

Regional Domestic Security Task Force (RDSTF) Region 5 Trauma Advisory Board

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Mission: To provide a collaborative forum for communication among trauma system stakeholders within the RDSTF Region 5, 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

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

Officers:

- Chair Trauma Center (Level 1 Trauma Center)
- Co-Chair (Level 2 Trauma Center)
- Chair & Co-Chair EMS Agency (alternates among south, north and central EMS Agency representatives)

9 Voting Members:

- Level 1 Trauma Center Representative
- Level 2 Trauma Center Representative (2 seats, alternating as co-chair)
- EMS Agency Representatives (3 seats representing south, north and central counties)
- Acute Care Hospital Representative
- Extended Care Representative
- Public Health 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
- Municipal Government Representative
- County Government Representative

Stakeholder Definitions

Trauma Centers

All state designated certified, provisional and ACS verified Trauma Centers within RDSTF Region 5

EMS Agencies

All EMS agencies licensed within RDSTF Region 5

All air transport agencies with a Certificate of Public Convenience and Necessity (COPCN) in RDSTF Region 5

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
- Outpatient 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, not-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 5

County Government

The county governments of those counties comprising RDSTF Region 5

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 Executive Director will be appointed by vote of the Executive Committee for renewable terms of three years.

Committees

Region 5 Trauma Advisory Board Executive Committee

Trauma Clinical Leadership Committee

Trauma Extended Care Committee

Trauma System Support Committee

Committee Structure, Definitions and Role & Meetings

Committees will meet, at a minimum, on a quarterly 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

Region 5 Trauma Advisory Board Executive Committee

The Executive Committee will hold at least four formal meetings per year, approximately quarterly, either virtually or at a location within RDSTF Region 5.

Trauma Clinical Leadership Committee

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

Trauma Extended Care Committee

The Trauma Extended Care committee will hold a meeting every other month and/or as deemed necessary by committee members. The committee will report to the Executive Committee.

Trauma System Support Committee

The Trauma System Support committee will hold a meeting every other month and/or 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 5 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.

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 Co-Chair that will each serve one three-year term.

Trauma Clinical Leadership:

The Trauma 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.

Trauma Extended Care Committee

The Trauma Extended Care committee will seek to encourage collaboration among trauma system stakeholders within RDSTF Region 5, to ensure optimal care for trauma patients after discharge from hospital for maximum return of function and quality of life.

Trauma System Support:

The Trauma System Support committee will seek to encourage collaboration among trauma system stakeholders within RDSTF Region 5, promoting partnerships for outreach, education and best practice for injury prevention for pre-hospital, emergency room, in-hospital and post-hospital trauma care.

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 Voting Members

Trauma Chair (Level 1)
Trauma Co-Chair (Level 2)
Level 2 Trauma Center
Acute Care Hospital
EMS Chair (North)
EMS Vice-Chair (Central)
EMS Representative (South)
Public Health
Extended Care

Ex-Officio:

Region 5 Advisory Board Executive Director
CFDMC
Florida Hospital Association
FCOT
EMSAC
AFTC
County Government
Municipal Government
Law Enforcement

Executive Director (Ex-Officio)

