

BYLAWS

Standing Committee Title: Trauma and EMS Performance Improvement Standing Committee
Standing Committee Acronym: TEPI

Article I: Purpose

The Trauma and EMS Performance Improvement (TEPI) Standing Committee is formed to assist the Statutory Councils (State Trauma Advisory Board, Emergency Medical Services Council and Medical Direction Commission) and the Bureau in carrying out the duties described in statute and rule relating to quality improvement of the State's EMS and trauma system. This is accomplished by aiding the Bureau's Data and Quality Assurance Program in the development of guidelines, reports, and recommendations to the Statutory Councils. Importantly, TEPI's review of provider level data is limited to routine system performance indicator analysis and cannot be used for regulatory purposes. Specifically, TEPI shall:

1. Provide recommendations to the Bureau for the development of system performance indicators relating to the emergency care system inclusive of dispatch, first response, transport, emergency department, in-patient and rehabilitative care.
2. Review and suggest changes to Bureau developed reports based upon system performance indicators
3. Recommend to the Statutory Councils specific system performance enhancements to the State's emergency care system.
4. Review and consider evidence-based research dealing with emergency care system and make recommendations to the Statutory Councils for possible changes in system practice.
5. Periodic review and recommendations for changes in the data-sets pertaining to emergency care system registries.

Article II: Committee Liaison

The intent of this article is to provide for the timely and appropriate exchange of information between the Standing Committee and the three Statutory Councils. All Standing Committees shall, therefore, have a minimum of one member from each of the three Statutory Councils in their membership to serve as liaisons.

The Chief of the Bureau of Emergency Medical Services and Trauma System, or designee, shall also attend and support the timely and appropriate exchange of information between the Standing Committee and the three Statutory Councils and to provide staff support and technical support to the Standing Committee including notification of pending actions or issues which may be within the scope of the Standing Committees' purpose.

Article III: Members

Section 1: Committee Membership

Membership of the TEPI shall consist of no more than 25 members from a diverse representation of individuals from throughout the state. There will be Standing Committee members selected from each of the four EMS Regions. The Medical Director, Standing Committee Chair and Bureau Chief, under the advice of the Bureau Liaison, shall solicit and appoint members. The following members are required:

- A member of the State Trauma Advisory Board
- A member of the Medical Direction Commission
- A member of the Emergency Medical Services Council

Section 2: Terms of Membership

There is no specific term of membership, however, the Medical Director, Standing Committee Chair and Bureau Chief, under the advice of the Bureau Liaison, shall periodically review member attendance (Article V, Section 4) and if necessary, remove a member due to failure to meet the attendance requirement.

Section 3: Compensation

Standing Committee members shall not be eligible to receive compensation.

Section 4: Voting

Each member of the Standing Committee shall be entitled to one vote when present in person or via electronic media at a meeting of the Standing Committee. No individual member shall cast more than one vote on the Standing Committee. Voting by proxy and/or alternate voter shall not be permitted.

Section 5: Vacancies

Standing Committee vacancies shall be filled through appointment by the Medical Director, under the advice of the Standing Committee Chair, Bureau Chief and the Bureau Liaison, with consideration given to individuals with expertise consistent with the Standing Committee purpose. The Bureau Liaison shall be responsible for informing the Medical Director, Standing Committee Chair and Bureau Chief of vacancies.

Article IV: Officers

Chair: The Standing Committee Chairs shall be chosen as follows:

- Education Standing Committee – EMS Council
- Protocols Medications and Devices Standing Committee – MDC
- Trauma and EMS Performance Improvement Standing Committee – STAB

Vice Chair: The Vice Chair of the Standing Committee shall be filled through appointment by the Medical Director, Standing Committee Chair and Bureau Chief, under the advice of the Bureau Liaison, and shall serve as the Standing Committee Chair in his/her absence. On resignation a new Vice Chair shall be selected by the next regular meeting.

Article V: Meetings

Section 1: Regular Meetings:

The regular meetings of the Standing Committee shall be held, at a minimum, three times per year at a time and place designated by the Chair and Bureau.

Section 2: Special Meetings

Special meetings and/or telephone meetings may be called by the Chair in agreement with the Bureau Liaison, or by written request of five (5) members of the Standing Committee and must comply with the Open Meeting laws.

Section 3: Notice of Meetings

Standing Committee members shall be notified ten (10) days in advance of all Standing Committee meetings. A yearly schedule of regular Standing Committee meetings shall be made available to Standing Committee members in January. Minutes of the previous meeting and an agenda for the upcoming meeting should be available to members ten (10) days in advance of the Standing Committee meeting.

Section 4: Attendance

Regular attendance is expected of all Committee members. If a member fails to attend two (2) consecutive meetings, an inquiry shall be made by the Bureau Liaison of that member concerning their continued participation on the Board, and the results of the inquiry shall be forwarded to the Medical Director, Committee Chair, and Bureau Chief for a decision on the member's status.

Section 5: Quorum

A quorum consists of a simple majority (50% plus one) of the entire membership, whether the position is filled or vacant, present in person or via electronic media.

Article VI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Standing Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article VII: Open Meeting Law

The Arizona Open Meeting Law (A.R.S. 38-431-A.R.S. 38-431.09) shall apply to meetings of the Standing Committee.

Article VIII: Minutes

Minutes of each Standing Committee Meeting will be recorded and the Standing Committee shall have the rights of review and correction of minutes of all meetings before publication and distribution.

Article IX: Motions

All motions passed by this Standing Committee will be forwarded to the Statutory Councils for review and/or action at their next regularly scheduled meeting.

Article X: Amendments

These bylaws can be amended at any regular meeting of the Standing Committee by a majority vote of the entire membership, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three (3) years.

Approved: 02/02/11

Revised & Approved: 11/21/2013