



**NORTH CENTRAL
EMERGENCY CARE COUNCIL**
ADVOCACY & EDUCATION

**North Central Emergency Care Council
Training and Education Committee**

Mission Statement: Ensuring the highest quality patient care possible through regional policy direction, injury prevention education, resource assistance and educational support while furthering the goals of the Washington State EMS and Trauma Care System.

Goals: The goals of the Training and Education Committee shall be as follows.

1. Equipping the Region's EMS Providers with Competence, Confidence and Compassion.
2. Ensuring quality, flexibility, accountability, integrity, and consistency of the EMS training that is provided throughout the region.

Committee Membership: The NCECC Training and Education Committee shall consist of representation of the following:

- At least 2 Regional Council Members will sit on the committee
- The Regional Council President
- Local Council Chair person or designee from each Local Council (3)
- Other At-Large committee members as appointed by the Regional Council Chair (3)

The NCECC Training and Education Committee shall consist of 9 voting members but does not limit participation from interested parties.

The Regional Council President shall appoint a Training and Education Committee Chair and Co-Chair person bi-annually, based upon review of the requests for consideration, at a meeting of the Regional Council.

- Biennially, in May, Committee members may submit a request for consideration to be appointed as the Chair, Co-Chair, or Secretary for the Committee.
- The voting members of the Training and Education Committee will vote on the requests and make a recommendation to the Regional Council President
- The Regional Council President will appoint the Training and Education Committee Chair, Co-Chair, and Secretary at the June annual meeting.

Interested parties are required to complete the Committee Letter of Interest for review and consideration of Committee positions.

Members who will be absent from the meeting must contact the Committee Chair prior to the scheduled meeting. They are required to review meeting minutes in order to stay current with committee work and action.

Members who will be absent from the meeting may send a representative in their place. Their representative will not have voting power on the committee. At such times when Tele-conferencing is available, voting members are requested to phone in and participate in the meetings.

Voting privileges will be suspended to members that miss more than three meetings in a row until they have resumed regular attendance.

A Committee Roster listing all voting members will be updated and provided with the Training and Education Committee agenda.



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Meetings: Regular meetings will take place bi-monthly. Meetings will be no longer than 2-hours in length. Special meetings may be called for the purpose of completing action items as determined by the committee or meeting specific duties as assigned by the Regional Council.

Currently meeting dates are scheduled on the 4th Wednesday of the odd numbered months from 11:30-1:30, held at the Regional Council Office. (GoToMeeting Available)

Meetings will follow standard committee protocol according to Parliamentary Procedure.

Regular meeting components will include:

- Approval of minutes
- State Training and Education Committee Report
- Local Council Training Report
- Current work items or issues as set forth by the agenda for each meeting

Quorum: A quorum shall consist of 50% of the currently active voting members.

Committee Charter:

- A. The Training and Education Committee shall have authority, subject to the advance approval of the Executive and/or Finance Committee, to recommend a contract on behalf of the Regional Council for expenditure of training and education funds within the North Central Region to serve the purposes of the council as set forth by the Bylaws. The Training and Education Committee shall work with the Finance Committee and Executive Director in connection with expenditures of funds.
- B. The Committee will develop the budget based on the Training and Education section of the active Regional Plan. Working towards the most efficient distribution of funds throughout the region. The Committee will coordinate with other agencies and partners involved in phases of training, certification and recertification.
- C. General training program oversight is the responsibility of the Regional Training and Education Committee. The committee will act as a delegate of the Medical Program Directors to ensure the quality of training. Various methods of monitoring and review of critical program components in order to ensure the safety of patients and the quality of care that are provided by EMS professionals in the North Central Region.

The following quality assurance components will serve as the base for standard review and monitoring of OTEP.

- Provider course evaluations of skills training and evaluation sessions.
- Training reports gathered from EMS Online.
- Annual review of EMS evaluators and subsequent recommendation for approval by the MPD
- EMS Evaluator surveys conducted annually to determine their need for additional resources/training, etc. in order to conduct training and evaluation according to program standards
- Annual MPD QI report, in order to determine if areas of concern are being addressed in training.

The Training and Education Committee will put other quality assurance monitoring and review tools into place as determined necessary.



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- D. The Training and Education Committee shall also be responsible for any other duties as assigned by the Regional Council.