



Initial Date: 6/7/2018
Revised Date: 4/1/2021

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Quality Improvement Program – Supplemental Professional Standards Review Organization – Structure

1. **Membership:**
 - A. Appointments: Chairperson and members appointed by Medical Director.
 - B. Term: 2 years.
 - C. Meetings: Monthly with additional meetings as deemed necessary.
Minimum of 8 meetings per year.
 - D. Membership: Minimum requirements (8):
 - 3 - ED Physician from each GCMCA approved facility
 - 1 - ALS public provider
 - 1 - ALS private provider
 - 1 - BLS provider
 - 1 - MFR provider
 - 1 - 911 representativeOther members may be appointed to the committee as deemed appropriate and/or necessary by the Medical Director.
Ex-Officio: GCMCA Executive Director
 - E. Chairperson: ED Physician appointed by Medical Director.
 - F. Attendance: 75% required attendance with semi-annual assessment.
 - G. Quorum: One ED Physician and greater than 50% of voting members.
The appointed individual must attend 75% of the most recent eight meetings. If the member fails to meet the 75% requirement within the first eight meetings, a letter will be sent to the individual and their agency. Following that they must attend at least 75% of the next four meetings or the PSRO may take action to remove the member.
2. **Reporting:** To GCMCA Advisory Committee and GCMCA Medical Director.
3. **Conflict of Interest:**

In the event the PSRO is reviewing an issue that results in a conflict of interest with a member of the committee as a result of personal or agency relationships, then:

 - A. that member may recuse themselves from the decision-making process, or
 - B. if the member refuses to recuse themselves, and the committee believes the individual should not participate in the issue, a vote of the committee to remove that member from that specific discussion and decision-making process will be taken.
 - C. If a member of the PSRO either submits a complaint or an individual from that person's agency submits a complaint, then that member must abstain from voting on that issue. This is for members who are either employed by or have a contract with the affected agency.
 - D. If a complaint is filed against a member of the PSRO, the member's agency, or an individual that works for that person's agency, then that



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4. **Confidentiality Statement:**

All members of the PSRO must sign a confidentiality statement. If approved guests attend/participate in the meeting (e.g. residents), other than those asked to attend for a specific issue on the agenda, must also sign a confidentiality statement.