



Strategic Planning Templates

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Emergency Medical Services Advisory Council's
"Insert Committee/Workgroup Name" Action Plan For
EMS 2006 – 2008 Strategic Plan Objective Number "Insert Number"
Chair: Maria Fernandez, MSN, ARNP, MBA, CMTE
Date: July 2007
Florida Neonatal Pediatric Transport Network Association
Reviewed by FNPTNA/ Revised as suggested by Nancy Burke 11/07

Strategic Objective # 3.5

Measure: Integrate pediatric issues into educational programs

1	ACTION STEPS	RESPONSIBLE PERSON	TIME LINE	STATUS
A	Continue to support the ClinCon Pre-conference with a Neonatal or Pediatric topic	Florida Neonatal Pediatric Transport Network Association	Continuous	<ul style="list-style-type: none"> On a yearly bases during the ClinCon Pre conference – July's
B	Review Chapter 64E-2 for appropriated language for Neonatal Interfacility Transfers	Florida Neonatal Pediatric Transport Network Association	Yearly basis	<ul style="list-style-type: none"> Submit in writing to State EMS for any changes, recommendations for specific language for 64E-2.006 Support proposal to revise language change submitted this past year
C	Develop guidelines for pediatric transports	Florida Neonatal Pediatric Transport Network Association in coordination with EMSC	July 2008	<ul style="list-style-type: none"> Work with different experts in the field to develop guidelines for pediatric transport.

Strategic Objective # 5.1

Measure: Improve operational performance of key EMS processes.

1	ACTION STEPS	RESPONSIBLE PERSON	TIME LINE	STATUS
A	Support Safety initiative	Florida Neonatal Pediatric Transport Network Association	Continuous	<ul style="list-style-type: none">Participate in Safety activities with FAMA Pilot Association and FC-ASTNA
B	Identify all Licensed and Unlicensed Neonatal Transport Programs so that referring facilities can appropriately request transfer.	Florida Neonatal Pediatric Transport Network Association	Continuous	Develop a tool with assistance of State so that it can be posted on website and available to public

Strategic Objective # 5.4

Measure: Improve effectiveness of on-site EMS treatment

1	ACTION STEPS	RESPONSIBLE PERSON	TIME LINE	STATUS
A	Develop guidelines for pediatric transports	Florida Neonatal Pediatric Transport Network Association in coordination with EMSC	July 2008	<ul style="list-style-type: none">Work with different experts in the field to develop guidelines for pediatric transport.

Strategic Objective # 3.2

Measure: Define initial and continuing educational training requirements for flight nurses and paramedics of licensed air providers

1	ACTION STEPS	RESPONSIBLE PERSON	TIME LINE	STATUS
A	Work with FC-ASTNA , EMSC and any other agencies to support educational training requirement	Sub Committee of the Association	ongoing	<ul style="list-style-type: none">Attend the EMS Advisory Council Education Committee and provide support as needed regarding pediatric and neonatal educational programs

COMMITTEE/WORKGROUP MEETING TEMPLATE

COMMITTEE / WORKGROUP NAME

Meets Quarterly with STATE EMS Meetings

DATE/TIME/LOCATION

PURPOSE	<i>The purpose of this group is to support and assist with the Emergency Medical Services Strategic Plan</i>
MEETING OBJECTIVES	<i>Identify the specific objectives you plan to achieve during this meeting. Will place these items on the agenda on a quarterly bases.</i>
AGENDA	<ul style="list-style-type: none"> • <i>Identify meeting agenda items. Be sure to schedule time to review EMS strategic plan objectives (create action plans, status of objective, etc...).</i> • <i>Identify speaker/facilitator/leader for each item.</i> • <i>Determine time needed for each item.</i> <p><i>NOTE: All agenda items should align to meeting objectives.</i></p>
NEXT STEPS	<ul style="list-style-type: none"> • <i>Recap decisions made/action items.</i> • <i>Identify reporting/communication (who needs to know about decisions/actions & how/when this will be accomplished).</i> • <i>Conduct meeting evaluation (what worked well/what needs improvement?).</i> • <i>Determine future meeting needs.</i>