

**Operating Policy**  
**OF**  
**Committee on Pediatric Emergency Care (CoPEC)**

**Mission Statement**

To ensure that every child in Tennessee receives the best pediatric emergency care in order to eliminate the effects of severe illness and injury.

**Overview**

The Committee on Pediatric Emergency Care (CoPEC), hereafter referred to as Committee, reports to the Emergency Medical Services Board and the Board for Licensing Health Care Facilities per Tennessee Code Annotated 68-11-251 and 68-140-521. The Committee provides a resource to state government on issues regarding the emergency medical services for children's continuum of care affecting infants, children and adolescents. The Committee strives to generate a consensus on these issues among all the relevant stakeholders across the state. Stakeholders are the diverse groups of organizations and citizens interested in providing and promoting the comprehensive delivery of the breadth of family-centered pediatric emergency and critical care to the children of Tennessee as defined in the federal EMSC program.

**Value Statement**

To be the foremost advocate for children throughout the continuum of care in Tennessee and the nation.

## **Membership**

Section 1. Membership. The membership will be comprised of those individuals and organizations interested in enabling this Committee to achieve its mission statement. Protocol for nominations for admission is outlined in Section 2. There shall be several categories of membership. Members will be appointed for a two (2) year term.

Every two years, each member organization will be requested to nominate its representative(s) for another term. There will be no term limits. Organizations may nominate a replacement of appointed members at any time. All members, must attend at least 75% of the meetings each state fiscal year, or they will be removed as a Committee member and their organization will be asked to submit a request to re-apply for membership and appoint a new representative. Proxy representation and/or voting will not be permitted. Exceptions may be made in the event of extenuating life events.

Membership shall include but not be limited to:

- Tennessee Hospital Association
- Tennessee Chapter of the American Academy of Pediatrics
- Tennessee Chapter of the American College of Surgeons
- Tennessee Chapter of the American College of Emergency Physicians
- Tennessee Chapter of the American College of Family Physicians
- Tennessee Emergency Nurses Association
- Tennessee Chapter of the American Heart Association
- Tennessee Ambulance Service Association
- Tennessee Disability Coalition
- Tennessee Rural Health Association
- Tennessee Congress of Parents and Teachers (PTA)
- Tennessee Emergency Medical Services Education Association (TEMSEA)
- Tennessee healthcare facilities
- Tennessee Emergency Medical Services for Children
- Representative for the Tennessee paramedic training program
- Representatives from families of children in Tennessee
- Tennessee Association of School Nurses
- Tennessee Chapter of the American Academy of Family Physicians

### **I. Voting Members**

A. Comprehensive Regional Pediatric Centers (CRPC) shall be allowed to nominate five (5) voting members consisting of a CRPC team leader, a CRPC coordinator and three additional members within their health system. The five voting members of a CRPC within a health system shall represent all the facilities within that system.

The CRPC team leader will be responsible for the overall communication to the CRPC of its obligations. Leaders will also:

1. Foster leadership and succession planning of the organization.
  2. Be assigned additional duties as needed including chairing a committee, identification and writing of grant funding opportunities, research development, and assistance in the programs, operation and with oversight of CoPEC.
- B. General Pediatric Emergency Care Facility shall be allowed to nominate two (2) voting members. General Pediatric Emergency Care Facilities with PICUs shall be allowed to nominate three (3) voting members. The voting members of a General Level facility within a health system shall represent all the facilities within that system.
- C. Health systems without a CRPC or General Level Facility may nominate one voting member per health system.
- D. Hospitals not represented by a system, and which are not a CRPC or General Pediatric Emergency Care Facility may nominate one voting member.
- E. Other organizations as approved in Section II - May nominate one (1) voting member.
- F. Individuals/Family Representative without affiliation with other organizations, as determined by the nominating committee, may also be nominated as a voting member. There may be a total of four individuals from differing geographic regions of the state.

