to the Guidelines and Training committee and the Protocol Committee for review.
5. Agencies that were missing data and/or submitted wrong information to the committee have been notified by Carolyn Marsh at the direction of the Committee Chair.
6. Fly-outs of Medical Patients – Medical Patients are being flown that are not meeting the criteria for Medical fly-outs. There was discussion on whether to make this a QI Indicator. The committee will consider this for examination as a quarterly indicator.

NEW BUSINESS:

1. Greg Fleck advised the committee that some of the physicians at Mary Washington Hospital ER are questioning and expressing concerns to the medics for their use of Solu-Medrol. Billy will be taking this back to Dr. Garvie and Dr. Garth and ask them to review this protocol with the ED staff and physicians.

2. First and Second Quarter 2009 Medical and System QI Indicators.

MEDICAL PROTOCOL

- a. First Quarter – Medical – Fly-outs and the appropriateness of use.\
- b. Second Quarter – Medical – Use of Lopressor and monitor change in status of heart rate and was protocol followed.

SYSTEM INDICATORS

- a. First Quarter – Patient Refusals – Documentation of the verbage of “You may die or be permanently disabled”.
- b. Second Quarter – Utilization of Medical Control vs. Standing Orders.

3. The Committee discussed meeting quarterly. Jenni-Meade motioned and Greg Fleck seconded, and the committee voted to meet quarterly.

The meeting adjourned at 2010 hours. Next meeting will be held November 20, 2008 at 2000 hours.

Agenda

1. Approval of the minutes
2. Review statistical data for medical and system QI Indicators for the 2nd quarter 2008
3. Agencies that were missing data or submitted wrong forms were notified.
4. Fly outs of medical patients.

New Business

1. Establish the medical and system QI Indicators for the 1st and 2nd Quarter of 2009.
5. Next meeting.

RAPPAHANNOCK EMS COUNCIL
QUALITY IMPROVEMENT COMMITTEE
General EMS Meeting Minutes
November 20, 2008

The November meeting was called to order by Tim Kimble Chairman at 2000 hours at the REMS Council in Fredericksburg, VA.

Members Present: Tim Kimble, Culpeper Career, OEMS322@hotmail.com, Jenni-Meade Hartle, Stafford Career, jcarter@co.stafford.va.us, Bill Yeatman, Mary Washington Hospital EMS Coordinator, William.Yeatman@medicopr.org, Mark Crnarich, King George Volunteer, mark.crnarich@yahoo.com, Mark Shiflett, PhiAirCare, mshiflett@phihelico.com, Dan Butler, Chancellor Fire & Rescue Volunteer, cvfdrc600@aol.com and Carolyn Marsh, REMS Staff, CarolynMarsh@vaems.org

Excused Absence: Greg Fleck, Spotsylvania County Career, gfleck@spotsylvania.va.us, Dr. David Garth, Regional Medical Director, dgarth90@hotmail.com, Ray Harvey, Quantico Fire, ray.harvey@usmc.mil

Unexcused Absences: None

AGENDA ITEMS:

UNFINISHED BUSINESS:

1. The minutes of September 25, 2008 General QI Meeting were approved.
2. The committee reviewed the Medical System Indicator for the Third Quarter of CY2008 to include treatment of tachyarrhythmias. The committee noted the proper use of Diltiliazem and Adenosine and that there appeared to have some efficacy.
3. Review of the QI System Indicator for the 3rd Quarter of CY2008 – Proper use of the Regional Incident Review and Skills Tracking Form to include intubations. There were 64 forms submitted through Mary Washington Hospital and none for both Culpeper and Fauquier Hospital. With 54 intubation skills reported, 70% of attempts were successful and 30% were unsuccessful. The committee recognized that the agencies/providers are not filing the Shared Concerns/Skills Tracking Form after each skill. This is a system-wide issue and the providers, agencies, and hospitals need to be made aware of the form if it is going to continue to be used properly.

The QA/QI Committee recommends and motions that the Board of Directors and OMDs of REMS discontinue use of the Skills Tracking Form and place in policy that agencies will report all invasive procedures/skills performed in the quarterly report. Invasive procedures shall be identified as: Intubation, Cricothyrotomy, Transcutaneous Pacing, Electrical Cardioversion, Chest Decompression, and Intraosseous Infusion. The Skills Tracking Form will not be needed for provider recertification purposes because Skills Drills are now required every three years for all REMS providers.

