

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Medical Director/Quality Assurance (MDQA) Meeting Procedures
Policy:	504.00
Purpose:	To define the process for reporting performance improvement activities and issues to the Medical Director.

Policy:

It will be the responsibility of the assigned Shift Training Officer (STO) to oversee the monthly preparations for the MDQA meeting.

All monthly reports will be presented one month in arrears, (i.e. March's reports will be presented during the May MDQA meeting).

All reports will be due to the assigned STO no later than 14th of the month following the month reported for. (i.e. March's reports will be due to the STO by April 14)

All agenda items will be submitted to the STO by the 14th of the preceding month.

The assigned STO will then complete the agenda for the meeting and assemble the presentation for the Medical Directors Meeting. All reports and data for the Case Review portion of the meeting will be collected and presented from a secured external drive.

The agenda, the meeting presentation and reports for Case Review will be presented to OCEMS command staff no later than the last day of the month preceding the MDQA meeting.

The command staff will then review all material and send any adjustments or corrections to the assigned STO by the date of the Senior Staff Meeting so that all corrections to the presentation and agenda can be made.

The assigned STO will notify any crew members involved in Peer Review at least two weeks prior to the meeting.

By 12:00 pm of the day before the MDQA meeting, the STO on duty will check all audio video equipment to be used for proper operation. Any malfunctions will be immediately reported to the appropriate personnel so that repairs can be made. Any items that cannot be repaired prior to the MDQA meeting will be reported to the on duty Shift Commander so that alternatives can be pursued.

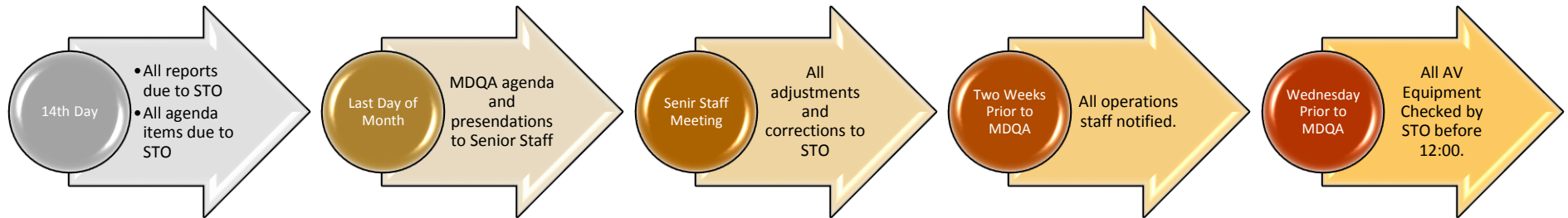
It will be the responsibility of the assigned Shift Commander to ensure that the proceeding plan is implemented each month.

Any request for changes to the agenda or additional presentations will be considered on a case by case basis.

Accountability and Compliance:

It will be the responsibility of the assigned Shift Commander to ensure that the preceding plan is implemented monthly.

MDQA TIMELINE



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Author: D. Brewer
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Approved: Leadership
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