

# Trauma System Advisory Council (TSAC) Bylaws

## **ARTICLE 1**

### NAME

The name of this council shall be the Trauma System Advisory Council (TSAC).

## **ARTICLE 2**

### PURPOSE

The Iowa Trauma System Advisory Council shall advise the Iowa Department of Health and Human Services (HHS) Bureau of Emergency Medical and Trauma Services (BEMTS) on issues and strategies to achieve optimal trauma care delivery throughout the state.

## **ARTICLE 3**

### DUTIES

Duties of the TSAC shall include, but not be limited to:

- Annually reviewing Iowa Code and Administrative Rules related to the trauma care system to make recommendations to BEMTS for further changes to promote optimal trauma care.
- Contribute to the development, in conjunction with BEMTS, of the State of Iowa Plan for Trauma System Development that includes all aspects of the statewide trauma system utilizing a system assessment and benchmarking.
- Developing, maintaining, and annually reviewing criteria for categorizing all hospitals and emergency care facilities according to their trauma care capabilities, based on the most current guidelines published by the American College of Surgeons' Committee on Trauma.
- Developing, maintaining, and annually reviewing the process for verifying the trauma care capacity of each facility.
- Developing, maintaining, and annually reviewing standards for medical direction, trauma care, triage and transfer protocols, and guidelines to support a statewide trauma system.
- Developing, maintaining, and annually reviewing standards for trauma registries.
- Developing, implementing, and conducting trauma care system evaluation, quality assessment, and quality improvement in coordination with BEMTS.
- Partnering with BEMTS to promote public information and educational activities for injury prevention and in support of the statewide trauma system.

## **ARTICLE 4**

### MEMBERSHIP

Voting Membership of the Council shall be comprised of 11 individuals, 7 of which are from the core organizations with continuous representation and 4 representatives from the additional organizations. TSAC may determine, by majority vote, which organizations will represent the additional 4 membership positions when terms expire.

These individuals shall be nominated from, but not limited to the following state or national organizations:

<b>Core (Continuous) Representative Organizations</b>
American College of Emergency Physicians (ACEP), Iowa Chapter
American College of Surgeons (ACS) Committee on Trauma (COT), Iowa Chapter
Iowa Emergency Medical Services Association (IEMSA)
Iowa Hospital Association (IHA), Rural Hospital Trauma Coordinator
Iowa Hospital Association (IHA), Urban Hospital Trauma Coordinator
Iowa Hospital Association (IHA), Hospital Administrator
American Physical Therapy Association (APTA), Iowa Chapter
<b>Additional Representative Organizations</b>
American Academy of Orthopaedic Surgeons (AAOS)
American Academy of Pediatrics (AAP), Iowa Chapter
American Academy of Physician Assistants, Iowa Physician Assistant Society (IPAS)
American Society of Anesthesiologists, Iowa Society of Anesthesiologists (ISA)
Centers for Medicare & Medicaid Services (CMS) Quality Improvement Organization
Emergency Nurses Association (ENA), Iowa State Council
Governor's Traffic Safety Bureau (GTSB)
Iowa Academy of Family Physicians
Iowa Department of Health and Human Services (HHS)
Iowa Medical Society (IMS)
Iowa Nurse Practitioner Society
Iowa Office of the State Medical Examiner (IOSME)
Iowa Osteopathic Medical Association (IOMA)
Iowa Trauma Center Registrar or Performance Improvement staff
National Association of EMS Physicians (NAEMSP)
National Association of Pediatric Nurse Practitioners (NAPNAP), Iowa Chapter
University of Iowa Injury Prevention Research Center (IPRC)
Additional state or national organizations as applicable and decided upon by TSAC

## MEMBERSHIP APPOINTMENTS

The Bureau Chief (or designee) of BEMTS requests membership nominations from the organizations when positions have a vacancy, or terms are expiring. The voting memberships will be appointed by the Bureau Chief (or designee) from the organizational nominations. Current TSAC voting members will approve newly appointed memberships by a majority vote. TSAC membership vacancies will be filled in the same manner as the original appointments made for the balance of the unexpired term.

## TERMS

TSAC voting membership appointments shall be for two-year staggered terms, expiring on June 30 to align with the fiscal year. Organizations may re-nominate TSAC members to serve two additional consecutive terms (totaling up to 6 consecutive years).

