

Central (6) Regional Trauma Advisory Board
Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTIINTgxMTMtZTVhNy00MDFhLTkzODktYzFmNTkzNTkzN2U4%40thead.v2/0?context=%7b%22Tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22Oid%22%3a%22463c8334-e408-4d1d-b4eb-52f4b934efe4%22%7d

November 6th, 2020 – 1:00 pm

AGENDA

There is no physical meeting location, and the following Board Members are participating remotely using the Microsoft Teams teleconferencing platform: Chandler Ambulance; EMSSTAT; INTEGRIS Canadian Valley Hospital; McClain-Grady County EMS; Mercy Hospital Logan County, Inc; Noble Fire Department; Norman Regional; Purcell Municipal Hospital; REACT EMS; and Samaritan EMS – Yukon

There is no physical meeting location, and the following General Members are participating remotely using the Microsoft Teams teleconferencing platform: Cornerstone Specialty Hospitals Shawnee; EMSC; Guthrie Fire EMS; J.D. McCarty Center for Children; Miller EMS – Cashion/ Crescent; Miller EMS – Stroud; MMRS/RMRS; Pafford EMS of Oklahoma (El Reno); Prague Community Hospital; SSM Health St. Anthony Hospital – Shawnee; Stroud Regional Medical Center; TEAM Health; TReC, United EMS – Lincoln County; and Wadley’s EMS, Inc.

- I. Call to Order** – Chair Jason Likens
- II. Welcome and Introduction** – Chair Jason Likens
- III. Roll Call** – Chair Jason Likens
- IV. Approval of Minutes** – August 18th, 2020 – Chair Jason Likens
- V. Reports/Updates**
 - A. Emergency Systems quarterly activity report – Daniel Whipple
 - B. Oklahoma Trauma and Emergency Response Advisory Council report from previous meeting – Eddie Sims
 - C. Quality Improvement Committee quarterly activity report – Eddie Sims
 - D. Regional Planning Committee quarterly activity report – Eddie Sims
 - E. Region 8 Trauma Rotation Committee report from previous meeting – Daniel Whipple
 - F. Regional Medical Response System quarterly activity report – Heather Yazdanipour
 - G. EMS for Children Quarterly Activity Report – Delores Welch
- VI. Business**
 - A. Discussion, consideration, possible action, and vote to approve the Combined Region 6/8 QI Committee’s Letter Schedule of Escalation proposal – Jamie Lee
 - B. Discussion, consideration, possible action, and vote to approve the QI Committee Recommendation that the RTAB and QI Committee Chairs draft and send a letter to licensed hospitals and ambulance services regarding the Continuous Quality Improvement Process – Jamie Lee
 - C. Discussion, consideration, possible action, and vote to approve Bylaw language regarding multiple Board or General Members being represented by one individual – Jason Likens

Current Language:

General Membership

General Membership is composed of representatives from all of the organizations that regularly service the region as well as other interested individuals. This may include:

Section 1. Responsibilities of the General Membership:

The General Members are expected to attend meetings regularly to provide input on topics under consideration by the Board.

Section 2. Committee Service

General Members may serve on committees, work groups and task forces.

Section 3. Attendance Expectations:

The General Members are expected to attend at 100% of regularly scheduled meetings.

- a. Each General Member organization may send a proxy to attend in place of the authorized representative.
- b. Rescheduled meetings and special meetings are not considered to be regularly scheduled.

Board Membership

Representation will rotate between the member organizations in the region based upon an approved rotation schedule to be determined by the Board.

Section 5. Term

The term of the Board Members is two calendar years with staggered terms.

Section 6. Appointments

Board members shall be appointed by the respective member organizations according to the established membership structure and rotation. Member organization will appoint a representative and an alternate to the board, but will have only one (1) vote each meeting. If both primary and alternate member are present at a meeting, the representative who responds to the Roll Call shall hold the voting right.

Section 9. Attendance Expectations/Removal of Board Members

- a. A Member is automatically removed from the Board if an authorized representative misses any regularly scheduled meeting in any year without:
 - a. Arranging for a proxy, or
 - b. If a meeting is missed by a Board Member or their proxy, the authorized representative of the member organization may request consideration for excused absence at the following RTAB meeting only. Request must be made to the RTAB Chair for placement as an agenda item by contacting Emergency System staff at least fourteen (14) days prior to the meeting. The Board will then vote either to excuse or deny the absence.
- d. Any removed member will no longer carry the authority to vote, nor be listed as a board member for the remainder of the appointed term.

Proposed Language:

General Membership

General Membership is composed of licensed ambulance services and hospitals from all of the organizations that regularly service the region as well as other interested individuals as approved by the Board. Each General Member organization is responsible for appointing representatives authorized to act on behalf of the organization. Examples of General

Members include:

Section 1. Responsibilities of the General Membership

The General Members are expected to attend meetings regularly to provide input on topics under consideration by the Board. General Members are expected to disseminate information from Board Meetings to its organization.

Section 2. Committee Service

General Members may serve on committees, work groups, and task forces.

Section 3. Attendance Expectations

The General Members are expected to attend 100% of regularly scheduled meetings.

- a. Each General Member organization may send a proxy to attend in place of the authorized representative.
- b. Rescheduled meetings and special meetings are not considered to be regularly scheduled.
- c. Regularly scheduled meetings occurring during a state of emergency as declared by the Governor which affects the Region shall be exempt from attendance requirements.

