



## TERMS OF REFERENCE

### **[Insert Name] District QEMS Committee**

Preamble: District QEMS Committees are set up as interagency forums for participating emergency medical service agencies managers. They form a key element of the statewide Emergency Medical System (QEMS) and operate under terms of reference established by QEMSAC. The Committees primary functions are to review and seek incremental improvement in the system, seek opportunities for greater integration and co-ordination, facilitate peer review, and facilitate multi-agency preparedness.

Queensland Health Districts covered: The following Queensland Health Districts are covered by the [insert name] District QEMS Committee:

- [insert name]
- [insert name]
- [insert name]
- [insert name]

Membership: The [insert name] District QEMS Committee will comprise senior line management (clinical and/or operational) personnel as endorsed by the Central Zone QEMS Committee, representing EMS agencies. Relevant agencies will be:

- Queensland Health
- Queensland Ambulance Service
- Where practical and relevant, RFDS
- Where relevant, community helicopter providers.

Functions: The [insert name] District QEMS Committee will:

- Foster a collaborative multi-agency approach to patient care;
- Undertake multi-agency peer review of EMS tasks including primary responses, interfacility transfers, and retrievals. Agencies to raise issues for discussion and endorse corrective actions within the delegated authority of agency representatives;
- Identify and develop opportunities for service enhancements and system integration;
- Review, test, and/or develop preparedness strategies for multi-casualty events;
- Evaluate, and where appropriate, recommend enhancement to shared public health and injury prevention strategies;

- Provide reports as requested and make recommendations where relevant to the Central Zonal QEMS Committee;
- Establish and maintain close links with relevant local committees including;
  - Local Government Counter Disaster Committees
  - District Disaster Committees
  - Health Service District Emergency Planning Committees
  - Health Service District Trauma Review Committees
- Monitor the use of the Interfacility Transport Guidelines and effective and appropriate use of QAS resources by Queensland Health;
- Receive advice and develop strategies for resolution of issues identified by Transport Contact Officers;
- Facilitate and monitor the effectiveness of cross-training between the agencies;
- At the end of each calendar year, by the end of February, provide a report to the Central Zone QEMS Committee on the activities and effectiveness of the Committee, including issues investigated and action arising.

Frequency of Meetings: Meetings should be held on a two monthly basis.

Chairperson and Secretariat: Roles of Chair and Secretary of the Committee are to be decided through local discussion between Queensland Health and Queensland Ambulance Service officers.