

Regional Council Program Quarterly Report

Peninsulas EMS Council

Contract No: 517-08-205

Program Report for: third quarter FY08

I. SCOPE OF SERVICES:

A. REGIONAL INFRASTRUCTURE

1. Regional EMS Council Office
Unchanged from 1st quarter.
2. Continuity of Operations Plan
Unchanged from 2nd quarter.
3. Employee Qualifications and Performance
Jo Richmond (Rural Field Coordinator) has been upgraded to full time status. This is to assist with the council with leadership transition.
4. Position Vacancy
The Assistant Director position has been vacant since February 12, 2008. Jeff Meyer has as been named the Executive director on February 12, 2008.
5. Organizational Information
Unchanged from 1st quarter exempt there has been to addition to the BOD. **See Attachment A** for complete list of BOD.
6. Documentation and Reporting
 - a) No Changes to service areas from 1st quarter.
 - b) n/a
 - c) Copy of this quarterly report has been forward to all BOD members and has been uploaded to lotus notes
 - d) Final annual report was submitted in the 2nd quarter
 - e) The following committee minutes are post to the website and to lotus notes
 - o BOD
 - o Pre-Hospital Committee Minutes
 - o CISM Team Meeting
 - o Medical Advisors Committee
 - o PICO
 - o Protocol Policy & Procedures Committee
 - o Performance Improvement
 - f) No Changes to committee membership noted this quarter
 - o Exempt Dr. Amy Burford and Dr. Elizabeth Buetow have been added to the MAC committee
 - g) Copy of the By-laws has been attached. **See Attachment B** all other documents were sent during the 2nd quarter report
 - h) No new materials proceed this quarter.
 - i) n/a
 - j) The quarterly finical statement is attached **See Attachment C**
7. Fees
Our Fee structure remains unchanged. We collect fees for practical testing at Consolidated Test Sites at the rate of \$25 for initial testing (two stations) and \$15 for retests (one station.)

8. State Committee Responsibilities.
 - Regional Directors Group –
 - Jeff Meyer attend on 02/07
 - Governors Advisory Board –
 - Jeff Meyer, Julie Glover, Cheryl Lawson and Michael Player attend on 02/08
 - Medical Direction –
 - Jeff Meyer attend on 01/17
 - Standards of Excellence Committee –
 - Jo Richmond attended these meetings in February & March.
 - Process Action Team meeting –
 - Jeff Meyer attended the meeting on 02/25 and 02/26. Jim Masten attend on the meeting on 03/20.

B. REGIONAL MEDICAL DIRECTION

1. Regional Medical Director

- a. Scope of Services
- b. Copy of Current RMD Contract
 - Unchanged from 1st quarter.
 - Medical Advisory Committee met on March 13th at PEMS office.

2. Regional Medical Protocols

Unchanged from 2nd quarter.

- The PPP Committee meet on 01/03 and 02/07 to review and continue revising the regional protocols. 8 different protocols were revised and approved by the MAC in the last quarter.

3. Regional Medication and EMS Supplies Restocking Program

Unchanged from FY07. **See Attachment D**

- At the next regular schedule meeting of PICO Committee, the committee will began to do major review and revision of the restocking and medication agreements.

4. Regional Medication Kit Exchange Program

The medication box agreements were updated and approved on 03/13.

See Attachment E

- At the next regular schedule meeting of PICO Committee, the committee will began to do major review and revision of the restocking and medication agreements

C. REGIONAL PLANNING

1. Regional EMS Plan

The PEMS Council has begun the review and revising process the regional EMS plan. Each pre-hospital committee and the Medical Advisory committee and completed SWOT analysis of the PEMS region. **(See the minutes for the PPHC (04/08), MPPHC (03/18), NNPHC (04/10) & MAC (03/13))**

PEMS is in the process of forming static planning committee to revise the existing EMS plan by the July Board of Directors meeting. The 1st of this group will be in early May.

2. Trauma Triage Plan

The Trauma Triage Protocol & Plan was updated and approved on 09/13/2007. See Attachment F. The update of the Trauma Triage protocol and plan is scheduled for July 08 which is in conjunction with the 2008 protocol rollout.

- This change was identified through Trauma PI process and projects.

3. Regional EMS MCI (Disaster/WMD) Plan - Option One – Primary MCI Planner

The joint (PEMS/TEMS) regional MCI plan was updated and completed on 03/25. See Attachment G. The minutes, agendas and rosters are attached for your review. See Attachment H.

