

Subject: Administration - Quality Assurance  
**Quality Assurance Committee**

Associated Policies:

---

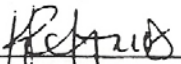
- I. Authority and Reference (incorporated herein by references)
  - A. Division 2.5 of Health and Safety Code
  - B. California Code of Regulations, Title 22
  - C. North Coast EMS Policies and Procedures
- II. Purpose

The purpose of this policy is to define and set guidelines for convening a Quality Assurance Committee.
- III. Procedure
  - A. The function of the North Coast EMS Quality Assurance Committee is to monitor, evaluate, advise, and consult with the North Coast EMS Medical Director on the necessity, quality, and level of prehospital and hospital emergency medical care. Committee meetings may be called by North Coast EMS. It shall not be the function of this Committee to become directly involved in the certificate review process (disciplinary action) of any individual. The Committee shall monitor and make recommendations on EMS care issues.
  - B. Membership of the Quality Assurance Committee may include:
    - 1. North Coast EMS Medical Director and/or Director, and
    - 2. North Coast EMS Clinical Coordinator; and any of the following:
      - a. The Hospital Prehospital Care Medical Director from each of the hospitals;
      - b. The Prehospital Care Nurse Coordinator from each of the hospitals.
    - 3. Others as appointed by the North Coast EMS Medical Director
  - C. At the discretion of the Quality Assurance Committee, or the EMS agency, provider agency or hospital personnel may be asked to attend a Quality Assurance meeting to facilitate the review process. Individual participation will be conducted in a manner so as to protect each agency's confidentiality.
  - D. The Quality Assurance Committee may review any prehospital patient care or emergency medical case identified through the incident report or cases requested by the EMS Medical Director.
  - E. The Quality Assurance Committee will advise North Coast EMS on the quality assurance process and what actions, if any, should result. These may include, but are not limited to:
    - 1. Letter of resolution to individuals involved.
    - 2. Recommendations for certificate review.

Subject: Administration - Quality Assurance  
**Quality Assurance Committee**

---

3. Referral to hospital quality assurance, medical staff committees, or other appropriate committees.
- G. At the discretion of the Committee, requested individuals may attend a specific meeting where their expertise is essential to make appropriate determinations. Requested individuals will be present only for the portions of the meeting in which they have been requested to participate. Requested individuals will notify North Coast EMS in advance if unable to attend any scheduled meeting.
- H. The following outlines the protection of confidentiality for the Quality Assurance Committee proceedings and documents:
1. All documents and meeting minutes will be handed out at the beginning of the meeting. Due to the confidentiality of the Committee, documents will be collected by EMS staff at the close of each meeting and no copies may be made or processed by members of the Committee.
  2. All members shall sign a confidentiality agreement not to divulge or discuss information that would have been obtained solely through Quality Assurance Committee.
  3. All proceedings, documents, and discussions of the Quality Assurance Committee are strictly confidential and protected from discovery under Sections 1040, 1157.5, and 1157.7 of the California Evidence Code.

Approved: 

Approved as to Form: 