

**SCOTT COUNTY EMERGENCY MEDICAL SERVICES**

**PHYSICIAN ADVISORY BOARD**

**Terms of Reference**

**OBJECTIVE:**

To establish a single governing physician body to oversee the Scott County's prehospital care and transportation program, Scott County EMS (SCEMS).

**DEFINITION:**

The Physician Advisory Board shall be comprised of licensed physicians who practice critical care and emergency medicine in Scott County. The provision of emergency and critical care during transport by first responders, Registered Nurses, EMTs, and paramedics requires a board interested and motivated to assure consistency in the clinical care provided for the pre-hospital patient.

The Physician Advisory Board (PAB) shall represent the physician community, and will speak to the highest caliber of quality medical care. The Physician Advisory Board is empowered to recommend and promulgate the various standards, rules and policies related to the medical and clinical aspects of the ambulance service within the County, and to perform medical audits.

The Physician Advisory Board shall represent the programmatic medical control for SCEMS. This board shall be responsible for clinical standards as they relate to county prehospital care and transportation services. In addition, the Physician Advisory Board shall establish the mechanism by which those physicians who manage individual patients

may have the capability to direct the clinical activities of the prehospital care giver in the field.

Medical control encompasses three distinct areas of activity: retrospective, prospective, and on-line (interactive). Retrospective is accomplished through medical audit processes, and a comprehensive Quality Assurance program. Prospective medical control are those protocols, clinical policies and procedures, training, personnel clinical training and certification requirements, and standards of care governing the care-givers of the SCEMS system. Interactive medical control, or case management, is that direction given prehospital personnel by a qualified physician through direct voice contact or telemetry as required by applicable medical protocols promulgated by the PAB.

The Medical Director is a licensed physician appointed by the Physician Advisory Board to serve as the administrative officer in carrying out the duties and powers of the PAB.

Medical protocols are any diagnosis specific or problem oriented written statement of standard clinical procedure or algorithm, promulgated by the PAB as the normal standard of pre-hospital care for a given condition.

A medical audit is an official inquiry into the circumstances involving a SCEMS patient transport or request for service, conducted by the PAB or the licensed physician designated thereby.

**PURPOSE:**

The Physician Advisory Board shall serve as an advisory, policy making and fact finding body for the Scott County Health Department in regard to medical control of the SCEMS program. The Board will be involved in research and education.

The PAB shall have the following powers and duties:

1. To establish the rules governing satisfactory demonstration of clinical competence and performance. The PAB shall be empowered to determine and recommend the consequences of failure to provide prehospital care to the level of medical standards as it prescribes. Enactment of any consequences may ultimately result in suspension or revocation of the privilege to practice prehospital care under the medical control of the PAB.
2. To establish and periodically review and revise clinical standards for patient care;
3. To review and approve protocols as presented by the Medical Director;
4. To recommend medically appropriate response time standards;
5. To establish standards for vehicles and on-board equipment performance;
6. To review communications center protocols as developed by the Medical Director and periodically revise them;
7. To request and review medical audits conducted by the Medical Director and develop standards and procedures for the conduct of such audits;
8. To review and periodically revise educational material, programs, and/or tests developed by the Medical Director to insure that physicians performing on-line

case management are appropriately knowledgeable of the ambulance system, and to certify such physicians as qualified to administer on-line medical control;

9. To approve annual inspections of ground vehicles, equipment and supplies;
10. To monitor response time performance and develop the necessary procedures for the acquisition and analysis of the data;
11. To review focus studies as prepared by the Medical Director;
12. To conduct any investigation requested by the Scott County Health Department;
13. To review and approve the annual written and oral reports submitted by the Medical Director concerning the state of clinical performance of the SCEMS program;
14. To provide a forum for discussion between various health care agencies as related to prehospital care and transportation issues;
15. To review budgetary priorities as related to medical items;
16. To establish such committees as may be necessary in order to assume itself in the performance of its duties. Such committees shall be composed of persons experienced in the delivery of emergency and/or critical care.

**MEMBERSHIP:**

The PAB shall consist of nine voting physicians. The Medical Director/Advisor of each ambulance service, a representative of the three primary receiving medical facilities, and a physician appointed by the Board of Health. The Health Department Administrator, and the appointed SCEMS Medical Director shall be ex-officio members of the Board.

Members shall be appointed to the PAB by the Board of Health upon recommendation of the ambulance services and the receiving hospitals. Initial term of appointment will be two years for four members and three years for five members. Subsequent members shall serve a two year term.

The Medical Director shall be appointed for a term of three years.

The PAB shall elect from its voting members a chairperson, who's duties shall include chairing the meetings and conducting the business of the PAB in an orderly fashion. The chairperson shall be the official spokesperson for the Board and shall not be the appointed Medical Director for SCEMS.

Any PAB member unable to attend 75% of the regularly scheduled meetings of the PAB may be asked to resign from the board.

The PAB may invite representatives from any organization or specialty area of practice as resource persons when specific expertise is required.

#### MEETINGS:

Meetings shall be held on an established day each month, at a location convenient to the members of the PAB.

All meetings of the PAB will be open. However, the PAB may elect, from time to time, to hold Executive sessions which will be limited to the Board and its invitees.

Other meetings are to be called by the chairperson as such meetings become necessary. Written and/or telephone notification of such meetings shall be given to each member at least twenty-four (24) hours in advance.

**QUORUM:**

The presence of four (5) voting physician members shall constitute a quorum.

**MINUTES:**

The minutes shall be recorded by the appointed Recording Secretary

A permanent copy of all minutes shall be kept on file. Minutes shall be circulated to each member regardless of his or her attendance at the meeting.

**NOTIFICATION OF MEETING:**

Written notification of meeting shall include:

- a) time and date
- b) location
- c) agenda for business

**CORRESPONDENCE:**

Copies of all correspondence directed to the Physician Advisory Board, chairperson or the Medical Director having to do with committee business must be kept on file with the

minutes of the meeting at which it was brought forward, and copies must be enclosed with the minutes as distributed.

**DUTIES OF THE RECORDING SECRETARY:**

To record, distribute and retain the minutes of the meeting. To formulate the agenda for each meeting.

**MODIFICATION OF TERMS OF REFERENCE:**

Terms of Reference may be modified upon passage of a resolution by the committee. Such a modification to the terms of reference shall require approval of at least two-thirds (2/3) of the voting physician members. Such modifications shall be subjected to the review and approval of Scott County Board of Health