## **II. Non-Voting Members**

- A. Advisory members – Organizations interested in the mission of COPEC may recommend additional interested parties as advisory members. These members will have equal opportunity to be active in the Committee but will be non-voting members and required to attend 75% of CoPEC meetings. The chairperson may also invite ad hoc affiliate members to participate in specific areas as needed, subject to the recall of the Committee as a whole. Advisory members can vote within their assigned subcommittees
- B. Liaison Members - Employees of state government may be nominated to this membership category as a non-voting member.

Section 2. Nomination for Admission of Members. Individuals and/or organizations who express an interest in healthcare, research, injury prevention and/or education related to pediatric emergencies and/or critical care may request membership in CoPEC. A letter of request which includes their affiliations

and declaration of potential conflict of interest will be submitted to the nominating committee for consideration. If the request is accepted, it will be sent to the voting membership for final approval. A simple majority of the membership is needed to approve an organization or an individual. All approved nominations will be forwarded to both the Board for Licensing Health Care Facilities and the Emergency Medical Services Board for final approval of each appointment.

Section 3. Termination. A member may be recommended for expulsion or suspension from membership with or without cause by a motion and a majority vote of a quorum of the voting membership at a regularly scheduled meeting. This recommendation will be forwarded to the appropriate oversight Boards for action.

### **III. Officers**

Section 1. Officers. The officers of this Committee shall be the Chair, Vice Chair and Immediate Past Chair. The bi-annual election of the officers is held the first meeting of the fiscal year.

Section 2. Chair. The Chair will have the following duties:

- a. Shall represent CoPEC and will not represent any individual organization.
- b. Report to the Board for Licensing Health Care Facilities and the Emergency Medical Services Board and work collaboratively with the Department of Health staff assigned to support and assist with the duties of CoPEC.
- c. Responsibilities will include leadership in:
  - Collaborating with the Executive Committee
  - Setting the agenda for each meeting
  - Oversight of Committee progress
  - Actively encouraging the participation of all CoPEC members
  - Communicating with the CECA Executive Director

Section 3. Vice Chair. The Vice Chair shall assume the duties of the Chair upon the end of the Chair's term of office or upon his/her resignation. The Vice Chair will represent CoPEC and will not represent any individual organization. If the office of Vice Chair is vacant, the Nominating Committee will present a slate of nominations to the Committee on Pediatric Emergency Care for vote. Any voting member will be eligible to serve in this position if elected by the membership. The Vice Chair will assume additional duties as designated by the Chair.

- Section 4. Immediate Past Chair. The Immediate Past Chair shall advise the current Chair and Vice chair, and shall be a member of the nominating committee.
- Section 5. Term of Office and Voting Privileges. The officers, except the Chair, will have full voting privileges. The Chair will cast the deciding vote in the case of a tie. Each officer will be appointed to a two (2) year term. The Vice Chair, Chair and Immediate Past Chair shall not be able to serve two consecutive terms in the same position.
- Section 6. Resignation and Removal. An officer may resign at any time by written notice to the membership committee. An officer may be removed with or without cause by a majority vote of the officers and the majority of the voting membership. Officers shall be removed automatically upon three successive unexcused absences from regular committee meetings. The Nominating Committee may recommend reinstatement of the affected officer at the next regular committee meeting upon presentation of facts to confirm a continued illness or such other extenuating circumstances that would be sufficient cause to have rendered attendance impossible or undesirable.

#### IV. Meetings

- Section 1. Regular Meetings. The Committee shall meet quarterly. The first meeting after July 1 will be the first meeting of the year for purposes of terms, attendance and appointments.
- Section 2. Emergency Meetings. Emergency meetings of the officers may be called at any time by any officer. Written notice of the time, place and purpose of special meetings shall be delivered either personally or by mail/email/fax at least five (5) days before the date of the meeting.
- Section 3. Place of Meetings. Regular and Emergency meetings of the Committee shall be held at any place within the State of Tennessee. The appropriate public notice of each meeting shall be given.
- Section 4. Quorum. The participation of a simple majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. If a quorum is present when a vote is taken, the affirmative vote of a majority of voting members present is the act of the Committee unless these operating rules or applicable law require otherwise.
- Section 5. Presiding Officer. The Chair shall preside at all meetings of the Committee, cast the deciding vote in the event of a tie, and have such other powers that the Committee may entrust. The Vice Chair shall serve as parliamentarian at all meetings and preside at meetings in the absence of the Chair.

