

QUALITY IMPROVEMENT HANDBOOK

A Guide for Regional TSE Committee



**IDAHO TIME SENSITIVE
EMERGENCY SYSTEM**
TRAUMA | STROKE | STEMI

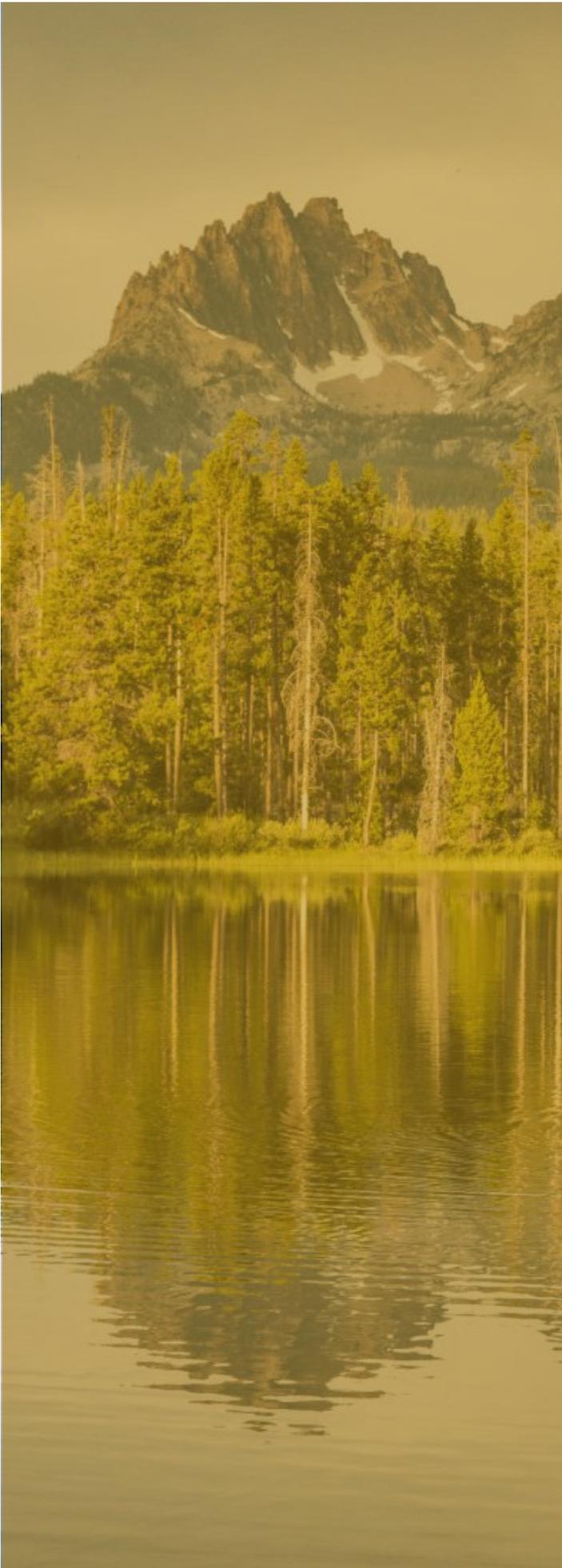


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PURPOSE

This Quality Improvement Handbook was developed by the Time Sensitive Emergency (TSE) program staff with the aid of the Idaho Attorney General's office to assist Regional TSE Committees in conducting case review within the scope of the law.

Any questions or concerns not covered in this guide can be submitted to the TSE program staff or to the Idaho Attorney General's office for clarification.

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ABOUT OPEN MEETING LAW

All meetings of a **governing body of a public agency** shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by law.

Governing body is defined to mean the members of any public agency with the authority to make decisions for or recommendations to a public agency regarding any matter.

Public agency is defined to encompass various categories of governmental entities and subdivisions at all levels of government. The governing bodies of public agencies that are created by or pursuant to statute, as well as public agencies that are created by the Idaho Constitution, are subject to the Open Meeting Law.

A **sub-agency of a public agency** is subject to the Open Meeting Law if the sub-agency itself is created by or pursuant to statute, ordinance or another legislative act. Thus, the TSE is considered a sub-agency because it is created by statute.

The Open Meeting Law defines **meeting** to mean “*the convening of a governing body of public agency to make a decision or to deliberate toward a decision on any matter.*”

Decision is then defined to include “*any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.*”

Thus, **Regional QI Peer Review meetings are not required to be open to the public** under Idaho law because such meetings do not include the governing body of the TSE and such meetings are not held to make a decision or to deliberation toward a particular decision on a matter.

OPEN MEETING PROCESS

If your case review is going to take place during an Open Meeting, use the checklist below.

If no, use the Closed Meeting checklist.

BEFORE...beginning a quality improvement case review, the presiding officer must:

- State that an Executive Session for case review is authorized under the Idaho Open Meeting Law for the purpose of considering records that are exempt from disclosure as provided by law.
- Hold a vote to go into Executive Session. The vote must be at least two-thirds in favor of the Executive Session and the vote must be recorded in the minutes by individual vote (i.e. Susie Aorta voted aye, Fred Carotid voted nay, Joe Brachial voted aye, etc.).
- Verify that each person participating in the review has signed the confidentiality agreement.
- Remind those participating via telephone or other digital or electronic device that no other persons may have access to the information under discussion.
- Remind all participants that the purpose of the case review is to improve patient care and not intended to result in punitive action.

FOLLOWING...a quality improvement case review, the regional committee must:

- Regional committee officers must destroy all case review documents.

CLOSED MEETING PROCESS

If your case review is going to take place during a Closed Meeting, use the checklist below.

There are no requirements prior to holding a case review.

BEFORE...beginning a quality improvement case review, the presiding officer must:

- Verify that each person participating in the review has signed the confidentiality agreement.
- Remind those participating via telephone or other digital or electronic device that no other persons may have access to the information under discussion.
- Remind all participants that the purpose of the case review is to improve patient care and not intended to result in punitive action.

FOLLOWING...a quality improvement case review, the regional committee must:

- Regional committee officers must destroy all case review documents.



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[NAME OF REGION] Regional TSE Committee

Confidential Records and Information

I, the undersigned, as a member of the [NAME OF REGION] Regional TSE Committee, acknowledge that the records utilized in the review of Time Sensitive Emergency cases are legally confidential, and the information contained thereon may not be revealed in writing, verbally, or by reproduction, except as authorized by the source of the record. I also state that I have read and understand the portions of IDAPA 16.02.01, addressing Confidentiality of Records and Public Records Act Compliance and Requests.

I understand that if I choose to participate in these reviews via telephone or other digital or electronic device, I am responsible for ensuring that no other persons have access to the information under discussion.

As a member of the [NAME OF REGION] Regional TSE Committee, I agree to hold confidential and private all information from all records used in the review of TSE proceedings.

Printed Name of Member

Signature of Member

Date



IDAHO DEPARTMENT OF
HEALTH & WELFARE
