



# McLean County Area EMS System

**TITLE: EMS SYSTEMS IMPROVEMENT OPPORTUNITY REPORT FORM**

**POLICY STATEMENT:**

Pre-hospital care providers, emergency department physicians and nurses, and any other person directly involved in pre-hospital care in the Advocate BroMenn Medical Center shall complete an "EMS Systems Improvement Opportunity Report Form" whenever an opportunity exists to improve the local emergency medical services or when a situation can be resolved through education. When completing the form, describe the reason why an opportunity exists, including a brief narrative summary of the current situation and any additional documentation that would help describe the situation.

**GOAL/PURPOSE:**

To properly communicate and address any opportunity to improve the local emergency medical services and situations are resolved through education.

**POLICY/PROCEDURE:**

- A. If an opportunity exists for improvement in the local emergency medical services or when a situation can be resolved through education and "EMS Systems IOR Form" shall be submitted to the respective EMS System Coordinator.
- B. The purpose of the "IOR Form" is to properly communicate and address any situation that may be corrected through education or presents itself as an opportunity to improve the delivery of emergency medical services.
- C. Once an IOR Form has been received, it shall be reviewed by the EMS System Coordinator. Those reports serious in nature shall be reported immediately to the EMS Medical Directors and the EMS System Coordinators. Opportunities that do not need immediate attention may be dealt with by the QA Coordinator.
- D. The Project Medical Director and the EMS System Coordinator constitute the Executive Board of the McLean County Area EMS System Quality Council. The Executive Board may choose to take the appropriate immediate action with the IOR Form or defer the report to the McLean County Area EMS System Quality Council.
- E. All IOR forms serious in nature shall eventually be referred to the Quality Council. Refer to the EMS Quality Council policy.
- F. The person originating the report shall be notified of the receipt of the IOR form.