## COMPENSATION

Appointed voting TSAC members shall not receive compensation for serving as TSAC members.

## NON-VOTING MEMBERSHIP

Individuals with an interest in developing and supporting the trauma system from state or national organizations, hospitals, and the general public, are encouraged to participate in TSAC meetings.

## **ARTICLE 5**

### OFFICERS

The officers of TSAC shall be a chairperson and a vice chairperson. Officers will serve two-year terms and may be re-elected for a maximum of three consecutive terms (equaling 6 years). They shall be elected from and by the TSAC membership at the first meeting of the fiscal year after previous officer terms have expired. The chairperson shall fill vacancies in the office of the chairperson. Vacancies in the vice chairperson shall be membership election at the next TSAC meeting following the vacancy to carry out the term.

### DUTIES OF THE OFFICERS

The chairperson shall preside at all TSAC meetings, appoint such subcommittees as deemed necessary, and designate the chairperson of each subcommittee.

The vice chairperson shall perform duties as assigned by the chairperson, or if the chairperson is absent or unable to act, the vice chairperson shall perform the duties of the chairperson. When the vice chairperson is performing the duties of the chairperson, the vice chairperson shall have all the powers and responsibilities of the chairperson.

---

## **ARTICLE 6**

### MEETINGS

Meetings shall be conducted per Robert's Rules of Order.

TSAC shall establish a quarterly (at minimum) meeting schedule on an annual basis to conduct business, beginning in July, corresponding with the fiscal year. Notification to members must be given at least 14 working days prior to the meeting. Additional meetings may be scheduled by the chairperson as needed to conduct business. Notification to members of additional meetings must be given at least five working days prior to the meeting. TSAC may conduct meetings in-person or virtually.

A majority of appointed voting members shall constitute a quorum. When a quorum is present, a position is carried by an affirmative vote of the majority of the membership present. No official business that requires a vote of the membership shall be conducted without a quorum of the membership present. Only appointed voting members present may vote on official business.

Appointed TSAC voting members who are unable to attend a meeting shall notify the chairperson or proxy as identified by the chairperson prior to the scheduled meeting. The chairperson may approve a TSAC member's absence with prior notification. Three unexcused absences within a 12-month period shall be grounds for the BEMTS Bureau Chief (or designee) to request the nomination of an alternative representative to fill the remainder of that term.

Persons wishing to make a presentation to the TSAC shall submit the request to the chairperson, or proxy identified by the chairperson, not less than 14 days prior to the meeting. Presentations that have met the notification timeline may be made at the discretion of the chairperson.

## **ARTICLE 7**

### SUBCOMMITTEES

The TSAC Chairperson may establish one or more subcommittees as required to perform such duties as deemed necessary if consistent with the purpose or mission of TSAC. The TSAC Chairperson shall establish the subcommittee as either a standing subcommittee or a temporary subcommittee.

The TSAC Chairperson shall appoint the subcommittee chair. The TSAC Chairperson in collaboration with the subcommittee chair shall establish the task/mission of the subcommittee. The TSAC Chairperson, subcommittee chair, and BEMTS liaison staff shall collaborate and establish the number and composition of subcommittee members. Subcommittee chair and members shall not be required to be voting TSAC members.

The TSAC Chairperson shall confirm or replace each subcommittee and the subcommittee chair at the first meeting of each fiscal year following the election of the chairperson.

The subcommittee chair shall provide a written or verbal report to the TSAC during their scheduled meeting or when requested by the TSAC Chairperson.

**ARTICLE 8**

**CONFIDENTIALITY**

The data collected by and furnished to BEMTS are confidential records of the condition, diagnosis, care, or treatment of patients or former patients, including outpatients, and shall not be public record. Patients’ confidentiality is to be protected, and the laws of this state shall apply.

Proceedings, records, and reports developed pursuant to Iowa Code section 147A.23 constitute peer review records under section 147.135 and are not subject to discovery by subpoena or admissible as evidence. All information and documents received from a hospital or emergency care facility under this subchapter shall be confidential pursuant to section 272C.6, subsection 4.

Pursuant to Iowa Code section 21.3, BEMTS shall keep minutes of open session proceedings, and these minutes shall be public records open to public inspection.

**ADOPTION**

These TSAC bylaws were adopted by the Iowa Trauma System Advisory Council on January 21, 2025.

Date(s) Reviewed/Revised:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_