

## Privileged and Confidential Peer Review Information

### QI Committee Meeting

08/25/04, 0800 hrs, at 408 E. Marion St.

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#### Members Present:

Darin Blanton	Donna Silver	Ken Childers
Paige Beaver	David Trammel	Louis Jenkins
Gary Beaver	Jayson Lankford	Andy Haskins
Shelia Newport	Mary Scruggs	

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Meeting was called to order and the previous minutes were reviewed and approved with the following amendments:

“Members Present:

Gary Beaver	David Trammel
Jayson Lankford	Shelia Newport
Jimmy Fincher”	

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#### Old Business:

Beta Agonists for EMT-Bs was not addressed, and tabled for discussion at the next meeting.

Jayson Lankford presented the Cardizem IV drip protocol. It was approved by the committee and taken to the Medical Director that afternoon. Dr. O’Dell will review this protocol with his fellow physicians.

Amiodarone protocol was discussed. Amiodarone will go on the units Sept. 1<sup>st</sup>. The medication will come packaged in 3 ml amps, with 50 mg per ml = 150 mg an amp. Amiodarone will have to be mixed in 100 ml of D5W for a rapid drip administration. 300 mg will be administered rapid bolus prior to lidocaine in the V Fib, V Tach protocol, to be followed 5-10 minutes later by another bolus of 150 mg. There will not be an IV maintenance drip if V Fib/V Tach resolves.

The Amiodarone protocol was reviewed and approved by Dr. O’Dell. Training is being held on each shift by the FTOs and Preceptors. Hopefully all full timers will complete training prior to Sept. 1<sup>st</sup>.

#### New Business:

A lot of discussion was spent on the committee’s obligation to maintain confidentiality and secrecy. Many matters discussed by the committee is deemed confidential, and should not be discussed outside of the committee.

By-Laws and a confidentiality agreement will be written. All members of the committee will sign the agreement. Visitors will be asked to leave the room when the committee goes into an executive session.

Jenkins will present a draft of By Laws and a Confidentiality Agreement at the next meeting.

The committee pointed out that all CCEMS personnel should limit discussion of patients, ambulance calls, and other HIPAA matters. Gary Beaver stated that the ED-Ambulance entrance is a particular sensitive area. Patient's families tend to wait in the area and have a potential to over hear conversations.

Discussion of "Work Product" vs legal "discoverability" lasted several minutes. ACR review will take place during the executive session. All ACRs are returned to the chairperson.

Last meeting the committee began to work on an approved abbreviations list. The committee reviewed the document and added more to it. Suggestions will be taken for additions until the next meeting. The Official Abbreviations List will then be reviewed at the next meeting and presented for a vote. (The draft abbreviations list is attached.)

The next meeting will be held Sept. 29<sup>th</sup>, 2004, at 08:00 am, at 408 E, Marion St.