4. Hospital Diversion Plan

Unchanged from 1st quarter.

5. Surge Capacity Plan

Unchanged from 1st quarter.

6. After Action Report

None required

D. REGIONAL COORDINATION

1. Regional General EMS Performance Improvement (PI) Program/ 2. Regional Trauma Performance Improvement (TPI) Program also referred to as Quality Assurance, Quality Improvement, and Quality Management.

- a. On October 31st the PI plan & Trauma PI plan was submitted for approval on Oct 31, 2007 along with a request to combine the 2 plans and committees. On November 14th we received approval for the combination. Therefore general and trauma PI will be reported together in one report.

(1) No changes to Region PI plan that was reported in the 1st quarter.

(a) Unchanged from 1st quarter

(b) Unchanged from 1st quarter

(c) Unchanged from 1st quarter

(d) Currently the PI committee has one performance improvement issue (*action items*). The PPP committee has created medical air transport protocol and is in 2nd review with anticipation that it will forward to MAC for approval.

(2) The schedule topic was present in the 2nd quarter report and remains unchanged.

(a) The PI committee is currently collecting data will report the aggregate finding in the 4th quarter report.

(b) Complete in the 2nd quarter.

(c) Completed in the 2nd quarter

(d) Completed in the 2nd quarter

(e) Unchanged from 1st quarter

(3) Unchanged from 1st quarter. See PI plan for details.

(a) PI Committee reviewed 5 Medical Incident Review last quarter. This was a mixture of medical and trauma cases.

(4) Membership remains unchanged from 1st quarter. See Attachment I for attend percentage for each committee member for this FY08.

(5) PI meetings were held on 02/11 and 03/10

(a) The agenda, minutes and attendance roster for the 2 PI committees meeting held this quarter are attached to this report. See Attachment J

- The PI committee holds their meeting on 2nd Monday of every month at 10am in the PEMS office.

(b) The PEMS Council provided technical assistance to following EMS agencies:

- Hampton Division of Fire and Rescue (CQI Meeting 02/11, 03/08)
- Attend Sentara Careplex STEMI review Comm. (02/27, 03/26)

(c) All EMS agencies were encouraged to participate in the PI committee and were informed of the upcoming PI projects and how they will be asked to contribute. This was accomplished at the 3 Pre-Hospital Committees meetings.

(d) The PEMS PI Template was completed and updated in the 1st quarter

(i) Remains unchanged from last quarter

(ii) Remains Unchanged

(iii) Method for reporting significant events is included in the PI plan and template.

(a) The PEMS PI Template was submitted for OEMS approval in the 1st quarterly report. PEMS has no received approval to date therefore has not been distributed (the temple is posted to the website and is available upon request).

(b) Currently the statistical report is unavailable do to the restructuring of the Performance Improvement projects. We are currently schedule to report STEMI project findings and the May meeting.

3. Rescue Squad Assistance Fund (RSAF) Grant Program

a. The PEMS council promoted grant writing and review assistance to all EMS agencies. [See Attachment K.](#)

- PEMS provided assistance to the following:
 - Westmoreland County EMS
 - Notherumblerland County VRS

4. Critical Incident Stress Management (CISM) Program

a. Submitted in the 1st quarter.

b. No report due this quarter

c. The final revision of the policy manual was approved this quarter and is attached. [See Attachment O](#)

d. CISM Team meeting held on January & March 10. [See Attachment L](#)

5. Regional EMS Awards Program

Unchanged from 1st quarter.

6. Regional EMS Instructor Network

a. Instructor Network meeting was held on 11/26/07 at Newport News Fire Training Center and 02/09/08 at PEMS Office. Minutes are posted on Lotus Notes and attached to this report. [See Attachment M](#)

7. Regional Information and Referral

The PEMS web site has been continually updated this quarter. Field Coordinators continue to assist agencies and individual providers as needed.

E. Basic Life Support Consolidated Test Site (BLS-CTS) Administration

1. We conducted two Consolidated Test Sites this quarter with 76 students tested

2. PEMS Submitted the FY08 test schedule to Wayne Berry on 02/13/08. [See Attachment N](#)

3. PEMS forward the FY08 test schedule on 04/21 to all instructors. [See attachment P](#)

E. Regional Category One Continuing Education Program

Unchanged from 1st quarter