

**Northwest Community EMS System**  
**R&D Committee Charter - 2020**

**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 and/or Supplies and medical equipment used in the NWC EMSS.
- B. Each System hospital and Provider Agency is invited to send a representative.

**II. Charges to the R&D Committee**

- A. To facilitate the creation and maintenance of the System Drug and Supply list.
- B. Maintain awareness of new and/or better products for use in the out-of-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 and supplies.
- C. Explore and advance "best practice" models with respect to EMS drugs, supplies and equipment.
- D. Evaluate, monitor, and collaborate on 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 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 drug, supplies and/or 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 facilitator: Chairperson elected by the committee – Scott Renshaw (BGFD)
- C. Meeting secretary: Elected by the Committee – Drew Hansen (AHFD)
- D. Minute distribution: Posted to the website after committee approval.
- E. NWC EMSS liaison: CE Coordinator (Susan Wood)
- F. Room scheduling: EMS Admin Secretary (Kathy Fitzpatrick)

**VI. Length of commitment**

- A. The Committee chair will serve for a two year term. Terms may be extended or renewed based on a majority vote of committee member and the consent of the sitting chair.
- B. 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.
- C. Member positions shall remain current until replaced by the hospital administrator/chief or EMS director.