

COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES
Policy Title: EMS Education Committee Operating Guidelines		Policy Number 122
APPROVED:		Date: February 8, 2024
Administration:	Steve L. Carroll, Paramedic	
APPROVED:		Date: February 8, 2024
Medical Director:	Daniel Shepherd, M.D.	
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I. Committee Name

The name of this committee shall be the Ventura County EMS Education Committee

II. Committee Purpose

To promote high quality EMS education and training amongst Advanced Life Support (ALS), Basic Life Support (BLS) and prehospital continuing education (CE) training programs approved by the Ventura County EMS Agency. To collectively support the ongoing training of existing prehospital personnel and to support the success of students as they undertake their initial training and pathways into the EMS profession.

III. Membership

A. Voting Membership

Voting membership in the committee shall be composed of 1 representative per member organization, as appointed by the organization administrator.

1. Member organizations will be comprised of prehospital CE programs, Emergency Medical Technician (EMT) training programs and Paramedic training programs approved by the Ventura County EMS Agency.
2. Organization types will include fire agencies, ambulance providers, base hospitals, community colleges, public schools and private education providers that fall under one of the approved education categories outlined above.
3. Examples of voting membership include program directors, clinical coordinators, and/or program medical directors (paramedic training programs)

B. Non-voting Membership

Non-voting members of the committee shall be composed of VC EMS staff that participate in committee activities, policy development, etc. Representatives from other non-voting organizations may attend the meeting as observers and provide comments/feedback but will not be authorized to make motions and/or vote on initiatives that arise.

C. Membership Responsibilities

Members of the EMS Education Committee represent the views of their agency/organization. Representative should ensure that agenda items have been discussed/reviewed by their respective organizations prior to the committee meetings. Additional responsibilities of committee members will include, but not be limited to the following:

1. Review, analyze, and propose corrective actions for issues occurring with the broader prehospital education framework that impact local training initiatives and goals.
2. Recommend development and/or revisions of policies that impact prehospital education and training.
3. Evaluate system needs and recommend education or certification courses for prehospital personnel.
4. Recommend and collaborate with other Ventura County agencies and organizations on various projects or initiatives.
5. Recommend and collaborate on system-wide research efforts.

D. Voting Rights

Designated voting members shall have equal voting rights.

E. Attendance

1. Members shall remain as active voting members by attending 75% of the meetings in a (calendar) year. If attendance falls below 75%, the organization administrator will be notified and the member will lose the right to vote.
  - (a) Voting Members may have a single alternate attend in their place, no more than two times per calendar year.

2. The member whose attendance falls below 75% may regain voting status by attending two consecutive meetings.
3. If meeting dates are changed or cancelled by VCEMS, members will not be penalized for not attending.

#### IV. Committee Leadership

- A. A chairperson of the EMS Education Committee will be nominated and elected by committee membership. The chairperson of the EMS education committee is the only elected member. The chairperson shall perform the duties prescribed by these guidelines and by the parliamentary authority adopted by the PSC.
- B. A nominating committee, composed of 3 members, will be appointed at the regularly scheduled Winter meeting to nominate candidates for EMS Education Committee Chair. The election will take place during the Spring meeting, with duties to begin immediately thereafter.
- C. The term of office is two (2) years. A member may serve as committee Chair for up to two (2) consecutive terms.

#### V. Meetings

##### A. Regular Meetings

The EMS Education Committee will meet quarterly on the first Thursday of the month, unless otherwise determined by the PSC membership. VCEMS will prepare and distribute an agenda and any meeting-specific materials electronically no later than one week prior to a scheduled meeting.

##### C. Quorum

The presence of a simple majority (1/2 of committee membership plus 1) of voting members shall constitute a quorum. The presence of a quorum at the beginning of the meeting shall allow the committee to continue to do business until adjournment, regardless of the number of members who leave during the meeting.

#### VI. Task Forces and Ad-hoc Committees

The EMS Education Committee Chair, VCEMS Administrator, VCEMS Medical Director or VCEMS Deputy Administrator(s) may appoint task forces or ad-hoc

committees to make recommendations to the broader EMS Education Committee and/or Prehospital Services Committee (PSC) on particular issues or initiatives. The person appointing the task force or ad-hoc committee will name the chair. A task force or ad-hoc committee shall be composed of at least five (5) members and no more than ten (10) individuals. Persons other than voting members may be appointed to task forces or ad-hoc committees.

VII. Calendar Year

The EMS Education Committee will operate on a calendar year

VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these guidelines, and any special rules of order the EMS Education Committee may adopt.

IX. Submission of Agenda Items

Agenda items shall be received by the Ventura County EMS Office at least 14 days before the meeting it is to be presented. Items may be submitted in person, via US mail, or e-mail and must include the following information:

- A. Subject
- B. Reason for request
- C. Description/Justification
- D. Supporting medical information/other research as applicable
- E. List of affected VCEMS policies and/or programs as applicable