

Operating Policy

of

Committee on Pediatric Emergency Care (CoPEC)

Mission Statement

To ensure that every child in Tennessee receives the best pediatric emergency care 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 68-140-321. 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. Proxy representation and/or voting will not be permitted. Exceptions may be made in the event of extenuating life events.

Membership shall include pediatric-centric organizations as outlined by the state legislature and EMSC HRSA grant requirements 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 Academy of Family Physicians
Tennessee Emergency Nurses Association
Tennessee Ambulance Service Association
Rural Health Association of Tennessee
Tennessee Congress of Parents and Teachers (PTA)
Tennessee Emergency Medical Services Education Association (TEMSEA)
Comprehensive Regional Pediatric Centers
Tennessee Emergency Medical Services for Children (EMSC)
Tennessee Association of School Nurses
EMS Director Association Regional Coordinators
Family Voices
Tennessee Highway Traffic Safety Administration
Tennessee Association of EMTs

Additional entities strongly encouraged to have membership may include, but not be limited to:

Tennessee Pediatric Emergency Care Facilities
Tennessee Pediatric Advocacy Groups
Injury Prevention Groups
Other organizations, groups, or entities that the board chairs agree are necessary to accomplish the purposes of CoPEC

Section II. Voting Members

A. Members should:

1. Foster leadership and succession planning of CoPEC.
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 and operation of CoPEC.

- B. Comprehensive Regional Pediatric Centers (CRPC) shall be allowed to nominate five (5) voting members consisting of a CRPC coordinator and four additional members within their health system. The CRPC is responsible for designating an administration liaison, whom may or may not be one of the five voting members. The five voting members of a CRPC within a health system shall represent all the

facilities within their health system. The administration liaison will be responsible for the overall communication to the CRPC of its obligations.

- C. General Pediatric Emergency Care Facility shall be allowed to nominate two (2) voting members.
- D. 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.
- E. Health systems without a CRPC or General Level Facility may nominate one voting member per health system.
- F. Hospitals not represented by a system, and which are not a CRPC, or General Pediatric Emergency Care Facility may nominate one voting member.
- G. Other organizations as approved in Section II - May nominate one (1) voting member.
- H. Individuals/Family Representatives without affiliation with other organizations may also be nominated as a voting member. There may be a total of four individuals from differing geographic regions of the state.

Section III. 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. 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 IV. 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 executive 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 V. Attendance. All members, voting and non-voting members, are required to attend 75% of CoPEC meetings.

Section VI. Suspension. A voting member will be placed on temporary suspension from membership based on attendance violation. The nominating organization will be notified of the suspension status following the second absence. The nominating organization will lose that voting member position through the end of the fiscal year and their position may not be replaced until the new fiscal year begins or if they are no longer affiliated with the nominating organization. Any member on suspension will not be included in calculation of a quorum.

A. Attendance violations for voting members with extenuating circumstances such as: severe illness, maternity leave, bereavement leave, etc. will be reviewed on a case-by-case bases and voted on by the CoPEC Executive Committee. Cases for consideration should be sent to the CECATN office in the form of written communication.

B. Suspended members can be replaced only if the suspended member is no longer affiliated with or has changed positions within the nominating organization.

Section VII. Termination. A voting member may be recommended for expulsion 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.

Officers

Section I. 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 II. 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 III. 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 Executive 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 IV. Immediate Past Chair. The Immediate Past Chair shall advise the current Chair and Vice Chair.

Section V. 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 VI. 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.

Meetings

Section I. 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 II. 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 personally by email at least five (5) days before the date of the meeting.

Section III. 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 IV. Quorum. The participation of a simple majority of the in-person eligible 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 V. 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 VI. 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.

Committees and Workgroups

Section I. 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 II. Executive Committee. The executive committee, chaired by the Chair of CoPEC, is comprised of the Chair of CoPEC, Vice-Chair of CoPEC, Immediate Past Chair, Committee Chairs, Workgroup Chairs, a CRPC Coordinator from each CRPC facility, the Executive Director of Children Emergency Care Alliance (ex-officio) and the EMSC Administrative Assistant (ex-officio).

Responsibilities for the executive committee include:

1. Fostering leadership and succession planning of CoPEC.
2. Assuming additional assigned duties to support programs and operation of CoPEC.
3. Acting on behalf of CoPEC in matters of immediate and urgent nature that cannot wait until the next quarterly meeting. Actions are subject to approval by CoPEC at the next regularly scheduled meeting.
4. Reviewing the CoPEC Operating Policy every term (2 years).
5. Meeting quarterly prior to the CoPEC meetings.

Section III. Facility 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. 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 Board for formal action. The committee shall present written/oral reports of its work at all CoPEC meetings.

The chair of the Facility 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 IV. EMS 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 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 Board for formal action. The committee shall present written/oral reports of its work at all CoPEC meetings.

The chair of the EMS 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 V. Community Outreach & Prevention Committee. The Chair shall appoint members. The committee shall develop recommendations related to injury and illness prevention in children for parents and caregivers in Tennessee. The recommendations may include proposed resources and education materials. These recommendations shall be presented to the full Committee on Pediatric Emergency Care for approval. The committee shall present written/oral reports of its work at all CoPEC meetings.

The chair of the Community Outreach 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 VI. Additional Committees or Workgroups. The Chair may create additional committees or workgroups, with the approval of the voting membership, as necessary.

Amendments

Section 1. Amendments. Any amendment to this Operating Policy shall first be approved by the Executive 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. Any voting member may propose an amendment to the Operating Policy.

Glossary

1.) 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 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.

2.) Comprehensive Regional Pediatric Center Coordinator

CRPC Coordinator: Each CRPC shall have a designated CRPC coordinator as defined within the Rules of the Tennessee Department of Health, Board for Licensing Health Care Facilities - Chapter on Standards on Pediatric Emergency Care.

Guidelines & Responsibilities

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 CRPC Administration Liaison in identifying needs and setting program goals for your region.
- Coordinate activities and maintain liaison with the Executive Director of Children’s Emergency Care Alliance of Tennessee.
- 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.
- Responsibilities as outlined in the TN pediatric emergency care facility rules (1200-08-30)

3.) **Organization Administration Liaison**

Organization Administration Liaison:

Guidelines & Responsibilities

Responsibilities shall include:

- Liaison with the organization’s executive leadership and CoPEC/CECATN
- Present requests to executive leadership for financial endorsements/sponsorship on behalf of CoPEC/CECATN
- Liaison with Director of CECATN on support/follow up on CoPEC members for the specific organization
- Support/Advocate for organization’s CoPEC members on specific projects in regard to CoPEC /State-wide responsibilities
- This position is not required to be a voting member for the organization

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