Board Membership

Appointment to the Board will rotate between the member organizations in the region based upon an approved rotation schedule to be determined by the Board.

Section 5. Term

The term of the Board Members is two calendar years.

Section 6. Appointments

Board Members shall be appointed according to the established membership structure and rotation. Each Board Member organization will appoint a representative and alternate to the Board, but each Board Member organization will have only one (1) vote each meeting.

Section 9. Attendance Expectations/Removal of Board Members

- a. A Board Member is automatically removed from the Board if an authorized representative of proxy misses any regularly scheduled meeting in any year without:
 - i. The authorized representative of the member organization may request consideration for excused absence at the following RTAB meeting only. A request must be made to the RTAB Chair for placement as an agenda item by contacting Emergency System staff at least fourteen (14) days prior to the meeting. The Board will then vote either to excuse or deny the absence.
- d. Any removed member will no longer carry the authority to vote, nor be listed as a Board Member for the remainder of the appointed term.

D. Discussion, consideration, possible action, and vote to approve 2021 Board Meeting dates and times and solicitation for venue hosts – Jason Likens

1. February 16th, 2021 – 1:00 pm – INTEGRIS Canadian Valley Hospital
2. May 18th, 2021 – 1:00 pm – REACT EMS
3. August 17th, 2021 – 1:00 pm – EMSSTAT/Norman Regional Hospital
4. November 23rd or 30th, 2021 – 1:00 pm – EMSSTAT/Norman Regional Hospital

- E. Discussion, consideration, possible action, and vote to approve 2021 Committee membership – Jason Likens
 - 1. Regional Planning Committee
 - 2. Quality Improvement Committee

**VII. New Business – Chair Jason Likens
(for matters not reasonably foreseen 48 hours prior to the meeting)**

VIII. Comments from the Board and General Members – Chair Jason Likens

- IX. Next Meetings – Chair Jason Likens**
- A. Combined Region 6/8 Quality Improvement Committee
January 12th, 2021 – 10:00 am
 - B. Central (6) Regional Planning Committee
February 16th, 2021 – 11:00 am
 - C. Central (6) Regional Trauma Advisory Board
February 16th, 2021– 1:00 pm

X. Adjournment – Chair Jason Likens

Central (6) Regional Trauma Advisory Board
Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Zig1ZDViNjQtMzhjOC00ZGM1LTliNzQtZDRiNTQvNGNiYTl3%40thread.v2/0?context=%7b%22Tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22Oid%22%3a%22463c8334-e408-4d1d-b4eb-52f4b934efe4%22%7d

August 18th, 2020 – 1:00 pm

MINUTES

Meeting notice was posted with the Oklahoma Secretary of State on December 4th, 2020 at 2:47 pm and amended to reflect a virtual meeting on August 5th, 2020 at 10:28 am.

The following members will be attending the meeting remotely using the Microsoft Teams platform: Chandler Ambulance; Cornerstone Specialty Hospitals Shawnee; EMS for Children; EMSSTAT; Guthrie Fire EMS; INTEGRIS Canadian Valley Hospital; INTEGRIS Community Hospital; J.D. McCarty Center for Children; McClain-Grady County EMS; Mercy Hospital Logan County, Inc.; Miller EMS – Cashion/Crescent; Miller EMS – Stroud; MMRS/RMRS; Noble Fire Department; Norman Regional; Pafford EMS of Oklahoma (El Reno); Prague Community Hospital; Purcell Municipal Hospital; REACT EMS; Samaritan EMS – Yukon; SSM Health St. Anthony Hospital – Shawnee; Stroud Regional Medical Center; Survival Flight; TeamHealth; TRcC; United EMS – Lincoln County; and Wadley’s EMS, Inc. There is no physical meeting location.

I. Call to Order

The meeting was called to order at 1:02 pm by Chair Jason Likens.

II. Welcome and Introduction

There were no introductions.

III. Roll Call

Roll call was taken with the following Board Members present: Chandler Ambulance; EMSSTAT; INTEGRIS Canadian Valley Hospital; McClain-Grady County EMS; Mercy Hospital Logan County, Inc.; Noble Fire Department; Norman Regional; REACT EMS; and Samaritan EMS – Yukon.. The following Board Members were absent: Purcell Municipal Hospital. See the attached attendance sheet for complete attendance information.

IV. Approval of Minutes – February 18th, 2020

A motion to approve the minutes was made by Elizabeth Lambert and seconded by Eddie Sims. There was no discussion, and the motion passed 9-0.

V. Reports/Updates

A. Emergency Systems quarterly activity report – Daniel Whipple

Mr. Whipple began by discussing staffing updates that included the recent hiring of Rebecca Novak as an EMS Administrator and Anya Grether as the EMResource Administrator. Marva Williamson has transitioned from the health department, and we are hoping to have the position of Special Projects Coordinator filled soon. Martin Lansdale has also transitioned roles within OSDH, and we are looking to fill the position for OKEMSIS Administrator.

The data team is in the process of revising trainings for OKEMSIS and the trauma registry to use in the virtual environment.

The EMS Director Training is being revised to be held virtually, and a date should be announced soon for that. Please let OSDH staff know if attendees would prefer two half-day trainings or a one-day training.