NEW BUSINESS:

1. Discussed QI Review request regarding an ALS Provider whose certifications were temporarily suspended by the Virginia Office of EMS for misuse of ALS supplies and pending further ongoing investigation. The committee will defer any further action/recommendations until the VAOEMS investigation is complete.
2. Motion for adjournment by Jenni-Meade Hartle, seconded by Bill Yeatman.

The meeting adjourned at 2045 hours. Next meeting will be held on Thursday, February 19, 2009 at 2000 hours.

Agenda

1. Approval of the minutes
2. Review statistical data for medical and system QI Indicators for the 3rd quarter 2008
3. Agencies that were missing data or submitted wrong forms were notified.

Old Business

New Business

1. Next meeting.
2. Advise of situation with an ALS provider whose certifications were suspended by the state for missing ALS supplies and pending further ongoing investigation.

RAPPAHANNOCK EMS COUNCIL
QUALITY IMPROVEMENT COMMITTEE
General EMS Meeting Minutes
February 19, 2009

The February meeting was to order by Tim Kimble, Chairman at 1900 hours at the REMS Council in Fredericksburg, VA.

Members Present: Tim Kimble, Culpeper Career, OEMS322@hotmail.com, Jenni-Meade Hartle, Stafford Career, jcarter@co.stafford.va.us, Mark Crnarich, King George Volunteer, mark.crnarich@yahoo.com, Mark Shiflett, PhiAirCare, mshiflett@phihelico.com, Dan Butler, Chancellor Fire & Rescue Volunteer, cvfdrc600@aol.com, Greg Fleck, Spotsylvania County Dept. of Fire & Rescue, gflex@spotsylvania.va.us, and Carolyn Marsh, REMS Staff, CarolynMarsh@vaems.org

Excused Absences: Dr. David Garth, Regional Medical Director, dgarth90@hotmail.com, Ray Harvey, Quantico Fire, ray.harvey@usmc.mil, Bill Yeatman, Mary Washington Hospital EMS Coordinator, William.Yeatman@medicopr.org,

Unexcused Absences: None

Approval of Minutes: Motion by Mark Shiflett, seconded by Jenni to approve minutes of November 20, 2008. Approved unanimously

UNFINISHED BUSINESS:

1. Review statistical data for medical and system QI Indicators for the 4th quarter CY2008.
 - a. Medically Assisted Intubation – the committee reviewed the chart and is pleased to see that the Medically Assisted Intubations were 100% successful. There was some discussion about the number of attempts that were made. The committee discussed that the protocol is new and there may be some hesitance on the part of the EMS personnel to use this protocol.
 - b. System Indicator reviewed the total number of ALS calls run vs. the total number of BLS calls and the number of ALS intercepts that were transported.
2. Report on agencies that did not submit QI data:

AirCare	Catlett
LifeEvac	New Baltimore
Port Royal	Richardsville Fire & Rescue
Upper Caroline	Upperville Fire
Culpeper Rescue	
3. The committee was pleased to note that those agencies that did submit information utilized the forms correctly.

NEW BUSINESS:

1. Recommend QI Indicators for the 3rd and 4th quarters of CY2009.
 - a. The 3rd and 4th quarters of CY2009 will be discussed via email. Carolyn will email the indicators that have been used to-date for the committee to take into consideration.
2. Review REMS EMS and Trauma System Performance Improvement Plan

- a. OEMS provided feedback on our current PI Plan which was shared with the committee. They have indicated there needs to be two separate written plans for the General EMS PI and Trauma PI.
- b. OEMS suggests that some verbage be changed in the PI document template that has been placed on the website. The committee agrees that this is a "SAMPLE" document and the agency that chooses to use it may change it in any manner they wish. The committee does suggest that verbage be made consistant throughout the document and it will be changed to reflect the changes.

The meeting adjourned at 1945 hours. The next meeting will be held **May 21, 2009 at 1900 hours.**

Agenda

1. Approval of the minutes
2. Review statistical data for medical and system QI Indicators for the 4th quarter CY2008
3. Review of non-compliant agencies.

