

<p style="text-align: center;">Northwest Community EMS System R&D Committee Charter - 2024</p>
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I. Composition and members

- A. The NWC EMSS R&D Committee was established in March 2014 to serve as an interested stakeholder group charged with identifying, analyzing, and recommending drugs, procedures and medical equipment used in the NWC EMSS.
- B. Each System Hospital and Provider Agency is invited to send a representative to the meetings.

II. Charges to the R&D Committee

- A. To facilitate the creation and maintenance of the System Drug and Supply lists; Ambulance and Non-Transport
- B. Maintain awareness of new and/or better products for use in the pre-hospital environment that support or advance the System SOPs and practice standards and bring these innovations to the Committee for review and study.
- C. Study and project innovation attributes, product performance, advantages to patient care, adoption risks, levels of change required in established behavior patterns; technological familiarity and fit for the System, and a financial pro forma for increased or decreased direct and indirect costs that will enable the EMS MD to form a Go/No Go decision.
- D. Create research proposals if a new product is to be studied that does not have strong support from high-level evidence in published literature and guidelines.

III. Individual committee member responsibilities

- A. Share information or solicit feedback on R&D activities with their EMS agency colleagues.
- B. Serve as a communication liaison between the System and their EMS agency with respect to System-approved drugs, procedures and medical equipment.
- C. Explore and advance "best practice" models with respect to EMS drugs, procedures and medical equipment.
- D. Evaluate, monitor, and collaborate on the accomplishment of R&D goals.

IV. 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 product or drug issues to the Committee that are very specific to their agency and could create labor conflicts within theirs or another EMS agency.
- C. The Committee is empowered to recommend, but not approve; drugs, procedures and medical equipment to be carried on NWC EMSS vehicles and used or administered by NWC EMSS personnel. That authority is conferred by law on the EMS MD.

V. Standing meeting dates and times

- A. First Wednesday of odd numbered months immediately after the PBPI Committee meeting; usually 11:00 AM in the Kirchoff Center conference room.
- B. Meeting Chairperson: Elected by the Committee – Scott Renshaw (BGFD)
 - Term through Jan 2026
- C. Meeting Secretary: Elected by the Committee – Zach Way (BCFPD)
 - Term through Jan 2026
- D. Minute distribution: Posted to the website after committee approval
- E. NWC EMSS liaison: CE Coordinator (Kourtney Chesney)
- F. Room scheduling: EMS Admin Secretary (Kathy Fitzpatrick)

VI. Length of commitment

- A. The Committee Chairperson will serve for a two-year term. Terms may be extended or renewed based on a majority vote of committee members present and the consent of the sitting Chairperson.
- B. The Committee Secretary will serve a two-year term. Terms may be extended or renewed based on a majority vote of committee members present and the consent of the sitting secretary.
- C. Elections for new officers will be by a majority vote of committee members present and will occur in January of even numbered years. In the event of a special circumstance i.e. a promotion that no longer allows for the officer to attend R&D, an election will be conducted for that position following the notice of resignation. Notice of election will be provided at least 21 days in advance of the meeting at which a vote will be taken.
- D. Member positions shall remain current until replaced by the hospital administrator/chief or EMS director.

VII. Online Resources

- A. Several online resources have been setup and utilized by the R&D Committee to help facilitate communication and research of system wide data. The Chairperson is the administrator of these resources and ownership will be transferred if a new Chairperson is elected. Below is a list of these resources and login information for record keeping purposes only. Unauthorized administrative login is prohibited without express permission from the Chairperson.
 - DropBox - utilized as cloud based storage for all committee documents & shared with all members of the committee
 - a. <https://www.dropbox.com/home>
 - Imagetrend – utilized as an account granted to the committee by the PBPI committee to access and research system wide data
 - a. <https://goodsam.imagetrendelite.com/Elite/Organizationgoodsam/>
 - YouTube – utilized to share cloud based videos pertaining to the R&D Committee
 - a. <https://www.youtube.com/>