

# Region 8 Trauma Network Board Bylaws

## **ARTICLE I. NAME AND PURPOSES:**

### SECTION 1.1 – NAME

The name of this organization shall be the Region 8 Trauma Network (R8TN).

### SECTION 1.2 – PURPOSES

The purpose and scope of activities of this Board shall pertain to providing clinical oversight of trauma care in Region 8 in order to be involved in the State's trauma coordination across all geographic regions. Said geographic region is the Upper Peninsula of Michigan as designated by the State of Michigan, hereinafter referred to as "Region".

The purpose and scope of activities of this Board shall include the following;

1. Appointing a Region Trauma Advisory Council
2. Establishing a Regional Professional Standards Review Organization
3. Developing and coordinating the Regional trauma plan.
4. Submit evidence of ongoing activity, such as meeting notices and minutes to the department quarterly.
5. Synergize the diversity, complexity, and uniqueness of individuals and organizations into a finely tuned system for prevention of injury and for the provision of quality of care for injured patients.

## **ARTICLE II. MEMBERSHIP:**

### SECTION 2.1 – REPRESENTATION

The members of the Board shall include:

1. One representative of each Medical Control Authority (MCA). All MCAs must be represented.

### SECTION 2.2 – MEMBERSHIP APPOINTMENTS

The respective MCAs in Region 8 shall appoint one member to the Board.

### SECTION 2.3 – DUTIES

All Region 8 Trauma Network Board members will sign a Business Associate Agreement and abide by all HIPAA requirements regarding patients, emergency medical services and provider information.

### SECTION 2.4 – TERM OF OFFICE

All Region 8 Trauma Network Board members are appointed to serve a two (2) year term coinciding with the calendar year. The MCA shall appoint member's prior their term expiration. Half of the board will be up for election on even number years and the other half on odd number years.

### SECTION 2.5 – REMOVAL

Any member, except the Chair or Assistant Chair may be removed with or without cause by a vote of two-thirds (2/3) of the members present at a regular or special meeting of the Regional 8 Trauma Network, but must be replaced so as every MCA is represented.

## SECTION 2.6 – VACANCIES

In the event of a member vacancy, the MCA will appoint a successor who is of the same designation (see Section 2.1 – Members of the Board). Said successor shall serve until the expiration of the normal term of such member.

## ARTICLE III. OFFICERS

### SECTION 3.1 – OFFICERS

Officers of this organization shall be:

1. Chairperson
2. Co-chairperson
3. Secretary/Treasurer

### SECTION 3.2 – DUTIES OF OFFICERS

1. Chairperson
  - a. Call to order and chair meetings
  - b. Appoint committees
2. Co-Chairperson
  - a. Call to order and chair meetings in the absence of Chairperson.
3. Secretary
  - a. May or may not be a member of the Board.
  - b. If he/she is not a member of the Board, may not participate in a vote, will sign a Statement of Confidentiality and will abide by all HIPAA requirements regarding patients, emergency medical services and provider information.
  - c. Keeps minutes.
  - d. Responsible for transmitting minutes and information to the membership in a timely manner.

### SECTION 3.3 – REMOVAL OF AN OFFICER

An officer may be removed from office by a quorum, with a 30-day notice, for failing to perform the prescribed duties of the office.

### SECTION 3.4 – ELECTION OF OFFICERS/TERM OF OFFICE

All officers shall be nominated and elected at the January meeting of this organization. Elected officers shall assume their duties at the next scheduled meeting. The term of office shall be one year. See 2.4.

### SECTION 3.5 – VACANCIES OF AN OFFICER

In the event of an officer vacancy, a special election will be held to elect a replacement to that position. Said successor shall serve until the expiration of the normal term of such member.

## **ARTICLE IV. – MEETINGS**

### **SECTION 4.1 – MEETING DATES**

The Regional 8 Trauma Network Board meetings are scheduled quarterly. Said meetings will be teleconferenced to all hospitals with teleconferencing ability as requested and will be open to hospital and emergency medical services personnel.

