

MEMORANDUM

TO: All Fauquier County Fire and Rescue Agencies

FROM: Kaye Horst, Chairman EMS QA/QI Subcommittee

DATE: January 18, 2007

SUBJECT: QA/QI FORMS

For your convenience, attached are the forms handed out at the EMS QA/QI subcommittee meeting, January 9, 2007.

We will be meeting 1/2 hour before the EMS Committee meeting (6:30pm) which is the second Tuesday of each month. As this program progresses, I am hoping we will only need to meet bi-monthly or quarterly, at which time a different time and or night may become necessary.

There are two reports required to be submitted in order to be compliant. One is the Quarterly QI/QM Report Form, which is sent to REMS. The other is the electronic transmittal of data to VAOEMS.

Fauquier Departmental Monthly Quality Assurance / Quality Improvement Form:

This is the same report we have been using. It is to be filled out and turned in to the EMS QA/QI subcommittee monthly.

Fauquier Pre-hospital Patient Care Report Review Report Form:

This is new. It is a coversheet that is to accompany the copy of each patient care report turned in for review by the committee. ***PLEASE block out the name and address of the patient.***

It is required that all incidents of the following nature be reviewed by the EMS QA/QI subcommittee:

Cardiac Arrest, Severe Trauma, Respiratory Arrest, Fatality, Fly out, Prolonged Extrication, Serious Equipment failure, Needle Stick Exposure, and Complaints Received. It will also be necessary to review any patient care reports when a review is requested by a provider, by the ER Staff, or if there is a question of a medical practice violation. If there are recurrent problems with a provider that is not corrected in-house, you may turn it over to the committee for review and recommendation. You may also submit any other patient care reports you wish to have reviewed.

A report of all patient care reports reviewed will be sent to the OMD.

REMS Quarterly QI/QM Report Form:

This is another report we have been using. Each department must fill it out, sign, date and FAX it to the Rappahannock Emergency Medical Services Council no less than quarterly. The information on the top portion of the form is required.

FYI: On the line "The total number of Patient Care Reports Reviewed This Period", you put the number of reports reviewed by your department's QA/QI. It should include, but not be limited to, the reports forwarded to the EMS QA/QI subcommittee.

The Voluntary Data on the bottom of the page is optional. If you choose to include it, those agencies using the VAOEMS PPDR reporting system can obtain this information by clicking "reports" on the program's main menu. Enter the desired dates and print. I will try to answer any questions you may have about this program. Agencies using the Fauquier County patient care reporting system can obtain this information by going into Fire Info, Crystal Reports and then EMS. I am currently not familiar with this program. Justin Clayton has offered his assistance, if needed.

This report is in addition to submitting the data electronically to the VAOEMS.

Agencies using the VAOEMS PPDR reporting system must also submit an electronic report to the state no less than quarterly. When this is successfully done, you will receive a confirmation email. Any agency needing help with this please contact me.

For those agencies using the Fauquier County patient care reporting system, that data is sent in quarterly by Sara. Just a reminder, the reports must be marked as reviewed in the program by someone at your station before the program will allow them to be transmitted.

I am also including the form for EMS providers' information. It is necessary for QA/QI and Dr. Sitta would like to develop and maintain a current database of this information.

I hope this information is of assistance to you. We are in the infant stages of QA/QI, but are seriously behind in what has been mandated by the state requirements. We will have to work hard to become not only compliant with our reporting, but in developing an effective QA/QI program. There are over 60 EMS agencies in the REMS Council. Most are not reporting and I believe Fauquier County can be the first to become 100% compliant.

Do not hesitate to contact me at 540-439-2429 if I can be of assistance or should you have any further questions.