He also stated that the Trauma Referral Center (TReC) has a new contractor that assumed operations in March.

- B. Oklahoma Trauma and Emergency Response Advisory Council report from previous meeting – Eddie Sims

Mr. Sims stated that a discussion was had regarding stroke systems of care, and that the topic will be resumed at the next meeting. Also going before the Council were updated EMS regulations. The next meeting date has not yet been solidified, and it may be a virtual meeting.

- C. Quality Improvement Committee quarterly activity report – Eddie Sims

There was a lively online meeting with lots of great participation. Several cases were deferred to the next meeting in an effort to complete business. The Committee will meet 30 minutes earlier at the next meeting in an effort to get through the caseload.

- D. Regional Planning Committee quarterly activity report – Eddie Sims

Mr. Sims reviewed the activities of this morning's meeting to include the review of the annual surveys received, the bylaw amendments that will be reviewed by the RTAB next quarter, and is working on the strategic plan to reduce the number of high-acuity trauma patients delivered inappropriately to Level III and IV trauma centers as well as reduce the length of stay at the initial facility for severely injured patients that are transferred.

- E. Region 8 Trauma Rotation Committee report from previous meeting – Daniel Whipple

Mr. Whipple stated that Committee approved the call schedules for the next cycle and discussed a request from SSM Health St. Anthony Hospital Oklahoma City for other hospitals participating in the on-call rotation to assist with oral-maxillofacial (OMF) coverage. Both INTEGRIS Baptist Medical Center and Mercy Hospital Oklahoma City will each take one additional OMF call day per month to alleviate some of the burden on the sole OMF provider at SSM Health St. Anthony Hospital Oklahoma City.

- F. Regional Medical Response System quarterly activity report – Heather Yazdanipour

The RMRS is still active in the response phase to the COVID crisis. Oklahoma Emergency Management (OEM) has taken over the management of Personal Protective Equipment (PPE) from the RMRS; part of this change has resulted in a cessation of distributing PPE to member agencies and sharing lists of distributors so members can order supplies. The RMRS does not have PPE at this time and is actively working with OSDH and OEM to obtain and distribute PPE to those requiring it.

- G. EMS for Children Quarterly Activity Report – Delores Welch

Ms. Welch is out of town this week and will not provide a report.

VI. Business

- A. Update on number of Region 6 RTAB Annual Surveys received from members – Jason Likens

1. CHG Cornerstone Hospital
2. United EMS Lincoln County

Mr. Whipple reviewed the progress made on the annual survey that was distributed to help update both the trauma plan and the stroke plan. At the last meeting, six agencies were listed that had not yet completed the survey, and four of those agencies completed it the day of the RTAB or the following day. The RPC now feels comfortable enough to move forward with the data to update the plans.

- B. Discussion of 2021 Board Meeting dates and times and solicitation for venue hosts – Jason Likens
1. February 16th, 2021 – 1:00 pm – INTEGRIS Canadian Valley Hospital
 2. May 18th, 2021 – 1:00 pm – REACT EMS
 3. August 17th, 2021 – 1:00 pm – EMSSTAT/NRH
 4. November 16th, 2021 – 1:00 pm –
Mr. Whipple reviewed the four dates proposed for next year’s meetings and stated that the Region needs hosts for each of the four dates. No member organization volunteered for the fourth quarter meeting, and Mr. Sims asked that a volunteer contact Mr. Whipple before the next meeting so the dates and venues can be approved.
- C. 2021 Committee membership discussion – Jason Likens
1. Regional Planning Committee
 2. Quality Improvement Committee
- Mr. Whipple reviewed the members of both the Regional Planning Committee and Quality Improvement Committee
- Mr. Whipple reviewed the names of the committee members and asked for feedback or volunteers with the intent of affirming committee members at the fourth quarter meeting.

VII. New Business
(for matters not reasonably foreseen 48 hours prior to the meeting)
There was no new business.

VIII. Comments from the Board and General Members
There were no comments from the Board or General Members.

- IX. Next Meetings**
- A. Combined Region 6/8 Quality Improvement Committee
October 13th, 2020 – 10:00 am
 - B. Central (6) Regional Planning Committee
November 17th, 2020 – 11:00 am
 - C. Central (6) Regional Trauma Advisory Board
November 17th, 2020 – 1:00 pm

- X. Adjournment**
A motion to adjourn was made by Richard Robinson and seconded by Elizabeth Lambert. The meeting adjourned at 1:37 pm.

Approved

Jason Likens, Chair
Central (6) Region Regional Trauma Advisory Board
November 17th, 2020

CENTRAL (6) REGIONAL TRAUMA ADVISORY BOARD
2020 ATTENDANCE

Board Member	Representative	1Q	2Q	3Q	4Q	2019
<i>Chandler Ambulance</i>	Billy Buchanan	X		X		100%
	Bobby Buchanan					
<i>EMSSTAT</i>	Eddie Sims	X		X		100%
	Mike Combs					
<i>INTEGRIS Canadian Valley Hospital</i>	Elizabeth Lambert	X		X		100%
	Terra Collie					
<i>McClain-Grady County EMS</i>	Robin Robinson	X		X		100%
	Donnie Neer					
<i>Mercy Hospital Logan County, Inc.</i>	Giulia Frattinger	X		X		100%
	Daniel Calvert					
<i>Noble Fire Department</i>	Steven Paul	X		X		100%
	Phil Scott					
<i>Norman Regional</i>	Jan Emmons	X		X		100%
	Eddie Sims					
<i>Purcell Municipal Hospital</i>	Steve Moran	X		A		50%
	Brittany cully					
<i>REACT EMS</i>	Willis Snowden	X		X		100%
	Galen Hankal					
<i>Samaritan EMS - Yukon</i>	Jason Likens	X		X		100%
	Chris Prutzman					

