

MFR MCP Maintenance & Review Committee

Terms of Reference

A. Purpose:

The Provincial Medical First Response (MFR) Medical Control Protocol (MCP) Maintenance and Review Committee is tasked with reviewing the MFR MCPs, suggesting changes and updates and for making decisions that will be used to guide the Alberta Medical First Response Program and its membership, with the goal of providing high-quality, patient-centered care.

B. Membership

i. Committee Chair:

The Chair of the MFR MCP Maintenance and Review Committee will be an active member of the MFR Administration Team and will be decided on by his/her other team members.

Role of the Chair:

- a. Preside over committee meetings
- b. Invite new members and guests as required
- c. Communicate critical issues to MFR Administrators or EMS Leadership
- d. Provide general leadership and support as necessary on behalf of the Alberta MFR Program

ii. Committee Secretary

A MFR Program Team member will act as the Committee Secretary

Role of the Committee Secretary:

- a. Provide administrative support
- b. Schedule meetings
- c. Propose and prepare meeting agendas and maintain minutes

- d. Monitor meeting action items
- e. Circulate agendas and minutes to the committee members as well as to ad hoc members as needed

iii. **General Membership**

Participation in this committee will be offered through the MFR Online Portal and may consist of representatives from:

1. Alberta Health Services,
2. AHS EMS,
3. MFR Medical Directors,
4. MFR Agencies
5. Alberta College of Paramedics
6. Other Stakeholders; as deemed appropriate by Committee

Committee members may be asked to participate in other meetings or reviews by the MFR Administration Team and/or the Medical Directors Committee.

Role of the Committee Members:

- a. Attend committee meetings (or arrange for an alternate)
- b. Communicate committee information to respective leaders, sites, programs and divisions as needed
- c. Solicit input or representation from the MFR agencies they represent
- d. Review written materials prior to meetings
- e. Share relevant experiences and expertise
- f. Seek clarity, make recommendations and advocate for the MFR agencies they represent

C. Term:

The MFR MCP Maintenance and Review Committee members will serve one at least (1) term, which will equal the cycle of one (1) Provincial MCP review of 2 years.

D. Scope:

The Committee provides a collaborative forum in which matters impacting MFR MCP's can be reviewed and guidance can be provided to the MFR Program Team.

In order to effectively achieve this vision, it will be necessary for the Committee to:

- i. Work in unison with the Provincial EMS MCP Protocol review process
- ii. Review any changes made to the AHS EMS Provincial MCP's that may impact the MFR Specific protocols.
- iii. Discuss, review, and make recommendations on clinical issues or challenges faced by MFR agencies
- iv. Facilitate the exchange of information between Medical Direction and MFR Program Administrators

E. Decision Making:

The Committee, when making a decision, will do so by consensus whenever possible. When necessary, the Committee members may put forward a motion that will be determined by a majority plus one rule. Abstaining or opposing members shall be noted in the meeting minutes.

A quorum of 50% of members must be in attendance for a consensus

F. Meeting Frequency:

Meetings will be scheduled as needed during the review process. Meetings can be held via teleconference, online or in person as necessary.

G. Review:

These Terms of Reference will be reviewed and amended as determined by the Committee and/or the MFR Administration Team.

H. Approval of MCPs

Once the revised MCP(s) has been completed by the MCP Review Committee, it will be shared with the MFR Medical Directors. The MDs will review, make additions and edits as needed, and may request other approvals as deemed necessary.

Once approved by the MFR Medical Directors, the MCP will be published on the Alberta MFR Portal and will be uploaded to the MFR MCP App.

Abbreviations

AHS Alberta Health Services
AHS EMS Alberta Health Services Emergency Medical Services
EMS Emergency Medical Services
MCP Medical Control Protocol(s)
MFR Alberta Medical First Response Program
MFRs Individuals who are Medical First Responders

Definitions

MFR Agency (Agencies) Organizations providing Medical First Response
MFR Portal is the website through which Alberta MFR communicates. www.AlbertaMFR.ca

Version Control

Date	Action	Rationale
May 2020	<ul style="list-style-type: none"> • Formatting • Wording 	Document review & update