

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

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EMERGENCY MEDICAL SERVICES AGENCY

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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.