### **SECTION 4.2 – CANCELLATION OF MEETINGS**

A meeting may be cancelled if deemed advisable due to any reason including but not limited to lack of business or inclement weather. All Board members and interested parties will be notified by telephone, email, or in person, of all cancellation of meetings. All efforts will be made to make notifications prior to 48 hours of scheduled meeting date.

### **SECTION 4.3 – SPECIAL MEETINGS**

The Chairperson may call a special meeting at any time, providing that members are given at least 48 hours notice. Notices of special meetings shall state the purpose of purposes of the meeting and no regular business shall be addressed at a special meeting, except that business specified in the notice.

### **SECTION 4.4 – ATTENDANCE**

The Regional 8 Trauma Network Board meetings are open to attendance by hospital staff, emergency medical services staff, as well as the public. All motions and business shall be conducted by current Board members with each member casting one vote. See 4.1.

### **SECTION 4.5 – COMPENSATION**

No member of the Regional 8 Trauma Network shall be entitled to any compensation for services as a member, unless done so directly by their employer.

## **ARTICLE V. POLICIES AND PROCEDURES**

### **SECTION 5.1 – ADVISORY COUNSEL**

The Regional Trauma Advisory Council (RTAC) is appointed by the Regional Trauma Network.

It should be comprised of MCA personnel; life support agency representatives and EMS personnel; healthcare facility representatives, physicians and nurses; consumers.

The following are the functions of the RTAC:

- Provide leadership and direction in matters related to trauma systems development in their Region
- Develop RTN plan consistent with Michigan’s Trauma System Plan, addressing each of the following trauma system components:
  - Leadership
    - All counties within the Region have been included unless a specific county, or portion thereof, has been aligned within an adjacent network.

All health care entities and MCAs, life support agencies are given an opportunity to participate.

- Public information
  - Education & Injury prevention
- Human resources
- Communications
  - Access to the system
- Medical Direction/Oversight
- Triage
  - Pre-hospital triage criteria
  
- Transport
  - Trauma diversion policies
  - Trauma bypass protocols
- Trauma care facilities
  - Regional trauma treatment guidelines
- Inter-hospital transfers
- Rehabilitation
- Evaluation of patient care and the system
  - Regional quality improvement plans
- Develop destination protocols based on the state field triage guidelines as referenced in the administrative rules.
- Monitor the delivery of patient care through the review of trauma deaths and by monitoring preventable complications.
- Conduct quality improvement activities to monitor the performance of hospitals and patient care providers in meeting patient care standards based on the approved triage criteria and destination protocols.

Annually a report should be filed with the department:

- Describing progress toward system development
- Demonstrating on-going activity
- Evidence that members of the Regional Trauma Advisory Counsel are currently involved in trauma care

#### SECTION 5.2 – REGIONAL PROFESSIONAL STANDARDS REVIEW ORGANIZATION

The Regional Professional Standards Review Organization (RPSRO) is established by the Regional Trauma Network.

The purpose of the committee is to evaluate system issues for the purpose of improving the quality of trauma care including, but not limited to: access to the trauma system, triage, Inter-hospital transfer, facility performance and/or trends, guideline compliance and review of all deaths and major morbidity.

#### SECTION 5.3 – AD HOC COMMITTEES

May be appointed by the chairperson to review and advise on specific concerns. Said committees shall be dissolved upon the completion of their duties.

#### SECTION 5.4 – QUORUM

A quorum for regular and special meetings is defined as one more than half present with at least one (1) voting officer. Video/teleconference is acceptable as attendance.

### **ARTICLE VI. – AMENDMENTS TO BY-LAWS**

#### SECTION 6.1 – AMENDMENTS

An amendment to these by-laws cannot be approved at the same meeting at which it is presented.

#### SECTION 6.2 – REVIEW

These by-laws shall be reviewed every three (3) years.

#### SECTION 6.3 – VOTE

An amendment to these by-laws can only occur if it is consistent with Michigan law and with a simple majority vote of member's present.