

Northwest Community EMS System PBPI Committee Charter - 2012

I. **Composition and members**

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 to coordinate the System's quality improvement initiatives under the name of the Provider-Based Quality Improvement (PBQI) Committee. In June 1996, the committee changed its name to more accurately reflect its mission and goals to PBPI. Each EMS agency/hospital has one self-selected member.

II. **Goals and objectives:** See Annual CQI Plan for details.

Measure and improve the quality of care throughout the System in compliance with standards of practice.

III. **Committee charges/issues to bring to the Committee**

- A. The PBPI Committee is charged with creating and implementing the System's Performance Improvement Plan and make recommendations for the Quality Management section of the System Strategic Plan. They focus on high-risk behaviors and gather information relative to system activities through retrospective run reviews, concurrent monitoring of performance, test/assessment results, and comments from system members.
- B. Trends are analyzed and opportunities for improvement are identified. The committee explores possible process changes or recommends continuing education that would improve overall performance and seeks approval from appropriate system committees/individuals to implement these suggestions.
- C. Once corrective action has been initiated, the evaluation process begins again to determine the degree of improvement and the need for further action. They prepare summary reports of their findings for distribution to administrators and system members through the In-Station visits.

IV. **Individual committee member responsibilities**

- A. Share information on PBPI activities with their EMS agency colleagues.
- B. Serve as a communication liaison between the System and their EMS agency with respect to quality initiatives/findings.
- C. Contribute to developing "best practice" models.
- D. Establish quality consistency between EMS agencies across the System.
- E. Praise excellent care within their EMS agency.
- F. Educational role for their EMS agency members relative to quality management.
- G. Evaluate, monitor, communicate, and collaborate on accomplishment of QI goals.

V. **Boundaries**

- A. The PBPI Committee shall establish an annual operating plan using the tenets of this charter and the System Strategic Plan to give direction and purpose to its function.
- B. All sensitive or protected information discussed at committee meetings is to be held strictly confidential per Federal and State laws and regulations.
- C. 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.

VI. **Meetings**

- A. The Committee meets on the first Wednesday of each month at 9:00 AM in rooms announced on the annual meeting calendar.
- B. Meeting facilitator: Chairperson of the Committee
- C. Meeting secretary: Elected by the Committee
- D. Minute distribution: Posted to System website after committee approval