General Member	Representative	1Q	2Q	3Q	4Q	2019
<i>Cornerstone Specialty Hospitals Shawnee</i>	Kris Karns	A		A		0%
<i>EMSC</i>	Delores Welch	A		A		0%
<i>Guthrie Fire EMS</i>	Eric Harlow	A		A		0%
	Blake Braden					
<i>J.D. McCarty Center for Children</i>	Michael Isaac	X		A		50%
	Suanne Livingston					
<i>Miller EMS - Cashion/Crescent</i>	Matt Miller	X		X		100%
	Lisa FitzGerald					
<i>Miller EMS - Stroud</i>	Matt Miller			X		100%
	Lisa FitzGerald					
<i>MMRS/RMRS</i>		X		X		100%
<i>Pafford EMS of Oklahoma (El Reno)</i>		A		A		0%
<i>Prague Community Hospital</i>	Rachel Pritchett	X		X		100%
	Jennifer Messer					
<i>SSM Health St. Anthony Hospital - Shawnee</i>	Brandi Parsons	X		X		100%
	Rebecca Snowden					
<i>Stroud Regional Medical Center</i>	Julia Day	X		X		100%
	Dahna Abbey					
<i>Team Health</i>	Steven Roberts	A		A		0%
<i>TReC</i>		A		A		0%
<i>United EMS - Lincoln County</i>	Diana Whitten	A		A		0%
	Gerald Luschen					
<i>Wadley's EMS, Inc</i>	Dalton Bebout	A		A		0%
	Kathleen Heck					

Letter Schedule of Escalation Proposal

The purpose of this proposal is to establish and define a statewide process to address organizations that fail to respond to letters received from the Regional Continuous Quality Improvement Committee in order to encourage participation in continuous quality improvement activities as required by Title 63 § 1-2530.3 for the betterment of the Oklahoma State Trauma System.

Tier 1- Initial Letter from the Regional Continuous Quality Improvement (CQI) Committee is signed by the committee signatory (ies) and sent to the appropriate recipient named below.

EMS Agencies-Initial letter for system errors or queries will be sent to the Medical Director and the EMS Director on file with The Oklahoma State Department of Health (OSDH).

Hospitals- Initial letters for system errors or queries that occur related to the function of the Emergency Department (ED) will be sent to the ED Medical Director and the ED Director/ Manager. Initial letters for system errors or queries that occur related to the function of areas outside of the ED will be sent to the Chief Medical Officer/ Chief of Staff and Chief Executive Officer/ President.

Response deadline: 30 days from the documented receipt of the letter.

Tier 2- No response to the initial letter from the CQI Committee by the Tier 1 deadline.

OSDH staff will place a call to the authorized Regional Trauma Advisory Board (RTAB) representative to enlist help providing a reminder to the letter recipient to respond and communicate the new deadline for receipt.

Response deadline: 15 days from successful contact with RTAB representative.

Tier 3- No response to the initial letter from the CQI Committee by the Tier 1 deadline or reminder call from OSDH staff with the Tier 2 deadline (approximately 45 days from receipt of initial letter).

A letter addressing the lack of response signed by RTAB Chair with a copy of the initial letter and sent to the appropriate recipient named below.

EMS Agency: Medical Director and the EMS Director on file with The Oklahoma State Department of Health (OSDH) as well as the appropriate License Owner/City Manager.

Hospital: CEO and CMO

Response deadline: 15 days from documented receipt of the Tier 3 letter.

Tier 4- No response to Tier 3 letter

A letter addressing the lack of response signed by the Oklahoma Trauma and Emergency Response Advisory Council (OTERAC) chair with copies of all previous tier letters and sent to the appropriate recipient named below.

EMS Agency: Medical Director and the EMS Director on file with The Oklahoma State Department of Health (OSDH) as well as the appropriate License Owner/City Manager.

Hospital: CEO and CMO

Response deadline: 10 days from documented receipt of the Tier 4 letter.

*Make this an OTERAC Chair only duty; letters do not go to OTERAC Meeting

**CENTRAL REGIONAL TRAUMA ADVISORY BOARD
BYLAWS**

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

NAME AND GEOGRAPHIC DESCRIPTION

Section 1. Name:

Central Regional Trauma Advisory Board

Section 2. Geographic description:

Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie.

MISSION STATEMENT

In support of the statewide system, create a regional system of optimal care for all trauma patients, to ensure the right patient goes to the right place in the right amount of time.

PURPOSE

Section 1. The purpose of the Regional Trauma Advisory Board (RTAB) is to assist the Oklahoma Trauma and Emergency Response Advisory Council (OTERAC), the Oklahoma State Department of Health (OSDH) with the development and implementation of a formal trauma care system regionally and statewide.

