

*Reports to:* CQI Administrator

*Responsibilities:*

1. The Peer Review Committee Chairman is responsible to assist the CQI Administrator in maintenance of a CQI peer review program.

*Principal duties: (include, but are not limited to)*

1. Acts as a liaison between the committee and the CQI Administrator.
2. Coordinates CQI committee activity, meetings, and documentation reviews.
3. Schedules committee meetings as needed.
4. Provide feedback to operations staff concerning committee findings.
5. Maintain records of committee activity to include reports, statistics and/or questionnaires as needed.
6. May act as a designated replacement for the CQI Administrator as requested.
7. Additional duties as assigned.

*Qualifications:*

1. Minimum current certification as a Basic EMT
2. Excellent verbal / written communication skills
3. One year active involvement in a local or regional CQI/QI/QA program
4. Maintains certifications.

*Effective:*

March 4, 2003