

Rappahannock EMS Council
QUALITY IMPROVEMENT COMMITTEE
General EMS Meeting Minutes
Thursday, August 27, 2009

Jenni-Meade Hartle, Vice-Chairperson, called the meeting to order at 1900 hours at the REMS Council in Fredericksburg, VA in the absence of Chairperson, Tim Kimble.

Members Present: Jenni-Meade Hartle (Stafford Career), Mark Crnarich (King George Volunteer), Greg Fleck (Spotsylvania Career), Cindy Hearrell (Mary Washington Hosp), Mark Shiflett (PhiAirCare), Michelle Wheatley (Lifecare), and Carolyn Marsh (REMS Staff).

Excused Absences: Dan Butler (Spotsylvania Volunteer), Ray Harvey (Quantico Fire), Tim Kimble (Culpeper Career), Bill Yeatman (Mary Washington Hospital EMS Coordinator).

Unexcused Absences: Dr. David Garth (Regional Medical Director) and Lecia Albright (HCA)

Unfinished Business

The first order of business was approval of the May 21, 2009 committee minutes. Motion for approval made and approved unanimously.

All committee members received by email a copy of the Second Quarter CY09 Medical and System Indicator Charts, the Agency Compliance Report, and a list of all indicators previously used. The 2nd quarter medical and system charts and statistics were reviewed by the committee and all were in agreement that no further action/training needs to be taken.

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

Castleton	Orange County
Catlett	Orleans Fire
Flint Hill	REVA Fire & Rescue
Goldvein Fire & Rescue	Upper Caroline
Marshall Fire	Upperville Fire
New Baltimore	

There was discussion at the last meeting 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. Chairperson Tim Kimble will contact Dr. Crovatin for input for better compliance and report back to the committee in November.

New Business

Medical and System Indicators for the 1st, 2nd & 3rd quarter of CY 10 are as follows:

1st Quarter Indicators

Medical – CVA, how many reports with this complaint? How many reports had the following documented: Cincinnati Stroke Scale, onset of symptoms, blood sugar? Protocol- Medical Section II, 5.0, Page 28.

System – Quality Improvement Program, is there one in place? Did they use the REMS template? Submit copy of program. Protocol- Administrative Section I, 3.13.1, Page 16.

2nd Quarter Indicators

Medical – Asthma/C.O.P.D, how many reports with this complaint? How many reports followed the protocol? Protocol Medical Section II, 3.0, 28.1, page 6.

System – Patients were transported to which facility? List by hospital number.

3rd Quarter Indicators

Medical –Anaphylaxis/Allergic Reaction, how many reports with this complaint? How many reports used a patient assisted medication? How many reports were ALS? If ALS, how many reports gave medications in the order listed in the protocol? Protocol Medical Section II, 2.0, page 4.

System – Adult IO usage, how many adult IO's were attempted? How many adult IO's were successful? List by IO type. Protocol Clinical Section VIII, 11.0 and 26.0, page 20 and addendum.

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

Meeting adjourned at 1944 hours.

**Rappahannock EMS Council
Medical & General
QI Committee Meeting
Minutes**

DATE: Thursday, November 19, 2009 @ 1900

LOCATION: Rappahannock EMS Council

MEMBERS PRESENT

Ray Harvey
Greg Fleck
William Yeatman
Cindy Hearrell
Dan Bulter
Michelle Wheatley

OTHERS PRESENT

Carolyn Marsh – Staff

EXCUSED

Tim Kimble
Jenni Hartle
Mark Crnarich
Mark Shiflett

UNEXCUSED

Dr. Garth

Carolyn Marsh called the meeting to order at 1900 in the absence of the Chairperson and Vice Chairperson. All committee members received by email a copy of the Third Quarter CY09 QI Indicator Pie Charts, Agency Compliant Report, QI Template and Regional EMS PI Plan.

Old Business

The first order of business was approval of the August 27, 2009 committee minutes. Motion for approval and approved unanimously.