Section 2. The Regional Trauma Advisory Board shall be empowered but not limited to:

- a. Assessing the current resources and needs within the region respective to Emergency Medical Services (EMS), acute care facilities, rehabilitation facilities, communication systems, human resources, professional education, public education and advocacy
- b. Organizing regional human resources into coalitions and/or alliances, which will be proactive in trauma systems development.
- c. Development of Regional Trauma System Development Plan.
- d. Development and implementation of Regional Trauma Quality Improvement program.
- e. Providing public information and education programs regarding the need for a formal trauma care system.
- f. Providing region—specific input to the OTERAC and Oklahoma State Department of Health concerning trauma care issues.
- g. Establishing and coordinating regional planning and networking activities with the Oklahoma City Region.

INITIAL STRUCTURE

The Commissioner of Health shall appoint the first chair of the board who will serve for the first year. This chair will work with the other providers identified for the initial membership rotation to identify the other individuals who will serve the first year.

CENTRAL REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

GENERAL MEMBERSHIP

General Membership is composed of licensed ambulance services and hospitals from all of the organizations that regularly service the region as well as other interested individuals as approved by the Board. Each General Member organization is responsible for appointing representatives authorized to act on behalf of the organization. Examples of General Members include:

- a. Hospital
 - Non-acute care hospitals will serve as general members.
 - Any new acute care hospital will serve as general member initially until a rotation is established and approved by the board.
- b. EMS
 - When not serving as a board member, member organization will serve as general member.
 - A new organization will serve as general member during the initial year of licensure and be placed into the upcoming board member rotation schedule.
- c. A representative of the Emergency Medical Services for Children (EMSC)
- d. A representative of the Medical Emergency Response Center (MERC)
- e. A representative of the Trauma Referral Center (TReC).

Section 1. Responsibilities of the General Membership:

The General Members are expected to attend meetings regularly to provide input on topics under consideration by the Board. General Members are expected to disseminate information from Board Meetings to its organization.

Section 2. Committee Service:

General Members may serve on committees, work groups, and task forces.

Section 3. Attendance Expectations:

The General Members are expected to attend 100% of regularly_scheduled meetings.

- a. Each General Member organization may send a proxy to attend in place of the authorized representative.
- b. Rescheduled meetings and special meetings are not considered to be regularly scheduled.
- c. Regularly scheduled meetings occurring during a state of emergency as declared by the Governor which affects the Region shall be exempt from attendance requirements.

BOARD MEMBERSHIP

Appointment to the Board will rotate between the member organizations in the region based upon an approved rotation schedule to be determined by the Board.

The rotation schedule will be operated as follows for the individual provider type:

**CENTRAL REGIONAL TRAUMA ADVISORY BOARD
BYLAWS**

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

- a. Hospital
 - All acute care hospitals will serve as permanent members.
 - A new acute care hospital will serve as general member during the initial calendar year of licensure and be placed into the upcoming rotation schedule as permanent member.
 - Non-acute care hospitals will serve as general members.
- b. EMS
 - The four organizations with licenses held within Region 6 that have the highest call volumes, as reported to OKEMSIS in the previous calendar year, will serve as permanent board members.
 - All other organizations will serve as board members in alternating terms.
 - When not serving as a board member, the organization will serve as general member.
 - Any new organization will serve as general member during the initial year of licensure and be placed into the upcoming rotation schedule.
- c. Physician
 - TeamHealth will serve as a permanent member.

Ideally Board Membership will be multidisciplinary with broad representation from the following list of disciplines.

<i>Hospital</i>		<i>Emergency Medical Services</i>
1. Administrator		1. Administrator
2. Business office		2. Non-Administrator EMT
3. QI practitioner		
3. Emergency department physician		
4. Surgeon		
5. Trauma nurse coordinator		
6. Trauma registrar		
7. Emergency department nurse		
8. Operating room nurse		
9. Rehabilitation practitioner		
10. Safety officer		

Section 1. Powers and Responsibilities:

The Board Members are responsible for overall policy and direction of the RTAB.

Section 2. Duties of the Board Members:

Board Members shall exercise ordinary business judgment in managing the affairs of the organization. In acting in their official capacity as Board Members of this organization, they shall act in good faith and take actions they reasonably believe to be in the best interest of the organization and that are not unlawful. In all other instances, the Board Members shall not take any action that they should reasonably

CENTRAL REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

believe would be opposed to the organization's best interests or would be unlawful.

Responsibilities of the Board Members include but are not limited to:

- a. Conduct the business of the organization
- b. Specify the composition of and direct the activities of committees
- c. Consider for approval recommendations from committees
- d. Cause to be prepared and administer the budget, prepare annual reports of the organization
- e. Cause to be prepared grant applications for the organization
- f. Approve, execute and/or ratify contracts made in ordinary course of business of the organization
- g. Make continuous and regular reviews of RTAB matters and business affairs in order to provide information to general membership

Section 3. Number of Board Members

The Board shall consist of no fewer than nine (9) members and no more than twenty (20) members.

Section 4. Actions of the Board

Each Board Member shall be entitled to one (1) vote on each matter submitted to a vote at a meeting of the Board.

A simple majority of the Members present and voting at a meeting at which a quorum is present shall be sufficient to constitute action by the Board.

Section 5. Term

The term of the Board Members is two calendar years.

