



# Scarborough Fire Department Scarborough, Maine



## Standard Operating Guidelines

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Forms, Records &amp; Reports</b>
<b>Subject:</b>	<b>1503 – QI Committee Confidentiality And Appointment Agreement</b>
<b>Revision Date:</b>	<b>09/23/2016</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

As a member of the Scarborough Fire Department Quality Assurance/Improvement Committee, (the Committee) or one of its subcommittees, I recognize that confidentiality is vital to the free and candid discussions necessary for effective emergency medical services system quality assurance activities. I further understand that the Scarborough Fire Department Quality Assurance/Improvement Committee and its subcommittees are established as medical review committees within the department and the Maine Emergency Medical Services (MEMS) systems and therefore their activities are provided confidential status under the law.

Therefore, I agree to respect and maintain the confidentiality of all discussions, deliberations, records, minutes, and other information generated in connection with these activities. I agree to make no voluntary disclosures of such information except to persons authorized to receive it in the conduct of the committee activities.

Furthermore, my participation in the Committee is based on my belief that confidentiality will be similarly preserved by every other member of the Committee or its subcommittees or other individuals involved. I understand that the Committee and Scarborough Fire Department are entitled to undertake such action as is deemed appropriate to ensure that this confidentiality is maintained. This includes action necessitated by any breach or threatened breach of this agreement, such as, in the instance of Scarborough Fire Department employees, disciplinary action.

Quality Assurance/Improvement Committee Member's Name:

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Typed/Printed

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Date \_\_\_\_\_

Signature