

**Regional Domestic Security Task Force (RDSTF) Region Five Trauma Advisory Board**

**Approved 1/8/19**

**Amended 9/10/19**

**Peter A. Pappas MD FACS, Region Five Trauma Advisory Board Executive Director**

**Lynne Drawdy, Central Florida Disaster Medical Coalition Executive Director**

**Mission: To provide a collaborative forum for communication among trauma system stakeholders within the RDSTF of Region Five with emphasis on trauma system quality, injury prevention, and disaster preparedness.**

**Vision: To create a forum for communication and collaboration among trauma system stakeholders in RDSTF 5 by sharing of best practices and opportunities within the regional trauma system with the goal of achieving optimal patient care.**

**Values: Clinical excellence, transparency and inclusiveness**

## The Executive Committee and Committee Structure

### Voting Members

Each institution may select an individual or individuals to represent them on the Executive Committee at their discretion.

Co-Chair Trauma Center

Co-Chair EMS Agency (rotates among south, north and central EMS Agency representatives)

Trauma Center Level 1 Representative (alternating Vice-Chair for Trauma)

Trauma Center Level 2 Representative (alternating Vice-Chair for Trauma)

EMS Agency Representative (rotates among the south, north and central EMS Agency representatives as Vice-Chair for EMS)

EMS Agency Representative (rotates among south, north and central EMS Agency representatives)

Acute Care Hospital Representative

Extended Care Representative

Public Health Representative

Municipal Government Representative

County Government Representative

## **Ex-Officio Members**

Executive Director

Central Florida Disaster Medical Coalition

Florida Committee on Trauma

Association of Florida Trauma Coordinators

EMS Advisory Council

Florida Hospital Association

Region 5 Law Enforcement Representative

## **Stakeholder Definitions**

### **Trauma Centers**

All state designated certified, provisional and ACS verified Trauma Centers within RDSTF Region Five

### **EMS Agencies**

All EMS agencies licensed within RDSTF Region Five

All air agencies with a Certificate of Public Convenience and Necessity (COPCN) in RDSTF Region Five

EMS agencies eligible for the executive committee are those that are licensed and headquartered within the Region and provide 911 response.

### **Extended Care**

All Facilities Providing Post-Acute Care for trauma patients that are physically located within the Region, including

- Inpatient and Outpatient Rehabilitation Centers

- Long-Term Acute Care Facilities

- Skilled Nursing Facilities

- Assisted Living Facilities

- Out Patient Rehabilitation Centers

- Hospice

**Public Health**

All County Health Departments within the Region

**Acute Care Hospitals**

All hospitals within the Region designated as Acute Care Hospitals by the State of Florida and not sponsoring a Trauma Center. Acute Care Hospital representation on the committee will be designated by hospital system, including public/private academic, non-for-profit, for-profit and integrated delivery networks.

**Municipal Government**

Incorporated cities, towns and other municipal administrative units existing within the counties of RDSTF Region Five

**County Government**

The county governments of those counties comprising RDSTF Region Five

**Executive Director**

A non-voting member of the Trauma Advisory Board. The executive director will coordinate meetings and activities of the Board and its constituent committees, oversee and report on the implementation of motions passed by the Executive Committee and carry out other duties as assigned by the Executive Committee. The Director will be appointed by vote of the Executive Committee for renewable terms of three years.

## **Committees**

Executive Committee  
Trauma System Support Committee  
Preparedness Committee  
Clinical Leadership Committee

### **Committee Structure, Definitions and Role & Meetings**

Committees will meet on a monthly basis.

Additional meetings may be scheduled by agreement of the Trauma and EMS Co-Chair

Committee business may be conducted by electronic means, including telephone, telepresence and other means of remote communication that allow committee members to fully engage in proceedings concurrently

#### **Executive Committee**

The Executive Committee will hold three formal meetings per year, approximately every four months, at a location within RDSTF Region Five

The Executive Committee will hold monthly meetings by conference call during months when a formal meeting is not scheduled

### **Trauma System Support Committee**

The System Support committee will hold a scheduled every other month and as deemed necessary by committee members. The committee will report to the Executive Committee.

### **Preparedness Committee**

The Preparedness committee will hold a meeting every other month and as deemed necessary by committee members. The committee will report to the Executive Committee.

### **Clinical Leadership Committee**

The Clinical Leadership committee will hold a meeting every other month and as deemed necessary by committee members. The committee will report to the Executive Committee.

### **Quorum**

A quorum of the Executive Committee shall constitute a simple majority rounded up plus one. Voting may be either in person or by phone.

## **Voting and Procedures**

Each seat on the Executive Committee and all committees, will have one vote **for that respective committee**. Voting may be either in person or by phone.

A majority vote of a simple majority plus one will be required for all motions. All committee meetings will be governed by the latest edition of Robert's Rules of Order

The Executive Committee will have the power to adopt and amend bylaws and rules for the RDSTF Region Five Trauma Advisory Board by the established voting procedures

## **Terms for Appointments**

Executive Committee Members will serve three-year terms.

## **Appointment to the Executive Committee**

Appointments to the Executive Committee will be made by the Central Florida Disaster Medical Coalition in consultation with stakeholders. The Executive Committee will appoint members to the committees and oversee committee organization.

Following the third formal meeting of the third year of each term, the Executive Committee will accept nominations for committee membership for the upcoming term.



## **Rules and Description of Committees**

Committees report directly to the Executive Committee. Committee membership will be open to all members of defined stakeholders.

Each Committee will have a Chair and Vice-Chair that will each serve one three-year term.

### **Trauma System Support:**

The Trauma System Support committee will seek to encourage collaboration among trauma system stakeholders within RDSTF Region Five, promoting partnerships for outreach, education and best practice for injury prevention for pre-hospital, emergency room, in-hospital and post-hospital trauma care.

### **Preparedness:**

The Preparedness Committee will encourage collaboration among stakeholders for trauma and burn mass casualty management. The Committee will develop partnerships for disaster management training, education and the integration of mass casualty plans for trauma and burn patients across RDSTF Region Five.

## **Clinical Leadership:**

The Clinical Leadership Committee will serve as the best practice committee and the steering committee for Trauma Advisory Board development. It will be comprised of the RDSTF 5 Trauma and EMS medical directors, and will include a pediatric trauma representative.

## **Ad Hoc Committees**

Created by vote of the Executive Committee

To report monthly to the Executive Committee

The Executive Committee can:

1. Establish an ad hoc committee for a specified time
2. Establish it as a formal standing committee
3. Integrate it within a standing committee

*See Appendix for Flowchart of Trauma Advisory Board*

## Appendix: Region 5 Trauma Advisory Board Flowchart Central Florida Disaster Medical Coalition

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### Region 5 Trauma Advisory Board Executive Committee

Trauma Chair	EMS Chair
Trauma Vice-Chair	EMS Vice-Chair
Trauma Centers	EMS Representative
Public Health	Extended Care
Acute Care Hospital	County Government
Municipal Government	

Ex-Officio  
 FCOT  
 AFTC  
 EMSAC  
 FHA  
 CFDMC  
 Law Enforcement