Section 6. Appointments

Board Members shall be appointed according to the established membership structure and rotation. Each Board Member organization will appoint a representative and an alternate to the board, but each Board Member organization will have only one (1) vote each meeting. If both primary and alternate member are present at a meeting, the representative who responds to the Roll Call shall hold the voting right.

Section 7. Meetings

Meetings of the Board Members shall be held at such times and places as determined by the Board Members.

Section 8. Proxies

A Proxy for attendance and voting at a meeting must be initiated by the authorized representative or the member organization administrator. This must be a signed statement on the represented organization's letterhead or email stating the

**CENTRAL REGIONAL TRAUMA ADVISORY BOARD
BYLAWS**

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

authority of a specifically named substitute from that organization to attend and vote on their behalf. The proxy shall be delivered to the RTAB meeting prior to Calling to Order, and shall be retained with the roll call. A proxy shall only be valid at the meeting for which it is executed.

Section 9. Attendance Expectations/Removal of Board Members

- a. A Board Member is automatically removed from the Board if an authorized representative or proxy misses any regularly scheduled meeting in any year without.
 - i. The authorized representative of the member organization may request consideration for excused absence at the following RTAB meeting only. A request must be made to the RTAB Chair for placement as an agenda item, by contacting Emergency System staff at least fourteen (14) days prior to the meeting. The Board will then vote either to excuse or deny the absence.
- b. Vacancies resulting from a Board Member's removal for not adhering to the attendance policy shall be replaced by another member organization that is next in line for rotation.
- c. Any member organization that subsequently fails to ensure participation by their representative shall be reported to both the Oklahoma Trauma and Emergency Response Advisory Council (OTERAC) and the member organization's licensing authority.
- d. Any removed member will no longer carry the authority to vote, nor be listed as a Board Member for the remainder of the appointed term.

Section 10. Quorum

A simple majority of the Board shall constitute a quorum at any meeting.

OFFICERS

Section 1. The following officers shall be elected from the Board Members: Chair, Vice-chair, and Secretary.

Section 2. The same person shall hold no more than one office.

Section 3. The term for officers shall be two years.

Section 4. Nominations of candidates for office shall occur at least one month prior to the election.

- a. The candidates shall be Board Members.
- b. The candidates shall express a willingness to serve.

**CENTRAL REGIONAL TRAUMA ADVISORY BOARD
BYLAWS**

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

Section 5. Additional Offices

The Board Members may create additional officer positions, define the authority and duties of each such position, and elect persons to fill the position.

Section 6. Attendance Expectations/Removal of Officers

An Officer is automatically removed from office if he/she fails to maintain membership as defined by Board Membership Section 9: Attendance Expectations/Removal of Board Members.

Section 7. Vacancies

A vacancy in any office may be filled by the Board for the un-expired portion of the officer's term.

DUTIES OF OFFICERS

Section 1. The Chair shall be the executive officer of the RTAB and shall:

- a. Set the agenda and preside at all meetings of the RTAB
- b. Appoint all committee chairs
- c. Sign agreements and contracts after authorization by the Board
- d. Call special meetings when necessary
- e. Ensure that the RTAB is represented at OTERAC Meetings
- f. Ensure that the RTAB is represented at all other appropriate state and regional Meetings
- g. Ensure that the RTAB membership is informed of all appropriate state and legislative activities
- h. Perform other tasks as deemed necessary by the Board Members

Section 2. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and perform such duties as assigned by the Chair or the Board.

Section 3. Duties of the Secretary:

- a. Ensure dissemination of all notices required by the Bylaws or by the Oklahoma Open Meetings Act
- b. Assure a meeting attendance roster is maintained
- c. Assure a register of the name and mailing address of each member organization is maintained
- d. Ensure minutes are kept of all proceedings of the Board meetings.
- e. Manage the correspondence of the organization.

MEETINGS

Section 1. Meetings of the Board shall be held in accordance with the Oklahoma Open Meeting

**CENTRAL REGIONAL TRAUMA ADVISORY BOARD
BYLAWS**

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie
Act.

Section 2. An Annual Board Meeting shall occur each fall. A meeting notice shall be mailed to all member-organizations at least 30 days prior to the meeting. The meeting dates, times and places for the forthcoming year shall be established at the annual meeting.

Section 3. Meetings for the forthcoming year shall be posted with the Secretary of State in accordance with the Oklahoma Open Meeting Act prior to December 15. Any changes to the meeting schedule shall be duly noted to the Secretary of State.

Section 4. Notice of the date, time, and place of each meeting shall be mailed or e-mailed to each Board Member at least ten (10) days prior to the date of that meeting. The notice of each meeting shall include an agenda of the matters to be considered.

Section 5. These meetings should be held at least quarterly.

Section 6. The Board shall not review patient specific information or medical records at these meetings.

Section 7. Members of the General Membership are encouraged to attend these meetings to provide input on topics under consideration by the board.

Section 8. Special Meetings

Special meetings of the Board may be called by the Chair of the Board, Vice-Chair of the Board, or by any three members of the Board on not less than forty-eight (48) hours' notice. Notice of such a meeting must be posted as a special meeting with the Secretary of State. Notice to Board Members can be communicated by mail, e-mail, telegram, telephone, or fax.

PROCEDURES

Robert's Rules of Order will be relied on to resolve any procedural issue not covered in the bylaws.

