



TRAINING & EDUCATION COMMITTEE OPERATION POLICIES AND PROCEDURES

Adopted: January 22, 2004

I - Mission Statement

To assist the Westchester Regional EMS Council in determining the educational needs of the pre hospital EMS providers in the region and to take all required measures to ensure that adequate educational resources and opportunities exist through out the region. Included in this is to coordinate resources with in the region, keep continuity among the training sites, assisting in the evaluating of EMS programs with the MAC committee in order to award CME, to sponsor special regional programs and to work in conjunction with the Westchester Office of Emergency Services.

II - Appointment of the Chair of the Training and Education Committee

The Chair of the Westchester Regional EMS Council appoints the Chair the Training and Education Committee annually. As per the Constitution and Bylaws of the WREMSCO, all chairpersons of standing committees must be delegates in good standing of the WREMSCO. The appointment of the chair is for one year and may be re-appointed or replaced by the incoming WREMSCO Chair.

III - Appointments to the Training and Education Committee

Appointments are made in three separate areas:

1. Each of the course sponsors approved to conduct original Paramedic (EMT-P) level programming shall appoint one representative from their agency as a standing member of the committee. The course sponsor may replace their representative as the need arises and shall notify the committee in writing of all changes in representation
2. Each of the course sponsors approved to conduct original Basic Life Support Level programming shall appoint one representative from their agency as a standing member of the committee. The course sponsor may replace their representative as the need arises and shall notify the committee in writing of all changes in representation.
3. Each EMS regional Faculty member or provisional EMS regional faculty member is automatically a standing non-voting member of the committee.



IV - VOTING PRIVILEGES

Each committee member can cast one vote on any matter before the committee providing that no conflict of interest exists. Committee members are expected to vote on all matters coming before the committee.

V - CONFLICT OF INTEREST

Committee members shall refrain from voting on any issue that would constitute a conflict of interest. A conflict of interest will be deemed to exist if a committee member would receive a direct pecuniary benefit from the outcome of an issue being voted upon by the committee. If any voting or non-voting member of the committee is uncertain if there is a conflict he or she should state why they believe a conflict might exist and allow the committee to decide if there is a conflict.

VI - ATTENDANCE AT TRAINING AND EDUCATION COMMITTEE MEETINGS

The Chairperson of the Training and Education Committee, or his/her designee, shall record the attendance at each committee meeting by means of a written signature sheet. At the completion of the meeting the signature sheet shall be kept on file at the WREMSCO office. The Chairperson shall periodically review the attendance at committee meetings and ensure that the individual committee members with poor attendance records are so advised. The Chairperson may notify the member's agency if their representative fails to attend a majority of the scheduled meetings in their appointed year. The Chair also reserves the right to extend a waiver depending upon the circumstances.

VII - RESIGNATIONS FROM THE TRAINING AND EDUCATION COMMITTEE

Any committee member seeking to resign from the committee prior to the expiration of their term should do so in writing. The member should also notify his/her agency as appropriate to his/her appointment. The Chairperson will make a request to the appointing agency for the appointment of a replacement for the balance of the appointed term.