

# Northwest Community EMS System Chiefs/Administrators Charter - 2018

## I. **Shared Governance Assumptions**

- A. The System recognizes the legitimate authority of a Provider Agency to govern the non-medical aspects of an EMT, paramedic, or a Prehospital RN's scope of employment and an Associate Hospital to govern their ECRN employees.
- B. It is equally the legitimate legal responsibility of the EMS Medical Director (EMS MD) to set standards and guidelines for the **EMS medical** components of their practice. The system disclaims all liability for any and all medical decisions that are made by non-medical personnel.
- C. One unifying goal of the system is to provide safe, efficient EMS patient care to our customers. To harmonize the sometimes conflicting interests of Provider administrators and the medical community, a shared governance model was crafted based on professional respect. Regular meetings provide a forum for both sides to present their opinions and positions with the purpose of reaching mutually acceptable decisions. Participants exchange ideas, analyze the facts, weight the strengths and opportunities of the present and plan for the future.
- D. Matters that impact both EMS and hospital organizations may be brought to bi-monthly meetings of the Chiefs and Hospital administrators or may be resolved through duly designated committees of constituent representatives.
- E. No EMS System initiatives requiring a Provider agency or hospital to allocate human or economic resources may be enacted without attempting to gain consensus from the chiefs/administrators. Endorsement shall be sought through preannounced votes. A simple majority of those in attendance at the meeting where a vote is called carries the question.
- F. Each chief/administrator shall be eligible to add items for discussion to the agenda.

## II. **Composition and members**

- A. The NWC EMSS Chiefs/administrators meetings were established prior to 1979 and were known as the System Quarterly Meetings. It was the goal of the founders to create a forum to gain feedback from, and communicate information to, System leaders.
- B. The current invitation list includes all Agency Chiefs or EMS CEOs and their designees, the hospital EMS Administrators or their designees, standing EMS Committee chairs or their designees and the Resource Hospital EMS staff.

## III. **Boundaries**

- A. The Chiefs/administrators may discuss any and all issues relative to the ongoing operation of the EMS System and provide feedback to the EMS MD.
- B. All sensitive or protected information discussed at meetings is to be held strictly confidential.
- C. Representatives are asked not to bring issues to the meetings that are only agency-specific and could or should be resolved at the local level.

## IV. **Meetings**

- A. Meetings are held at NCH on the 3<sup>rd</sup> Friday of odd numbered months at 8:30 AM
- B. Meeting facilitator: EMS MD or designee
- C. Meeting secretary: EMS Administrative Secretary  
Minute distribution: NWC EMSS office staff  
Posting of approved minutes on the website: EMS staff
- D. Room scheduling: EMS Administrative Secretary
- E. Food & Bev. req.: EMS Administrative Secretary - a light breakfast is served