Committee discussed the agencies that were non-compliant for submission of QI data for the CY09 Third Quarter. The two jurisdictions with the lowest reporting were Culpeper and Fauquier. The committee had directed Tim Kimble to discuss the issue with Dr. Crovatin to see what we can do to accomplish better compliance. Since Carolyn knew Tim would not be at the meeting when she sent Dr. Crovatin his OMD QI Compliance Reports she did advise of the rules and regulations and asked if there was anything that she could do to assist the non-compliant agencies. The same was done with Dr. Jenks, who is a fairly new OMD. A response was received from Dr. Jenks and he was very appreciative of the information and assured her that the agencies would be compliant.

New Business

The committee reviewed the Regional EMS System PI Plan to determine if any changes were necessary. After review and discussion a motion was made and seconded for no changes to the plan. Motion passed unanimously.

The committee reviewed the QI Template to determine if any changes were needed. It was agreed that the document was created as a document for agency to use and modify to meet agency specific needs. Based on this a motion was made and seconded that no changes be made to the plan. Motion passed unanimously.

QI Indicators for the 3rd and 4th quarter of CY2010 are as follows:

3rd Quarter Indicators

Medical – Anaphylaxis/Allergic Reactions: Total number of anaphylaxis calls. Total number of calls where O2 was placed on the patient having an anaphylactic reaction. Total number of calls where epinephrine pen was used. Protocol- Medical Section II, 2.0 through 2.2, Page 4.

System – Documentation of doctor's signature for ALS Interventions. Total number of ALS calls. Total number PPCR's with doctors signatures. Total number of calls without doctors signatures. Protocol – Administration Section III, 3.3.2, Page 6

4th Quarter Indicators

Medical – Labor and Delivery: Total number of OB calls. Total number of calls where it was documented in the narrative that the OB patient was transported on left side. Total number of OB calls where the patient was placed on O2. Protocol Medical Section II, 12.1 through 12.2, Page 35.

System – Patient Assessment: Total number of calls where two complete set of vitals were obtained and documented on PPCR. Total number of calls with less than two complete set of vitals documented on PPCR. Protocol Medical Section II, 1.2 through 1.2.2.5, Page 1.

Next meeting will be February 19, 2010 at 1900 hours at the REMS Council.

Meeting adjourned at 2000 hours.

Agenda

1. Approval of the minutes
2. Agencies that was non-compliant for QI Data submission. What can we do to get these agencies compliant?

Old Business

1. Establish QI Indicators for CY 11.
2. Follow up on Culpeper agencies compliance with Tim Kimble.

New Business

1. Review the Medical and System Indicators for the 3rd quarter.
2. Review the EMS System Performance Improvement Plan for any needed changes
3. Review QI Template for any necessary changes.

Next Meeting

February 18, 2010 at 7:00 pm.

**Rappahannock EMS Council
Medical & General
QI Committee Meeting Minutes
Thursday, February 18, 2010 @ 1900**

Carolyn Marsh called the meeting to order at 1900 in the absence of the Chairman and Vice Chairman. All committee members received by email a copy of the Fourth Quarter CY09 QI Indicator Charts, Agency Compliant Report, and QI Indicators for FY 2011 and Agenda for the meetings.

Members Present: Dan Butler, (Chancellor Volunteer Fire & Rescue); Mark Crnarich (King George Volunteer Rescue); Greg Fleck (Spotsylvania Career); Ray Harvey (Quantico Fire); Cindy Hearrell (Mary Washington Hospital); Carolyn Marsh (REMS Staff)

Excused Absences: Dr. Garth, (Regional Medical Director); Jenni-Meade Hartle (Stafford Career); Tim Kimble (Culpeper Career); Mark Shiflett (PHI AirCare); Michelle Wheatley (LifeCare); William Yeatman (Mary Washington Hospital)

New Business

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

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

Frog Level Rescue	Salem Fire Dept.
Upper Caroline Fire Dept.	Upperville Fire Dept.
Rapidan Fire Dept.	

The committee revisited the 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 Carolyn may contact Dr. Crovatin and see what can be done to resolve the issue. This item had been tabled the last two meetings.

Old Business

The committee reviewed all of the compliance documents provided. Noting that since our last meeting the compliant percentages had improved.

