



## MEDICAL ADVISORY COMMITTEE BYLAWS

APPROVED: \_\_\_\_\_

EMS Medical Director

EMS Administrator

### MISSION:

The Medical Advisory Committee (MAC) is an advisory committee to the EMS Medical Director and the EMS Agency that provides expert medical input into the development of prehospital medical care, policies, procedures and protocols. MAC provides a forum for communication between all emergency medical care providers and agencies including hospital and pre-hospital representatives.

### ATTENDANCE STANDARDS:

Members of the committee are expected to regularly attend meetings or appoint a designee who regularly attends meetings when the member is unable to attend. A designee attending in place of the regular member may satisfy the attendance standards. The recommended attendance standard is at least 70% of the meetings in a 12 month period not missing more than three consecutive meetings. Failure to meet the attendance standard will result in the EMS agency notifying the regular member and his/her agency in writing as to the lack of attendance including the option of sending a designee.

### MEMBERSHIP:

Membership of MAC is categorized by representation of San Mateo County EMS System participants as follows:

- Emergency department physician leadership
- Emergency department nursing leadership
- San Mateo County 911 Emergency Ambulance Service Contractor

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- San Mateo County Prehospital Emergency Medical Services Group (JPA)
- South San Francisco Fire Department
- San Francisco Fire Department - Airport Bureau
- San Mateo County Public Safety Communications

Emergency Department Physician Representative, or Physician Designee, from the following hospitals (8):

Kaiser Redwood City; Kaiser South San Francisco; Mills-Peninsula; San Mateo Medical Center; Sequoia Hospital; Seton Medical Center; Seton Coastside; and Stanford University Hospital. Note: San Francisco General Hospital physician representative may be present for discussions relating to trauma

Emergency Department Nurse Director, Manager or Nurse Designee from the following hospitals (9):

Kaiser Redwood City; Kaiser South San Francisco; Mills-Peninsula; San Francisco General Hospital and Trauma Center; San Mateo Medical Center; Sequoia Hospital; Seton Medical Center; Seton Coastside; and Stanford University Hospital

General Manager or designee from the 911 Emergency Ambulance Service Contractor (1)

Medical Director from the 911 Emergency Ambulance Service Contractors (1)

Clinical Services Manager or designee (paramedic) from the 911 Emergency Ambulance Service Contractor (1)

EMS Supervisor Representatives from the San Mateo County Pre-hospital Emergency Medical Services Group (JPA) representing the EMS Chiefs from the north, central and south zones in addition to County Fire (4)

EMS Captain or designee from the South San Francisco Fire Department (1)

EMS Captain or designee from the San Francisco Fire Department Airport Bureau (1)

Air Ambulance Provider Representative(s) from organizations regularly responding into the County (2)

San Mateo County Public Safety Communications Representative (1)

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**STAFF:**

EMS Medical Director  
EMS Staff As Assigned by EMS Administrator

**OFFICERS:**

There will be a Chair and Vice-Chair who will serve a two-year term. These officers shall be elected by the MAC bi-annually at the first meeting of each calendar year and may serve two (2) consecutive terms.

**PROCESS and CONDUCT:**

Meetings will be conducted using a meeting process that adheres to the following ground rules:

1. Let each person fully express an idea - don't interrupt.
2. Everyone has an equal voice.
3. Pay attention to whoever is talking.
4. Stay on track - don't waste time.
5. Be frank and honest - make constructive criticism.
6. Start and end on time.
7. Everyone has responsibility to contribute/share ideas.
8. Be sensitive to feelings/needs of others.
9. Respect confidentiality - don't gossip (outside of group).
10. Be organized - plan action steps.
11. Make group decisions through consensus.
12. Recognize and reward team contributions.
13. Do your homework - come prepared.

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## **SELECTION PROCESS OF MEMBERSHIP:**

Membership selection will occur by position or recommendation by the leadership of the affiliated agency, department or hospital.

## **DECISION PROCESS:**

Whenever possible, decisions will be made by consensus. When this is not possible, decisions will be made by a simple majority of those present, given a quorum. A quorum will not need to be present for discussions or opinion.

A quorum shall consist of present membership as described below:

Hospital Physician Leadership (3 of 8)  
Hospital Nursing Leadership (3 of 9)  
Ambulance Contractor (3 of 4)  
Fire First Response (3 of 4)

A quorum shall consist of at least 12 members present, as described above, and require a vote of 7 or more members to pass a motion.

In the circumstance of a tie in the voting process, the San Mateo County EMS Medical Director will make the final decision.

## **MEETING FREQUENCY:**

The Committee will meet at least every two months or more often as determined by the members. Meetings will be on the third Wednesday of the month.

## **ACTION TEAMS:**

Work groups or ad-hoc subcommittees will be formed as necessary to study issues and make recommendations.

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