

<p style="text-align: center;">Northwest Community EMS System Research & Development Committee Charter - 2021</p>

I. Composition and members

- A. The NWC EMSS Research & Development 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 to the meetings.

II. Charges to the Research & Development 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 Research & Development 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 very agency-specific 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.
Meeting Chairperson elected by committee – Scott Renshaw (BGFD) (through Jan 2022)
Meeting Secretary: Elected by Committee – Drew Hansen (AHFD) (through Jan 2022)
- B. Minute distribution: Posted to the website after committee approval.
- C. NWC EMSS liaison: CE Coordinator (Susan Wood)
- D. 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 members and the consent of the sitting Chair.
- B. The Committee Secretary will serve a two year term. Terms may be extended or renewed based on a majority vote of committee members 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 meetings; 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.