COMMITTEES

Section 1. Quality Improvement Committee

- a. Each RTAB is required by statute to conduct quality improvement activities.
- b. The function of this committee is to decrease death and disability by reducing inappropriate variation in care through progressive cycles of performance review. A multidisciplinary standing committee for Quality Improvement shall be created in each region.

Minimum membership requirement:

- i. Emergency Department Physician

CENTRAL REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

- ii. Emergency Department Nurse
 - iii. Paramedic
 - iv. EMT, Intermediate, or Advanced EMT
 - v. Quality Improvement Practitioner
- c. Other members for this committee may be identified based upon the need of the region. It is suggested that the membership be kept to 10 members or fewer.
- d. Other specific disciplines that are not regular members of the committee may be called on to meet specific quality improvement needs.
- e. A simple majority shall constitute a quorum to conduct business.
- f. Upon approval by the Committee Chair, a committee member may be removed from the committee if he/she misses two (2) consecutive scheduled meetings and shall be removed after he/she misses three (3) consecutive scheduled meetings.
- g. The chair of the RTAB may attend the QI committee as an ad-hoc representative.
- h. Vacancies and recommendations for committee membership:
 - i. Notice of either a vacancy or request for committee membership shall be distributed to Board members at least ten (10) days prior to a meeting.
 - ii. Volunteers/recommendations to fill the vacancy in membership or new request for membership on this committee shall be accepted and voted on at the next meeting of the Board.
- i. Each region shall adopt confidentiality policies for this committee.
- j. The Quality Improvement Committee shall recommend minimum Quality Improvement activities to be defined and approved by the Regional Trauma Advisory Board.
- k. The regional committee may identify other activities to monitor based upon regional need.
- l. Committee Tenure:

Membership on this committee is for a term of two (2) years. Half of the initial appointments to this committee shall be for a term of one year to ensure staggered terms.

Section 2. Standing Committees shall be established by a majority vote of the Board

- a. Standing committees may include but are not limited to:

Hospital Care Committee, Pre-Hospital Care Committee, Injury Prevention Committee, EMS/Hospital Disaster Committee, Trauma Coordinator Committee, Trauma Registry Committee, Finance, Professional Education, Membership, Bylaws, Public Relations, and Research.
- b. At least one Board Member shall serve on each standing committee.

CENTRAL REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

- c. The Board shall affirm Standing Committee members.
- d. Each person on a committee shall continue to serve on the committee until the next annual meeting of the Board and until his/her successor is appointed unless sooner removed or the committee is dissolved.
- e. The Chair of the Board, the Chair of the committee or a majority of the committee may call meetings of a committee. Each standing committee shall meet at least annually.
- f. Notice of the committee meetings must be given in accordance with the Oklahoma Open Meetings Act.
- g. Upon approval by the Committee chair, a committee member may be removed from the committee if he/she misses two (2) consecutive scheduled meetings.
- h. A majority of the voting persons on the committee shall constitute a quorum.

Section 3. Special Committees

The Chair may create special, ad hoc, or task force committees based upon the recommendation of the Board Members.

- a. Members of these committees are not required to be members of the Board.
- b. The Chair shall recommend the members of these committees to be affirmed by the Board.
- c. These committees will have no power to act other than as specifically authorized by the Board.
- d. The tenure of these committees will be decided by the Board based upon the specific need for the committee.
- e. Upon approval by the committee Chair, a committee member may be removed from the committee if he/she misses two (2) consecutive meetings.

Section 4. Committee Resignations, Removal and Vacancies

Any person on a committee may resign from the committee at any time by giving written notice to the chair of the Board, chair of the committee or to the secretary of the Board.

Section 5. Committee Minutes

The Chair of each committee shall prepare complete and accurate minutes of each meeting and promptly forward duplicate originals thereof to the Secretary of the Board.

Section 6. Action by Committee

Recommendations by committees are to be taken back to the Board for action.

Section 7. Committee Compensation

CENTRAL REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

Persons serving on a committee shall not receive salaries for their services, but by resolution of the Board a reasonable amount for expenses incurred in attending to authorized duties may be allowed; provided however that nothing herein contained shall be construed to preclude any member of the committee from serving;

FINANCES

Section 1. Deposits

All money received by the corporation shall be deposited with a bank, trust company or other depository, which the Board selects, in the name of the corporation. All checks, notes, drafts and acceptances of the corporation shall be signed in the manner designated by the Board Members.

Section 2. Gifts

- a. The Board may accept on behalf of the RTAB any contribution, gift, bequest or legacy that is not prohibited by any laws or regulations in the State of Oklahoma.
- b. The Board may make gifts and charitable contributions that are not prohibited by the Bylaws, state law and are not inconsistent with the requirement for maintaining the RTAB's status as an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue code.

