

TRAUMA ADVISORY AND SYSTEM STAKEHOLDERS COMMITTEE
ORGANIZATIONAL GUIDELINES

ORGANIZATION

The Trauma Advisory and System Stakeholders Committee (TASSC) is a standing subcommittee of the Statewide Emergency Medical Services (EMS) Advisory Committee. TASSC is comprised of representatives from Regional Trauma Advisory Councils (ReTrAC), professional organizations, hospitals, Indian Health Services, rehabilitation, injury prevention advocates, health insurance industry, and other interested parties as specified below.

PURPOSE

TASSC is by statute a subcommittee of the EMS Advisory Committee, which functions in an advisory capacity to the EMS Bureau and Regional Trauma Advisory Councils. TASSC works in collaboration with the Regional Trauma Advisory Councils to maximize access for all people in New Mexico to optimal and timely trauma care in an effort to decrease human suffering and cost associated with morbidity and mortality due to trauma. TASSC will also work in collaboration with the EMS Bureau in promoting and maintaining a financially viable and effective trauma care system.

RESPONSIBILITIES

Specifically, the TASSC will participate as an advisory body to provide review and recommendations for the following:

1. Issues affecting trauma care including, but not limited to, system development, improvements and medical audit;
2. Legislative amendments to the EMS statutes related to trauma and changes in the trauma regulations;
3. Trauma funding initiatives;
4. Regional Trauma Advisory Council approval (as recommended by EMS Bureau or by direct request) and proceedings; and
5. Issues submitted from Regional Trauma Advisory Councils and State Trauma Program.

MEMBERSHIP

Membership shall be a fair representation of urban and rural, geographically dispersed trauma care providers and interested parties. Nominations will be solicited from the following groups:

Classification	Representative Groups
1. Trauma surgeon (urban), trauma surgeon (rural)	American College of Surgeons NM Committee on Trauma
2. ED Physician (urban), ED Physician (rural)	NM American College of Emergency Physicians
3. Emergency Nurse	NM Emergency Nurses Association
4. Trauma Nurse Coordinator	Trauma Nurse Forum
5. Pre-hospital EMS Representative	EMT Association
6. Indian Health Service	IHS
7. Member-at-large from EMS Advisory Committee	SWAC
8. Each New Mexico designated trauma center	Each designated trauma center will endorse its representative
9. Each NM Developing Trauma Center	Each developing trauma center will endorse its representative
10. Representative from NM Trauma Registry Workgroup	TRW
11. Pediatric Emergency Medicine Physician	NM Pediatric Association
12. Air Medical Transport Representative	Air Transport Commission
13. Representative from EMS Region I	EMS Region I
14. Representative from EMS Region II	EMS Region II
15. Representative from EMS Region III	EMS Region III
16. Representative from DOH Trauma Program	NM DOH Trauma Program
17. Representative from DOH Emergency Medical Systems Bureau	NM DOH EMSB
18. Trauma Center Medical Director	Trauma Center Medical Directors

QUORUM

A quorum will consist of 50% of voting members in attendance at any meeting. One member may represent more than one organization.

APPOINTMENT TO MEMBERSHIP

Submitted nominations for membership will be reviewed by the TASSC Executive Committee and forwarded to the Statewide EMS Advisory Committee for approval of appointment.

TERM OF MEMBERSHIP

The term of each representative member of the TASSC will be indefinite unless otherwise specified by the representative organization.

EX-OFFICIO MEMBERS

Ex Officio members shall be the Chief of the Bureau, the State EMS Medical Director, the State Trauma Systems Manager, the State Trauma Registrar, and any other appointed by the Chair.

REMOVAL FROM THE TASSC

Removal of members from TASSC for cause shall be effected as follows:

1. A recommendation by the Executive Committee for removal;
2. A two-thirds vote of the membership at any regularly scheduled TASSC meeting when a quorum is present to approve the recommendation;
3. Forwarding of the recommendation to the Statewide EMS Advisory Committee, and,
4. Action by the Statewide EMS Advisory Committee to approve.

"Cause" includes, but is not limited to:

1. More than two (2) unexcused absences in any twelve (12) month period;
2. Or, the member no longer represents the institution, organization or group for which membership was extended.

A member is not deemed absent and unexcused from a scheduled meeting if he/she:

1. Designates a proxy who reports to the Chair, or
2. Submits justification for absence that is acceptable to the Chair.

The Executive Committee shall review the status of any member who has two (2) unexcused absences in the preceding twelve (12) month period. On recommendation from this Committee, the Chair shall send a letter of notification to the individual member and a letter to the representative organization requesting a replacement. The Statewide EMS Advisory Committee will hear any appeal.

OFFICERS

Candidates for the positions of Chair and Vice-Chair shall be nominated and elected by a majority of membership when a quorum is present. The term of office shall be for two years without prejudice to re-election. The "Chair" and "Vice-Chair" will be used in this document to refer to these two positions.

The Chair shall preside at regularly scheduled meetings of TASSC and at meetings of the Executive Committee. The Chair shall also appoint chairpersons of subcommittees as deemed appropriate to the objectives of the TASSC. The Chair shall also represent the TASSC in issues affecting its constituency.

The Vice-Chair will preside at meetings and carry out other functions in the absence of the Chair.

The NM DOH EMS Bureau staff shall be responsible for committee support including the recording, publishing and preserving of the minutes, reproduction of material, handouts, reimbursement procedures, etc.

STANDING SUBCOMMITTEES

Sub-committees may be formed as necessary at the discretion of the Chair.

EXECUTIVE COMMITTEE


The Executive Committee shall consist of the Chair, the Vice-Chair, three members selected from the general membership and approved by the voting members, and as ex-officio, the EMS Bureau Chief, or his/her designee, the State EMS Medical Director, and the Trauma Systems Manager. The selected members of the Executive Committee shall serve a term of two (2) years without prejudice of re-selection. The responsibilities of the Executive Committee shall be to consider and forward to the TASSC recommendations on candidates for election to TASSC offices, removal of members from TASSC, system review issues and any other issues designated by the Chair or upon request from the Bureau.

CONDUCT AND SCHEDULING OF MEETINGS

1. General membership meetings will be conducted on a quarterly basis. Unscheduled meetings of the general membership and/or the Executive Committee shall be called by the Chair as appropriate to the need.
2. All meetings of the general membership of TASSC shall be open to the public.
3. Meetings shall be conducted reasonably under parliamentary procedure outlined in "Roberts Rules of Order". A quorum will consist of 50% of voting members in attendance at any meeting
4. The TASSC is a "review organization" as defined by the Review Organization Immunity Act (" the Act"), 541-9-2E, NMSA 1978 (as amended by Laws 1993, Chapter 161). Minutes maintained by the TASSC involving patient care are protected in accordance with the confidentiality provisions of the Act 541-9-5 NMSA 1978 and as interpreted by the New Mexico Supreme Court in Southwest Community Health Services vs. Smith 107 NM 196, 755 p. 2d 40 (1988). Data will be reported to the committee in form of statistical analysis only and be HIPPA compliant.

5. TASSC guidelines can be changed by a vote of 50% of the TASSC voting membership, subject to approval by the EMS Advisory Committee.

Approved by a majority vote of the Statewide EMS Advisory Committee:

Chair: 

Don McNutt

Date: 3-21-2011