Old Business

New Business

1. Identify the QI Indicators for the 3rd and 4th quarter of CY2009 for recommendation to OMD Committee.
2. OEMS review of REMS EMS & Trauma System Performance Improvement Plan and the REMS Regional Performance Improvement Program Template.

Rappahannock EMS Council
QUALITY IMPROVEMENT COMMITTEE
General EMS Meeting Minutes
Thursday, May 21, 2009

Carolyn Marsh called the meeting to order at 1900 at the REMS Council in Fredericksburg, VA in the absence of chairperson, Tim Kimble.

Members Present: Ray Harvey, Quantico Fire, ray.harvey@usmc.mil, Greg Fleck, Spotsylvania County Dept. of Fire & Rescue, gfleck@spotsylvania.va.us, Bill Yeatman, Mary Washington Hospital EMS Coordinator, William.Yeatman@medicorp.org, and Carolyn Marsh, REMS Staff, CarolynMarsh@vaems.org.

Excused Absences: Dr. David Garth, Regional Medical Director, dgarth90@hotmail.com, Tim Kimble, Culpeper Career, OEMS322@hotmail.com, Jenni-Meade Hartle, Stafford Career, jcarter@co.stafford.va.us, Mark Crnarich, King George Volunteer, mark.crnarich@yahoo.com

Unexcused Absences: Mark Shiflett, PhiAirCare, mshiflett@philelico.com

New Business

The first order of business was approval of the February 19, 2009 committee minutes. Motion for approval and approved unanimously.

All committee members received by email a copy of the First Quarter CY09 QI Indicator Charts, Agency Compliant Report, Proposed Regional Trauma PI Plan and Regional EMS PI Plan.

The following agencies were non-compliant for submission of QI data for the first quarter:

Casleton	Culpeper Rescue
Flint Hill	Goldvein Fire & Rescue
Marshall Fire	New Baltimore
Orleans Fire	Rapidan Volunteer Fire
Upper Caroline	REVA Fire & Rescue
Upperville Fire	Westmoreland Co. EMS

There was discussion regarding a high non-compliance rate from the Culpeper County Agencies and what we could do as a committee to get a better QI compliance percentage from that area. It was recommended that the Chairperson Tim Kimble contact Dr. Crovatin for input for better compliance and report back to the committee in August.

Old Business

The group reviewed the Regional EMS PI Plan for completion. There were several recommendations for changes that are OEMS contract specific. Those changes were approved. Greg Fleck will make the necessary changes to the document and get it to Carolyn. This document will be forwarded to the REMS Council Board as an action item at the board meeting on June 17, 2009.

The committee agreed that no changes would be made to the QI Template. This document was created as a document for agency to use and modify to meet agency specific needs.

QI Indicators for the 3rd and 4th quarter of CY 09 are as follows:

3rd Quarter Indicators

Medical – Stable Tachycardia, was treatment sequence followed? Was vagal stimulation attempted before administration of medication. Protocol- Medical Section II, 4.9, Page 21.

Trauma – Pediatric Electrical injuries. Was patient placed on cardiac monitor? Was patient monitored and treated for arrhythmia per appropriate protocol? Protocol-Pediatrics Section VI, 4.5.1, and 4.5.2, Page 40.

System – Patient Refusals, did provider obtain a witness signature for patient refusal? Protocol – Administration Section, 3.6 and 3.6.2

4th Quarter Indicators

Medical – Unconscious Patient/Altered Level of Consciousness. Was glucose levels checked on all unconscious or altered mental status patients. Areas to identify were attempts successful or unsuccessful. Protocol Medical Section II, 28.0, 28.1 and 28.2, page 56.

Trauma – Assessment of PMS before and after immobilization. Was notation in narrative that PMS was checked before and after immobilization of a fracture. Protocol Trauma Section III, 5.0, 5.1, 5.2 and 5.3, page 7.

System – Proper documentation of use of BIAD, King or Combitube. Was procedure appropriately documented in narrative of PPCR. Protocol Clinical Section VIII, 2.0, 2.1, 2.2,2.3, also procedures 4 and 19.

Next meeting will be August 20, 2009 at 1900 hours at the REMS Council.

Meeting adjourned at 2015.