

SAN JOAQUIN COUNTY  
EMERGENCY MEDICAL SERVICES AGENCY**TITLE: CONTINUOUS QUALITY IMPROVEMENT COMMITTEE**EMS Policy No. **6630****PURPOSE:**

The purpose of this policy is to identify the primary responsibilities of all participants in the San Joaquin County EMS Continuous Quality Improvement (CQI) Committee and to ensure optimal quality of care for all patients who access the EMS system.

**AUTHORITY:**

Health and Safety Code, Division 2.5, Section 1797.220, 1797.188, Title 22, Division 9, Chapter 10, and Section 1157.7 of Evidence Code.

**DEFINITIONS:** See EMS Policy No. 1100, POLICY DEFINITIONS.

**POLICY:**

- I. The San Joaquin County Emergency Medical Services (EMS) Agency (SJCEMSA) is responsible for the development, implementation, and monitoring of all the EMS (CQI) processes and activities.
- II. The SJCEMSA CQI Committee shall ensure a system-wide approach to establish and maintain quality patient care and clinical education throughout the EMS system.
- III. All proceedings of the CQI Committee are confidential and protected under Section 1157.7 of Evidence Code: "The prohibition relating to discovery or testimony provided in Section 1157 shall be applicable to proceedings and records of any committee established by a local governmental agency to monitor, evaluate, and report on the necessity, quality, and level of specialty health services, including, but not limited to trauma care services, provided by a general acute care hospital which has been designated or recognized by that governmental agency as qualified to render specialty health care services."

**PROCEDURE:**

- I. The oversight for the CQI Committee will be the responsibility of SJCEMSA Medical Director, who will solicit input from stakeholders participating in the committee.
- II. The CQI Committee shall consist of the following:
  - A. SJCEMSA Medical Director
  - B. SJCEMSA Director

Effective: March 1, 2026

Supersedes: October 1, 2006

Approved:

*Katherine Shafer, MD*  
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Medical Director

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 EMS Administrator

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- C. SJCEMSA Pre-Hospital Care Coordinator (Chairperson)
- D. SJCEMSA Office Technician Coordinator (Secretary)
- E. SJCEMSA EMS Coordinator
- F. SJCEMSA Specialty Care Coordinator
- G. Base Hospital Liaison
- H. One paramedic or RN leadership representative from each of the Emergency Ambulance Exclusive Operating Areas and emergency ambulance subcontractors operating in San Joaquin County.
- I. One paramedic or RN leadership representative from each ALS first responder agencies
- J. One paramedic or RN leadership representative from each ALS non-emergency ambulance provider permitted to operate in San Joaquin County.
- K. One paramedic or RN leadership representative from an authorized EMS air provider operating in San Joaquin County.

**III. CQI Committee responsibilities include:**

- A. Review, monitor, and report data from EMS System.
- B. Select quality indicators, items for review and monitoring, create action plans, and monitor performance.
- C. After review by SJCEMSA, it serves as a forum to discuss issues/concerns brought to the attention of the SJCEMSA by internal and external customers.
- D. Propose, review, and participate in EMS research.
- E. Promote CQI training throughout the EMS System.
- F. Policy/Protocol Review – Selected policies reviewed with pre notification sent out to allow participant feedback. Initial review by SJCEMSA personnel and proposed revisions discussed at CQI Committee.
- G. Provide recommendations for EMS personnel training.
- H. Review individual performance and recommend improvement plans.

**IV. Confidentiality**

- A. All participants shall agree to respect and maintain the confidentiality of all discussions, case reviews, and other records and information connected with the CQI Committee meetings.
- B. All members of the CQI Committee are required to annually complete an "Acknowledgement of CQI Program Confidentiality" form to be kept on file at the SJCEMSA office.
- C. The EMS Medical Director or SJCEMSA designee may authorize the attendance of guest(s) during regular or ad hoc meetings of the CQI Committee.

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Supersedes: October 1, 2006

Approved:

*Katherine Shafer, MD*  
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Medical Director

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DocuSigned by:  
  
6C7EAEF05BCC6429  
EMS Administrator

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- D. Guests are required to sign a confidentiality agreement prior to the meeting starting and are required to abide by the guidelines set forth in this policy.
  
- V. A subcommittee or working groups may be formed as deemed necessary by the CQI Committee. They are subject to the authority and direction of the CQI Committee and report backs will be given at regular committee meetings.
  - A. Subcommittees shall be chaired by the EMS Pre-Hospital Care Coordinator or agency designee.
  - B. Working groups may be led by an assigned member of the CQI Committee.
  - C. Subcommittee and working group participants shall abide by the guidelines set forth in this policy.
  - D. Any recommendations by a subcommittee or working group requires the approval of the CQI Committee and/or SJCEMSA.
  
- VI. The EMS Pre-Hospital Care Coordinator or SJCEMSA designee shall provide CQI Committee reports to the EMS Advisory Committee.

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Approved: *Katherine Shafer, MD*  
 Medical Director

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 EMS Administrator

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