

Northwest Community EMS System

PBPI Committee Charter - 2023

I. **Date charter originally created**

The Provider-Based Performance Improvement (PBPI) Committee evolved from the System Advisory Board. In June of 1991, Colin Carroll (DPFD) proposed a plan by which representatives would be chosen from EMS providers and hospitals to coordinate the System's quality assessment and performance improvement initiatives under the name of the Provider-Based Quality Improvement (PBQI) Committee. In June 1996, the committee changed its name to Provider-Based Performance Improvement to more accurately reflect its mission and goals.

II. **Purpose/Scope**

- A. Assess and improve the quality of EMS documentation and care throughout the System in compliance with laws, rules, guidelines, and standards of practice.
- B. The PBPI Committee is charged with creating and implementing the System's annual quality assessment and performance improvement (QAPI) plan and making recommendations for the QAPI section of the System Strategic Plan. They focus on high-risk, high volume, or problem-prone areas and their effects on health outcomes, patient safety, and quality of care. They gather information relative to System activities through retrospective run reviews, concurrent monitoring, assessment results, and input from system members.
- C. They assess and monitor key metrics, analyze trends and gaps and identify opportunities for improvement. The committee explores possible process changes or recommends education that would improve performance and seeks approval from the EMS MD or designee to implement these suggestions.
- D. Once corrective action has been initiated, they track progress towards meeting goals and metrics and the evaluation process begins again to determine the degree of improvement and the need for further action. They prepare summary reports for distribution to System leaders and members through the In-Station visits.

III. **Metrics:** See annual QAPI plan and National EMS Quality Alliance Measure Set <https://www.nemsqa.org/measures>

IV. **Members:** Each EMS agency/hospital has one self-selected member.

V. **Member responsibilities**

- A. Attend PBPI meetings and serve as a QAPI champion and liaison between the System and their employer.
- B. Contribute to developing quality assessment screens to measure System performance against standards of practice and/or the desired state.
- C. Complete manual reviews of PCRs or source documents to extract/code data as requested and submit screen on time to the PBPI chair.
- D. Participate in discussions relative to data reports that reveal performance opportunities and contribute to the gap analysis and creation of action plans.
- E. Establish quality consistency across the System through the promotion and support of evidence-based professional EMS practice.
- F. Identify and communicate excellent care within their EMS agency/hospital to highlight in System education and reports.
- G. Educate their constituency members relative to QAPI findings and action plans.
- H. Assess, evaluate, monitor, communicate, and collaborate on achievement of QAPI goals.

VI. **Boundaries**

- A. All sensitive or protected information discussed at committee meetings is to be held strictly confidential per Federal and State laws and regulations.
- B. Representatives shall not bring quality issues to the Committee that are individual or agency-specific and could create labor conflicts within theirs or another EMS agency.

VII. **Leadership positions:**

- A. **Chair:** The Chair shall preside and conduct meetings in accordance with the agenda, Robert's Rules, and the PBPI Plan. They shall expedite committee business compatible

with the rights of all members, respond to inquiries relating to the business of the Committee, authenticate by their signature when necessary, all actions and proceedings of the Committee, and serve as a liaison to the System in matters pertaining to the Committee. The Chair, or their designee, shall be responsible for data collection/ submission from the committee and the creation and presentation of detailed reports summarizing the assessment results as outlined in the PBPI plan. The Chair will convene sub-committees or task forces to address specific issues when necessary and recommend additional positions as needed.

- B. **Vice-Chair:** The vice-chair performs such duties as may be requested by the Chair and/or committee. The Vice-chair assumes the Chair's responsibilities if the position is vacant, the Chair is absent, or the Chair leaves the chair for any purpose.
- C. **Secretary:** Recording member of the Committee. They shall keep a record of all proceedings of the committee to be distributed and call the meeting to order in the absence of the Chair and Vice-Chair. The secretary will also post approved minutes and general synopsis of screen results to the system website.
- D. **Data Coordinator:** Will work with the Chair in writing queries in Image Trend, complete special data projects for the System and work with the CARS Committee on issues relative to documentation.
- E. **Screen Coordinator:** Will work with the Chair in creating screens, compiling data, and producing a summary report for the committee.

VIII. **Length of Commitment**

- A. Officers shall serve for 2 year terms. Terms may be extended or renewed based on a majority vote of committee members and the consent of the sitting officer.
- B. Elections for officer positions will occur in offset years. Committee Chair and Vice-chair will be elected in odd years starting in 2019. Secretary, Data Coordinator and Screen Coordinator will be elected in even years starting in 2020.
- C. Elections for new officers will be by a majority vote of committee members present and will occur in December.
- D. Notice of election will be provided at least 21 days in advance of the meeting at which a vote will be taken.
- E. Member positions shall remain current until replaced by their employer.

IX. **Meetings**

- A. The Committee meets on the first Wednesday of each month at 9:00 AM in rooms at NCH announced and posted to the System website in advance and virtually for those who cannot attend in person. Virtual attendance access information shall be forwarded to all members in advance.
- B. Minute distribution: Posted to System website after committee approval
- C. Voting process/Quorum: 51% of voting members

CJM: 7/94; Rev: 7/96; 6/98; 1/05; 1/06; 1/10; 1/11; 1/12;

RGS: 1/13; 1/14

SW: 1/16

JB: 1/17, 10/17, 01/18, 01/19, 1/20, 12/20, 12/21

JB/CJM: 1/23