Section 6. Meeting Rules. The rules of procedure contained in the latest edition of Robert's Rules of Order, Newly Revised, shall govern all Committee meetings, as well as meetings of its subcommittees, in all cases to which they are applicable, and in which they are not inconsistent with the Operating Rules of CoPEC.

## **V. Committees and Taskforces**

Section 1. Appointment. The Chair shall appoint standing committees and appoint their members and their chair. The Chair is expected to make these appointments within sixty (60) days after assuming the position of Chair. Appointments shall be for a term of two years, or until their successors are duly appointed. Any member, voting or advisory, may be appointed to serve in more than one area of service and may serve as chairperson for a committee. The Chair may appoint additional special committees as needed. Chairpersons of all standing and special committees shall be responsible for maintaining the confidentiality of any restricted access information utilized by the committee in the performance of its duties.

Section 2. Executive Committee. The executive committee, chaired by the Chair of CoPEC, is responsible for leadership of the Committee, and empowered to act for the full Committee in matters of immediate and urgent nature. Executive committee actions are subject to approval by the full Committee at the next regularly scheduled meeting. The executive committee is comprised of the Chair of CoPEC, Vice-Chair, Immediate Past Chair, Committee Chairs, CRPC team leaders, the Chair of the TN EMSC Foundation (ex-officio) and the Executive Director (ex-officio).

Section 3. Nominating Committee. The chair of this committee shall be the Chair of the Membership committee. This committee shall oversee nominations to membership of CoPEC, oversee the nomination and election of the Vice Chair, Members of this committee will include Immediate Past Chair and the Chairs of the other standing CoPEC committees.

Section 6. Standards Committee: The Chair shall appoint members. The committee shall develop recommendations related to the continuum of emergency medical services for children system in Tennessee and incorporate the HRSA National EMSC Performance Measures. The recommendations may include proposed rule changes to the pediatric emergency care rules promulgated by the Board for Licensing Health Care Facilities or to the rules promulgated by the Emergency Medical Services Board. These recommendations shall be presented to the full Committee on Pediatric Emergency Care for approval. The approved recommendations will be forwarded to the appropriate regulatory Boards for formal action. The committee shall present written/oral reports of its work at all CoPEC meetings.

The chair of the standards committee with the advice and consent of the Chair of CoPEC shall have the authority to create ad hoc sub-committees and appoint members to complete assigned tasks.

Section 7. Disaster Planning Committee. The Chair shall appoint members. The committee shall plan ways and means to develop and integrate pediatric readiness for mass casualties including training, education, equipment readiness, and triage/transfer guidelines into the statewide plan. The taskforce shall present written/oral reports of its work at CoPEC meetings. The chair of the Disaster Planning committee, with the advice and consent of the Chair of CoPEC shall have the authority to create ad hoc sub-committees and appoint members to complete assigned tasks.

Section 8. Data and Education Committee. The Chair shall appoint members. The committee shall oversee data collection and analysis related to CoPEC projects and initiatives. The committee shall present written/oral reports at the quarterly meetings. The committee shall also be a resource for grant writing.

The chair of the data and education committee, with the advice and consent of the Chair of CoPEC, shall have the authority to create ad hoc sub-committees and appoint members to complete assigned tasks.

Section 9. Membership Orientation and Leadership Development Committee. The Chair shall appoint members. The committee shall expand membership orientation, leadership capability, and member retention by addressing the history, mission, and values of CoPEC. In addition, the committee shall develop and revise the operating policy for the Committee on Pediatric Emergency Care (CoPEC), and presented to CoPEC membership for a vote. The committee shall present written reports of its work at all CoPEC meetings.