Section 3. Conflicts of Interest

- a. The Board shall not make a loan to any Board Member or member organization.
- b. The Board shall not borrow money from a Board member, a member organization, an employee of a member organization or a family member of a member organization unless:
 - i. The transaction is described fully in a legally binding instrument
 - ii. The transaction is found to be in the best interests of the RTAB after full disclosure of all relevant facts at a scheduled meeting of the Board
 - iii. Such action requires a 2/3-majority vote of the Board (excluding the vote of any person having a personal interest in the transaction) at a meeting when a quorum is present.
 - iv. Disclosure of intent to undertake such action is declared to the OSDH and the OTERAC for approval prior to action.
- c. The Board shall not transact business with a Board Member, a member organization, an employee of a member organization or a family member of a member organization unless:
 - i. The transaction is described fully in a legally binding instrument;
 - ii. The transaction is found to be in the best interests of the RTAB

CENTRAL REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Counties: Canadian, Cleveland, Lincoln, Logan, McClain, Pottawatomie

- after full disclosure of all relevant facts at a scheduled meeting of the Board
- iii. Such action requires a 2/3-majority vote of the Board (excluding the vote of any person having a personal interest in the transaction) at a meeting when a quorum is present.
- iv. Disclosure of intent to undertake such action is declared to the OSDH and the OTERAC for approval prior to action.

PARTICIPATION

All member organizations are required to participate in RTAB activities and meet attendance expectations.

Section 1. Remote Locations

Individual RTABs may arrange for remote locations to Video Conference or Teleconference into their meetings to facilitate participation by member organizations. It is understood that Board members must attend at the published meeting location to meet the requirements of the Oklahoma Open Meetings Act.

EMResource®

The RTAB adopts the policies, standards and definitions recommended by the Oklahoma State Department of Health for the operations of EMResource. Any recommendations for changes to these documents will be made to the Oklahoma State Department of Health, Emergency Systems for consideration for statewide adoption. Because this is a statewide system, all changes must be made on a statewide basis. Any necessary regional operational procedures will be subject to approval by the RTAB.

AMENDMENT OF BYLAWS

The Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by a vote of the Board Members held at a regularly scheduled meeting held in compliance with the Open Meetings Act or at a meeting specially called for the purpose of altering, amending or repealing the Bylaws.

Section 1. The Bylaws shall be reviewed/ revised biennially by the Central (6) Regional Planning Committee.

Section 2. The notice of any meeting at which the Bylaws are altered, amended or repealed shall include the text of the proposed revisions, either within the agenda or as an attachment to the agenda sent out to members in advance of the meeting.

Region 6 Regional Planning Committee

Members

Eddie Sims, Chair

Julia Day

Daniel King

Jason Likens

Elizabeth Lambert

Region 6 Quality Improvement Committee

Members

Eddie Sims, Chair

Dr. Patrick Cody

James Girvin

Dr. Robin Mantoath

Richard Robinson



Oklahoma State Department of Health
 Creating a State of Health

OKLAHOMA TRAUMA SYSTEM QUALITY IMPROVEMENT PROCESS REFERRAL FORM

Please complete this form and attach related records.

Reporting individual contact information		<input type="checkbox"/> I wish to remain anonymous
<i>Date</i>		
<i>Full name and title</i>		
<i>Organization</i>		
<i>Telephone number</i>		
<i>Email address</i>		

Patient information for review	
<i>Date of incident</i>	
<i>Name of patient</i>	
<i>Patient date of birth</i>	
<i>Your medical record#</i>	
<i>Name of any other involved agency/facility</i>	

Reason for requesting review: <i>(Check all applicable boxes and include a brief narrative)</i>
<input type="checkbox"/> <i>Good Job!</i>
<input type="checkbox"/> <i>Incorrect application of the Trauma Triage, Transport, and Transport Algorithm</i>
<input type="checkbox"/> <i>Deviation from Regional Trauma Plan</i>
<input type="checkbox"/> <i>Delay in care</i>
<input type="checkbox"/> <i>Communication problems</i>
<input type="checkbox"/> <i>Refusal</i>
<input type="checkbox"/> <i>Other(please specify)</i>
Additional information:

Mail, fax, or email to:
 OKLAHOMA STATE DEPT. OF HEALTH
 EMERGENCY SYSTEMS: Attn. CQI
 1000 NE 10TH STREET, OKLAHOMA CITY, OK 73117-1299
 Phone: (405) 271-4027 Fax (405) 271-1045
 Email: esystems@health.ok.gov

REGIONAL TRAUMA ADVISORY BOARD
Authorized Representative Form

DATE: _____

- NEW APPOINTMENT
 UPDATED APPOINTMENT

TRAUMA REGION:

- | | | |
|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> NW REG-1 | <input type="checkbox"/> EC REG-4 | <input type="checkbox"/> TULSA REG-7 |
| <input type="checkbox"/> NE REG-2 | <input type="checkbox"/> SE REG-5 | <input type="checkbox"/> OKC REG-8 |
| <input type="checkbox"/> SW REG-3 | <input type="checkbox"/> CENTRAL REG-6 | |

ORGANIZATION NAME: _____

INDIVIDUAL AUTHORIZING APPOINTMENT OF RTAB REPRESENTATIVES:

Name: _____

Job Title: Hosp Admin. /or _____ EMS Director /or _____

Signature: _____

DESIGNATED REPRESENTATIVE: (please print legibly)

Name: _____

Job Title: _____

Email: _____

Telephone: _____

Facsimile: _____

ALTERNATE REPRESENTATIVE: (please print legibly)

Name: _____

Job Title: _____

Email: _____

Telephone: _____

Facsimile: _____

***** Please fax to the Emergency Systems at (405) 271-4240*** Update Annually*****

Office Use Only:	
___ Distribution List	___ Attendance Roster
___ Sign in Form	___ Vote Call Form
(If new facility/agency – update rotation – trauma plans)	