

Solano County Health & Social Services Department

Mental Health Services
Public Health Services
Substance Abuse Services
Older & Disabled Adult Services



Eligibility Services
Employment Services
Children's Services
Administrative Services

Patrick O. Duterte, Director

EMERGENCY MEDICAL SERVICES AGENCY

Michael A. Frenn
EMS Agency Administrator

275 Beck Ave., MS 5-240
Fairfield, CA 94533
(707) 784-8155 FAX (707) 421-6682
www.solanocounty.com

Richard C. Lotsch, D. O.
EMS Agency Medical Director

POLICY MEMORANDUM 2208

DATE: 02/16/2006

REVIEWED/APPROVED BY:


RICHARD C. LOTSCH, D.O., EMS AGENCY MEDICAL DIRECTOR


MICHAEL A. FRENN, EMS AGENCY ADMINISTRATOR

SUBJECT: CONTINUOUS QUALITY IMPROVEMENT (CQI) COMMITTEE CASE PRESENTATION

AUTHORITY: CALIFORNIA HEALTH & SAFETY CODE, DIVISION 2.5, §1797.204; 1797.220.

I. PURPOSE/POLICY:

To establish the minimum standards for CQI Case Presentations at CQI Committee Meetings.

II. INTENT

A case presentation is a regular and core activity of the CQI Committee. It is intended that these presentations will be both informative to the Committee as a whole and reflective of the sophistication of the presenting organization's CQI efforts.

III. CONTENT

- A. A case presentation should include the following:
 - 1. Reason selected
 - a. Randomly audited;
 - b. Unusual
 - c. Problematic
 - d. Educational Value
 - 2. A concise description of the issue(s);
 - 3. Prehospital Care Report (PCR)
 - 4. Base Hospital Tape (if relevant)
 - 5. Base Hospital Documentation Form
 - 6. Base Physician report of hospital diagnosis, treatment and outcome
 - 7. Specific factors that caused the case to be reviewed.
 - 8. County policies and protocols involved in the case;
 - 9. Follow-up procedures and outcomes;
 - 10. Internal changes, if any, in practices or procedures made by the presenting agency.
 - 11. Recommend changes, if any, in EMS system policies and procedures;
 - 12. Reporting Agency's Medical Director's written analysis of the issues, solutions and outcomes.

IV. PROCEDURE:

- A. A schedule of assigning each ALS Provider and the EMS Agency a month for a presentation will occur in November of each year for the coming year.
- B. All relevant data concerning the case presentation will be submitted to the EMS Agency two (2) weeks prior to the CQI meeting date for review.
- C. Case presentations will be closed to all but designated primary or alternate CQI Committee Members and EMS Agency Personnel.
 - 1. The member agency must submit to the EMS Agency, and keep current, the names of their designated primary and alternate members.
 - 2. All CQI case presentation material is guarded, i.e., distributed and collected at meetings, confidential, and will conform to the provisions of the Health Information Protection Act (HIPPA);
 - 3. With the exception of generic, educational material, the Committee Chair will collect all written materials provided to committee members at the end of the presentation; only educational material may be kept by members.