The chair of the Membership and Leader Development committee, with the advice and consent of the Chair of CoPEC, shall have the authority to create ad hoc sub-committees and appoint members to complete assigned tasks.

The taskforce shall present written/oral reports of its work at all CoPEC meetings.

Section 11. Ad-hoc. The Chair may create an adhoc committee/task force, such to the approval of the voting membership, as necessary.

Section 13. Conflict of Interest. This policy is to assure that the individual interests of committee members do not conflict with their responsibilities to CoPEC in

which they are appointed. This policy shall apply to all voting and non-voting committee members.

### **Amendments**

Section 1. Amendments. Any amendment to this Operating Policy shall first be approved by the Bylaws Committee. It shall then be ratified by a two-thirds vote of those CoPEC members present at any duly called meeting of the members at which a quorum is present. Voting members shall have at least thirty (30) days' notice of any vote on a proposed amendment. Any voting member may propose an amendment to the Operating Policy.



## Glossary

### 1.) **CRPC Team Leader—TN EMSC/CoPEC Principal Investigator**

#### **Guidelines & Responsibilities**

1. Responsibilities will include leadership by:
  - Attendance of all CoPEC meetings and committee involvement (as chair);
  - Project and idea development of CoPEC members;
  - Assisting in implementation, oversight, and reporting;
  - Oversight of database development, access, construction and integration; and,
  - Identification of, and writing for, external grant funding.
3. Communicate with Chair and Vice Chair of CoPEC Advise on direction of CoPEC, and
  - Update Chair and Vice Chair of research being performed.

### 2.) **CoPEC Committee Chair**

Chair: The chair of each CoPEC committee shall be appointed by the Chair of CoPEC and shall be asked to serve a minimum of a two-year term. Each incoming Chair will have the opportunity to re-appoint the current chairs or seek their input in appointing their successors.

#### **Guidelines & Responsibilities**

Responsibilities will include leadership by:

- Attendance at 75% of CoPEC meetings and committee involvement (as chair).
- Submission of a brief written or oral report of committee activities at each CoPEC meeting for review and to be included in minutes. Report should include action plans and assignments.
- Committee Development
  1. Develop brief mission statement and ensure that the activities of this committee are compliant with the TNEMSC mission statement.
  2. Convene meetings (face-to-face or via conferences call) as needed to successfully complete action plans and committee goals.
  3. Provide mentorship to committee members in order to foster interest in further activities and to promote future leadership for the committee.
  4. Identify areas of study and needs of grant funding.
  5. Develop budget requests for CoPEC.

### 3.) **Comprehensive Regional Pediatric Center Coordinator**

#### **Guidelines & Responsibilities**

1. Responsibilities shall include
  - Develop and organize activities and coordinate the statewide EMSC project in the CRPC's region and maintain records on program activities.
  - Develop and coordinate classes/workshops and implement the EMSC initiatives; provide support for the committees and tasks groups in the region.
  - Maintain liaison with other EMSC project participants and communities.
  - Serve as a resource person for national, state and regional EMS health professionals, health department officials, community colleges/universities, hospitals, physicians, and professional societies to coordinate EMSC project activities and share program expertise in their region.
  - Utilize data collected by CRPC from pre-hospital and hospital records to provide data for performance improvement, education, and research.
  - Collaborate with the pediatric Emergency Department, Pediatric Intensive Care Unit Medical Director, and the regional CRPC team leader in identifying needs and setting program goals for your region.
  - Coordinate activities and maintain liaison with the Executive Director of TNEMSC.
  - Serve as an active/voting member of CoPEC and participates on at least one CoPEC sub-committee.
  - Communicate pediatric emergency department initiatives to CoPEC and participate in CRPC Coordinator meetings to facilitate Tennessee statewide pediatric initiatives.

02/11/2019