



California State Council

POLICY AND PROCEDURE

Title: Emergency Medical Services Committee	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1994
Review Date(s): 05/2003, 08/2005, 08/2016	Approval Date: 01/12/2017
	Revision Date: 08/01/2016

I. POLICY PURPOSE:

To establish the Emergency Medical Services (EMS) Committee as a Standing Committee of the California Emergency Nurses Association (Cal ENA); and to describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The EMS Committee shall monitor and address issues affecting EMS in relationship to Emergency Nursing; disseminate information to Cal ENA regarding EMS and serve as a resource to the EMS Commissioner; analyze legislation and regulations affecting EMS and formulate a plan of action to respond as necessary; and participate in other statewide committees or organizations as deemed appropriate by the State Council Board of Directors.

III. PROTOCOL:

1. Membership: All Cal ENA members interested in EMS are welcome to attend committee meetings.
2. The EMS Committee shall consist of the following who shall be appointed to the Committee by the State Council President according to ARTICLE XI of the Bylaws.
 - a. Chair
 - b. Chair-Elect
 - c. Nonspecific number of members, preferably one from each Chapter with an interest in the committee’s purposes
 - d. State Council Board of Directors (BOD) Liaison
 - e. Appointed EMS Commissioner
3. Qualifications: Chair and Chair-Elect shall have and maintain:
 - a. Current active ENA membership;
 - b. Current professional nursing licensure in the state of California;
 - c. Certified Emergency Nurse (preferred);
 - d. Current professional involvement in EMS or a related field (e.g. Mobile Intensive Care Nurse, Flight Nurse, Critical Care Transport Nurse, Base Liaison/Coordinator, Local Emergency Medical Services Agency (LEMSA)/State EMS Quality Improvement, Education Coordinator for private or public agencies); and
 - e. Leadership as demonstrated by active involvement at the Chapter, State or National level of ENA.



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4. Membership: Members shall have and maintain:
 - a. Current active ENA membership;
 - b. Current professional nursing licensure in the state of California; and
 - c. Interest in EMS and prehospital care.
5. All terms of office will be defined as a calendar year beginning in January and ending in December.
 - a. Chair: Two (2) year term, subject to reappointment
 - b. Chair-elect: One (1) year term, subject to reappointment
6. All vacancies will be filled by the State Council President according to ARTICLE VII of the Bylaws.
7. Specific Responsibilities:
 - a. Chair:
 - i. Develop, submit for approval and monitor an annual Committee budget.
 - ii. Submit a written report of Committee progress at the State Council meetings. If present, deliver an oral report on behalf of the Committee at said meetings.
 - iii. Submit an annual written summary report of Committee activity to the State Council.
 - iv. Call and chair (or delegate if not able to attend) meetings to coincide with the regularly scheduled State Council meetings.
 - v. Develop and distribute meeting agendas and minutes for Committee meetings.
 - vi. Liaison with Government Affairs Committee Chair, or other Committee Chairs, as needed.
 - b. Chair-Elect
 - i. Assume responsibility in absence of Chair.
 - ii. Assist with the responsibilities of the Chair as requested.
 - iii. After serving as Chair-Elect for one year, willing to seek appointment as Chair the following year at the discretion of the State Council.
 - c. Members:
 - i. Attend Committee meetings as required.
 - ii. Maintain telephone/e-mail contact with Chair if unable to attend meetings.
 - iii. Obtain and provide copies of pending legislation and regulations to the Chair and other Committee members as requested for review.
 - iv. Provide verbal and written feedback on legislation and regulations under review within a timeframe as requested by the Chair.
 - v. Complete tasks as assigned by Chair.