

Oregon Health Authority, EMS and Trauma Systems: Oregon Emergency Medical Services for Children Advisory Committee Bylaws

Adopted April 12, 2018

ARTICLE I - Oregon Emergency Medical Services for Children Advisory Committee

The name of this committee is the Emergency Medical Services for Children Advisory Committee.

ARTICLE II - Purpose

The Oregon Emergency Medical Services for Children (EMSC) Advisory Committee shall:

- (A) Advise the Public Health Division, Emergency Medical Services (EMS) and Trauma Systems Program on establishing statewide adoption of standards, policies and procedures in the following areas:
 - i. Pediatric emergency care guidelines for injured and ill children.
 - ii. Conduct and analyze data related to program performance measures, prehospital and trauma data, prevention of injury and illness, monitoring the EMSC Program, and recommending improvements where indicated.
 - iii. Provide advice concerning pediatric care to healthcare facilities and other providers of healthcare.
 - iv. Conduct other activities to ensure optimal delivery of pediatric emergency care services within the state.
- (B) Advise on how to establish and promote pediatric education and injury prevention programs.
- (C) Advise the EMS and Trauma Systems Program on the best way to meet the Health Resources and Services Administration (HRSA) objectives for the Oregon EMSC Program, as well as any applicable legislation.

ARTICLE III - Membership

- (A) The Public Health Director shall appoint the members of the Oregon EMSC Advisory Committee to assist the Public Health Division in the development and monitoring of a statewide pediatric EMS system.
- (B) The Oregon EMSC Advisory Committee may consist of 20 core members of which 17 shall be appointed by the Public Health Director and will be voting

members of the Committee. Three Committee members will be Oregon Health Authority staff and will serve as representatives from the EMS and Trauma Systems Program. All attempts shall be made to include representation from all Oregon Area Trauma Advisory Boards (ATAB) in the selection of EMSC Advisory Committee members. Members must have demonstrated interest in EMSC. The members of the Committee shall consist of (*federally required):

Appointed EMSC Advisory Committee Members

1. One Emergency Physician (a physician that primarily practices in the Emergency Department)*
2. One Physician with pediatric training (e.g. Pediatrician or Pediatric Surgeon)*
3. One Emergency Medical Technician/Paramedic currently practicing, ground-level provider*
4. One Nurse with pediatric experience*
5. One Family representative*
6. One Highway Traffic Safety representative
7. One Hospital Association representative
8. One Pediatric Intensivist or Pediatric Hospitalist
9. One EMS Training Director or EMS Educator
10. One At-large member
11. One ED Manager/Director
12. One EMS Patient Transport representative
13. One Injury Prevention representative
14. One Tribal EMS representative
15. One Hospital Trauma Coordinator
16. One Pediatric Emergency Preparedness representative
17. One Behavioral Health representative

Oregon Health Authority Staff

18. One EMSC Project Director representing the Public Health Division*
19. One State EMS Medical Director representing the Public Health Division*
20. One EMSC Program Manager representing the Public Health Division*

The EMSC Advisory Committee members shall represent the state as a whole.

(C) Terms of appointment for EMSC Advisory Committee members shall be for a period of four years. EMSC Advisory Committee members in good standing with the Committee may serve an unlimited number of terms.

(D) A Committee member wishing to resign from the Committee shall send a letter to

the EMSC Program Manager.

- (E) Vacancies on the Committee shall be filled by the Public Health.
- (F) Committee members are expected to attend all EMSC Advisory Committee meetings. Members may attend meetings in-person or via teleconference. When a Committee member is absent for two consecutive meetings, unless excused by the Chairperson that person's membership may be judged vacant and the Public Health Director shall appoint a replacement.
- (G) Members interested in being reappointed to the Committee shall notify the EMSC Program Manager by sending a letter of interest and a current resume or curriculum vitae. Reappointment of Committee members shall be made by the Public Health Director.
- (H) In considering membership, the EMSC Committee will consider recommendations from local organizations and associations. The Committee may recommend to the OHA, Public Health Division, EMS & Trauma Systems Program that membership be expanded or reduced to improve coordination of the pediatric system. The division can add members as necessary.

ARTICLE IV - Officers

- (A) The officers shall consist of a Chairperson and a Vice Chairperson.
- (B) The Oregon EMSC Advisory Committee shall elect the Chairperson from its membership. The Chairperson shall hold office for a period of two years and may be reelected for a maximum of two consecutive terms. Elections shall be held bi-annually (even years) during the first meeting of the year. The Chairperson will preside at all meetings and conduct the business brought before the EMSC Advisory Committee. The Chairperson will provide regular updates to the State EMS Committee and State Trauma Advisory Board.
- (C) The Oregon EMSC Advisory Committee shall elect a Vice Chairperson. The Vice Chairperson shall hold office for a period of two years and may be reelected for a maximum of two consecutive terms. Elections shall be held bi-annually (odd years) during the first meeting of the year. The Vice Chairperson's duty is to act as Chairperson in the absence or incapacity of the Chairperson or at the Chairperson's request.

ARTICLE V - Meetings

- (A) The Committee shall meet quarterly, typically on or around the dates when the State EMS Committee and State Trauma Advisory Board meetings are scheduled.
- (B) The OHA, Public Health Division, EMS and Trauma Systems Program will

choose the location of the meeting.

- (C) A majority, 9 of the 17 appointed members of the Committee, must be present for purposes of voting and conducting business. The majority of the members must vote in favor of an action for the Committee to approve the action. Phone ballots are permissible for Committee members participating via teleconference.
- (D) Members of the EMSC Advisory Committee do not receive compensation from the State, but may be reimbursed for their travel expenses as budget permits.
- (E) The EMSC Advisory Committee shall operate in accordance with the 2014 version of the Oregon Public Meetings Manual. These rules shall govern in all cases to which they are applicable, and in which they are not contradictory to the EMSC Advisory Committee Bylaws.

ARTICLE VI - Subcommittees

- (A) Each member of the EMSC Advisory Committee may be assigned a program of functional responsibilities.
- (B) These Subcommittees may be chosen by the Chairperson based upon operational needs of the EMSC Advisory Committee as a whole.
- (C) Subcommittee members will not receive travel reimbursement.
- (D) The responsibilities of the Subcommittee members will be determined by the EMSC Advisory Committee.
- (E) Members of a Subcommittee may include ad hoc members as determined by the Chairperson.

ARTICLE VII - Revision of Bylaws

- (A) These Bylaws will remain in effect until such time the EMSC Advisory Committee chooses to recommend changes, and the Committee approves such changes.
- (B) The EMSC Advisory Committee must vote by a two-thirds majority of all members to open the Bylaws for changes.
- (C) All changes to the Bylaws must be approved by a two-thirds majority vote of all members.