

<p style="text-align: center;"><b>Northwest Community EMS System</b> <b>R&amp;D Committee Charter - 2023</b></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 2024
- C. Meeting Secretary: Elected by the Committee – Drew Hansen (AHFD)
  - Term through Jan 2024
- 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/>