The committee has worked hard identifying QI Indicators and has now completed the indicators for FY2011. There was discussion regarding future indicators be "transporting to the most appropriate facilities". This would be a good indicator since we now have 3 facilities in the Fredericksburg service area with a fourth scheduled to open in May 2010.

In reviewing the FY2011 QI Indicators it was decided to move System Indicator designated for the 4th Quarter of FY2011 up to the 1st Quarter and then move all the other system indicators down one quarter.

Next meeting will be May 20, 2010 at 1900 hours at the REMS Council.

Meeting adjourned at 1940.

Agenda

1. Approval of the minutes
2. Review statistical data for medical and system QI Indicators for the 4th quarter CY2009
3. All agencies that submitted data did all the forms correctly.
4. Agencies that were non-complaint have been notified. Those agencies are:

Frog Level Rescue	Salem Fire Depart.
Upper Caroline Fire Dept.	Upperville Fire Dept.
Rapidan Fire Depart.	

New Business

1. Identify the Medical and System QI Indicators for the 3rd and 4th quarter of CY2009
2. Next meeting will be held on May 20 at 7:00 pm at the REMS Council.

Old Business

**Rappahannock EMS Council
Medical and General Meeting
QI Committee Meeting Minutes
Thursday, May 20, 2010 @ 1900**

Tim Kimble called the meeting to order at 2030 at the Rappahannock EMS Council.

Members Present: Dan Butler, (Chancellor Volunteer Fire & Rescue); Mark Crnarich, (King George Fire & Rescue); Greg Fleck, (Spotsylvania Career); Ray Harvey, (Quantico Fire); Tim Kimble, (Fauquier Career); Lori Knowles (Stafford Career); Dr. Lawrence Roberts, (Mary Washington Hospital Trauma Dept.); Michelle Wheatley, (LifeCare Medical Transports); Carolyn Marsh, (REMS Staff)

Excused Absences: Dr. Garth, (Regional Medical Director); Cindy Hearrell (Mary Washington Hospital); Mark Shiflett, (PHI AirCare)

The first order of business was approval of the February 18, 2010 committee minutes. Motion for approval and approved unanimously.

Old Business

The committee agreed that they had met the objective of reviewing the REMS EMS & Trauma System Performance Improvement plan and REMS Regional Performance Improvement Template for FY 2010. The committee will review the plans at the August 2010 meeting for FY2011 to ensure there are no recommended changes. Carolyn advised that the committee needs to review these plans annual as a contract deliverable to OEMS.

As discussed in the trauma meeting the committee will forward recommendations to the Guidelines and Training Committee any trends noticed for consideration for future skills drills or items that may need to be address by adding or improvement in the REMS Council Protocols.

In order to have better reporting the QI committee needs the support of the OMD's to enforce the need for data collection to their agencies. Reports are sent to the OMD's quarterly and the committee certainly encourages feed back from the OMD's. Carolyn reported that some OMD's are very involved with the process but for those that have agencies that are complaint you hear little form. The group was glad to have an OMD at the meeting and let Dr. Roberts know they appreciated him giving the committee his time and support.

New Business

Shared Concern forms and the process of these concerns were discussed. The general consensus of the committee was that the QI Committee should be involved in the process of review and recommendation. It was also felt that this is where we can truly identify trends that may need further training classes or updates to protocols and used as QI indicators. Need to also identify a way to provide feedback to the individual that submitted the concern.

Group will begin the process of identifying 2012 QI Indicators at the August meeting.

The committee needs to appoint a co-chair for the committee. Tim Kimble asked the members to come back to the August meeting prepared to elect a co-chairperson.

Next meeting will be August 19, 2010 at 1900 hours at the REMS Council.

Meeting adjourned at 2105.

Agenda

1. Approval of the minutes
2. Review statistical data for medical and system QI Indicators for the 1st quarter CY2010.
3. Agencies that were non-complaint have been notified. Those agencies are:

Remington
Chester Gap
Colonial Beach Fire
Marshall Fire
Rapidan
Upperville

Castleton
Culpeper Rescue
Fredericksburg Rescue
Orange County
Salem

Old Business

1. We have reviewed REMS EMS & Trauma System Performance Improvement Plan and the REMS Regional Performance Improvement Program Template for FY 2010. But will need to revisit review for FY2011.