

State of Illinois
EMS Education Committee Charter
Approved January 26, 2015

I. **Purpose**

We exist to advance best practice models of EMS teaching and learning in Illinois. To this end, we collaborate to develop and accomplish achievable metrics to implement the education portion of the Illinois EMS Strategic Plan; stay engaged in national committees, organizations and initiatives relative to EMS education; and create resources for educators to help them assess, design, develop, implement and evaluate effective educational programs.

II. **Goals**

- A. Foster a professional EMS learning community that meets or exceeds minimum ethical, academic and practice standards.
- B. Create programs that promote scholarly concern for improvement and develop conceptual, technical, contextual, integrative, and adaptive competencies.
- C. Inspire students and educators to value practice excellence and life-long learning.

III. **Composition and members**

The Education Committee had its origin in 1998. Membership was originally limited to EMS System Coordinators/Administrative Directors from Resource Hospitals. Upon reflection, that composition excluded valuable input from the diverse body of EMS educators throughout the state. Meetings are now open to all interested stakeholders from the EMS education community as we seek participation and cross representation from all course levels and EMS regions in Illinois.

IV. **Committee charges**

The committee shall

- A. participate in the planning, organizing, implementing, evaluating, and monitoring of EMS educational programs as the State strives for best practice evidence-based educational models.
- B. participate in the planning, organizing, field testing, review, monitoring, and change recommendation process for formative and summative competency evaluation and measurement tools for EMS personnel.
- C. identify changing trends, operational assumptions, drivers and restraining factors that impact planning and delivery of EMS education.
- D. recommend to IDPH policy/process changes relative to EMS education.
- E. provide recognition for excellent educational offerings within the State.

V. **Team citizenship**

- A. Communication will be open and professional.
- B. Dissenting points of view will be encouraged and respectfully considered.
- C. Committee and task force members are responsible for completing assignments in a timely manner, participating in meetings, reading minutes/reports, and being prepared to report progress at meetings.
- D. Confidentiality will be maintained when specified.
- E. Members will be familiar with the EMS Act and Rules, the National EMS Education Standards and current issues facing EMS Systems/providers with respect to education and continuing education in order to make informed decisions/recommendations.
- F. Members shall contribute to developing "best practice", evidence-based models and suggest educational methods to achieve those models.

VI. Decision making

- A. The Education committee reaches decisions via consensus and/or majority vote of those present at a meeting site with the option for absentee vote when an issue is known prior to the meeting. Absentee votes shall be e-mailed to the Committee chair.
- B. Issues unable to be resolved in the time allotted in the agenda will be addressed by placing in the “parking lot” for future agenda or using the “de-spin protocol”: Set a limited time (10 minutes) for further discussion, ask members to give opinions, reach resolution, vote or defer to next meeting’s agenda.

VII. Boundaries

The Education Committee does not make autonomous decisions that are binding on EMS programs. All Committee recommendations shall be reported to the Governor’s EMS Advisory Council prior to being officially submitted to IDPH for consideration.

VIII. Meetings and documents

- A. The Committee meets on the 4th Monday of the month on a quarterly basis (January, April, July, October) or as needed and agreed to by Committee members starting at 10:30 AM and continuing to 12 noon. All meetings will be teleconference to sites in northern, central and southern Illinois and comply with the provisions of the Illinois Open Meetings Act.
- B. Meeting facilitator: Chairperson of the Committee (appointed by the Gov. Council)
Chair pro-tem: Committee vice-chair
- C. Minute/report distribution: Currently done by Chair

IX. Communication of committee activities

Meeting minutes/reports shall be distributed by electronic mail to members and stakeholders.