

EMS Research Steering Committee Terms of Reference

Purpose:

To facilitate and co-ordinate EMS research in Nova Scotia.

Objectives:

1. To centralize the submission, evaluation and feedback processes of EMS research proposals by bringing together representatives of EHS, EMC, LifeFlight, the Provincial Trauma Program, the Dalhousie Department of EM and the Division of EMS.
2. To maintain transparency
3. To annually update the EMS Research Agenda for Nova Scotia.

Functions:

1. Review study protocols to evaluate their impact on the representatives' respective organizations.
2. Discuss the study proposal at the next committee meeting or forward comments to the Committee Chair.
3. Advise on prioritization of research projects competing for the same resources.
4. Promote Prehospital research involving Paramedics.

Deliverables:

1. Supply constructive feedback to the Principal Investigator regarding their submission.
2. Assist in obtaining any requested letters of support from their respective organization.
3. Develop policies regarding.
 - 3.1 Research Reviews
 - 3.2 Research Prioritization.
 - 3.3 Attendance at meetings and the use of alternates.
4. Produce an annual (calendar year) report of the activities of the Committee.

Reporting:

To ensure transparency, the chair of the committee will provide an annual report that includes an activities section as well as a fiscal account to the:

1. Executive Director of EHS
2. CEO of EMC
3. Chair of Emergency Medicine at Dalhousie University and
4. Prehospital Research Steering Committee members.

Membership:

1. Medical Director, Provincial Air Medical Program
2. Medical Director Provincial Trauma Program
3. Medical Director of Research, EHS
4. Director, Division of EMS
5. Research Director, Department of Emergency Medicine Dalhousie University
6. Research Manager, Department of Emergency Medicine Dalhousie University
7. Paramedic Research Leader, EHS/EMC
8. Director or Senior Manager of Clinical Quality, Risk Management and Air Medical Transport, EMC
9. Research Knowledge Translation Paramedic Coordinator
10. Disaster Planning expert
- 11 / 12. Paramedic School representatives (Medavie and Holland College)

Operation:

The Steering Committee will meet the first Wed of every second month. All proposed prehospital research protocols (before being submitted to a Research Ethics Board) must be submitted electronically to the Division of EMS Research Admin Assistant by the second Wednesday of the month to be reviewed at the next meeting.

These protocols (as will the minutes of the previous meeting) will be emailed out to committee members. Members of the committee will take any protocols with *operational* impact on their organization for further discussion and decision by their organization. If further clarification is required, the PI should be contacted through the Division of EMS Admin Assistant. The study will be brought forward for further discussion and final decision at the next Steering Committee meeting. The PI will be notified by email and in writing by the Chair.

The Committee will invite/engage researchers with specific expertise and/or establish ad hoc working groups as required.

Administrative support will be provided by the Division of EMS. Meetings will be held at the Offices of the Division of EMS. Meetings will be no more than 90 minutes in length. Each organization will bear all costs for their representatives to attend the meetings.

The Chair shall be the Head of the Division of EMS. In the event the Director is unable to act as chair, the Director will appoint an alternate until such time as the Director is able to resume duties or another Director is appointed by the Department Head of Emergency Medicine, Dalhousie University.

A quorum will be 50% or greater.

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Decision will be by consensus. If unable to reach consensus, then require the agreement of the majority (50% plus one). In an 'emergency' the Chair will email members and decisions will be made by majority vote (50% plus one).

Suggested Contributions:

All:

1. Pursue and develop research ideas, collaborations and opportunities.

Division of EMS:

1. Maintain a database of all prehospital research (proposed, active and completed)
2. Track REB submissions and renewal dates
3. Assist Principal Investigators as needed to meet REB requirements
4. Maintain an up-to-date file of REB Approval letters or copies.
5. Assist PI with tracking of funding and expenditures.
6. Provide and develop the P-EBP program.
7. Maintain the Canadian Prehospital Evidence Based Protocols Project database
8. Help fund EMS research that has a Paramedic or other emergency medical care provider as an investigator (as stipulated in the Division Bursary application documents).

EMC:

1. Support opportunities for employees to learn and participate in prehospital research.
2. Ensure research data is of high quality, secure and readily available to the Principle Investigator.
3. With EHS, develop necessary training programs related to research to meet both the needs of the research project and the continuing education of the paramedics

EHS:

1. Develop research capabilities of paramedics through ensuring inclusion of research-related competencies in protocols, re-registration requirements, and training sessions
2. Provide CEU for research-related activities
3. Ensure research remains a priority within the EHS system, on the part of both the contractor and the operator
4. With Q&L department of EMC, develop necessary training programs related to research to meet both the needs of the research project and the continuing education of the paramedics
5. Work to connect new research activities with EMC and DOH budget cycles
6. Anticipate, with Q&L and senior management, major protocol or practice changes as potential research.

Dalhousie Department of Emergency Medicine:

1. Liaison between this Committee and Dalhousie Emergency Departments to be involved in a study.
2. Liaison between this Committee and the QEII Research Committee.
3. Provide input as to Emergency Departments' Resources