State EMS Advisory Board
Standing Committee Planning Template

1. Develop a critical mission (why the committee exists, and how it serves the EMS system) for the committee:
   a. “The [insert name of committee] Committee provides [insert service provided here] to the state EMS Advisory Board, regarding [insert specific EMS area of interest here] to promote a high quality EMS system in Virginia.”

2. Commitment and values of the Committee members and stakeholders (elements of high quality EMS system):
   a. Example – High Quality Patient Care
   b. Example – Safe Operations
   c. Example – Comprehensive approach
   d. Example – Efficiency in operations
   e. Example – Fair Representation
   f. Example – Review of Pertinent Literature

3. Vision for the Future:
   a. In order to achieve the optimum EMS system in Virginia the [insert name of committee] Committee has identified these desired core initiatives (a main thrust or action that will move the system towards accomplishing the vision and mission.):
      i. Core Initiative #1
      ii. Core Initiative #2
      iii. Core Initiative #3
      iv. Core Initiative #4
4. Critical Existing Strengths and Weaknesses:

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<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses</th>
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5. Action Strategies (based on desired characteristics of committee vision):

<table>
<thead>
<tr>
<th>Action Item #1</th>
<th>Action Item #2</th>
<th>Action Item #3</th>
<th>Action Item #4</th>
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6. Implementation Steps and Involved Parties (12-18 months):
Example:

<table>
<thead>
<tr>
<th>Action Item #1</th>
<th>What</th>
<th>Who</th>
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Emergency Medical Service
Integrated Planning Process

**Strategic Thinking & Plan**
- Vision
- Mission
- Core Strategies
- Strategic Initiatives

**Operational Plan**
- Objectives
- Action Steps
- Accountability
- Budget

**Performance Management**
- Monitoring
- Feedback
- Corrective Action
- Recognition