

Oregon Health Authority Emergency Medical Services Program Boards and Committees Application Guide

February 14, 2025



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Contact the Emergency Medical Services Program with questions at ems.program@odhsoha.oregon.gov.

Application Process

STEP 1: submit the online [application form](#).

OHA EMS Program Boards and Committees Application	
This table outlines the application fields, with explanations and references where applicable. Required fields are noted with a red asterisk (*).	
FIELD	EXPLANATION
Demographic and Contact Information	
First Name*	Input your legal first and last name. If you indicate interest in seats requiring professional licensure, the name in these fields will be used for licensure verification (EMS , OSBN , OMB).
Last Name*	
Preferred Name	(Optional) If you use a name other than your legal name, by what name do you prefer to be called? (e.g. Thomas à Tom, Cynthia à Cindy)
Name Pronunciation	(Optional) If your name is commonly mispronounced, give a short phonetic explanation of how to pronounce it correctly.
Pronouns	(Optional) Which pronouns do you use?
Professional Title(s) *	Select the title(s) that best describe your professional role(s).
Email Address*	Provide an email address that you check regularly and that can receive secure documents.
Phone Number*	Primary number to reach you by phone.
Emergency Phone Number	(Optional) Backup phone number. If you provided a work number in the primary field above, you may provide a personal number.
Home Street Address*	Home address is used for appointment letters and travel reimbursements.
City*	
State*	
Zip Code*	
Mailing Address	(Optional) Provide a mailing address if you do not receive mail at your home street address.
Age	(Optional) Indicate your current age range.
Region Represented*	ATAB Map . Select your EMS region. If you live in one region and work in another, select the region where you work.
Affiliation*	List the full name (no acronyms) of the agency, hospital, or organization you represent.
Position Interest	
Appointment Type*	All appointments in Q1 2025 are new appointments.
Boards and Committees of Interest*	Select all that apply. See the EMS Program website for details.
EMSAC Seats*	(Field will only appear if “EMS Advisory Committee” is selected under “Boards and Committees of Interest”)
TSME Seats*	(Field will only appear if “Time-Sensitive Medical Emergencies Advisory Committee” is selected under “Boards and Committees of Interest”)
EMSC Seats*	(Field will only appear if “EMS for Children Advisory Committee” is selected under “Boards and Committees of Interest”)

EMSAB Seats*	(Field will only appear if “EMS Advisory Board” is selected under “Boards and Committees of Interest”)
Other Committees*	If you are not chosen for the board or committee(s) you selected above, are you willing to be considered for other committees?
Supporting Documents	
Documents Upload*	PDF formatting is preferred. At this time, we are only able to accept documents in English.
Equal Opportunity Questions (Optional)	
Bilingualism/Multilingualism	(Optional) If you regularly communicate using any language(s) other than English in your personal and/or professional life, please identify which language(s).
Race/Ethnicity	(Optional)
Gender Identity	(Optional)
Sexual Orientation or Sexual Identity	(Optional) Please describe your sexual orientation or sexual identity in any way you prefer.
Disability	(Optional) If you identify as someone with a disability, or as having a physical, mental, emotional, cognitive, or intellectual condition, describe your disability or condition in any way you prefer.

STEP 2: application is checked for completeness by EMS Program staff.

If your Letter of Interest (LOI) or Resume/CV is missing at this stage, you will receive an automated message from the Smartsheet application system (automation@app.smartsheet.com) requesting an update. Add this email address to your email contacts or your email provider’s “safe senders list” to ensure that the message does not get lost in junk/spam. You will have one week from receipt of the Smartsheet notification to upload the requested documents; incomplete applications are removed from consideration after one week.

STEP 3: screening calls.

Applicants with complete applications will be asked to complete a screening call with EMS Program staff. Staff will describe the expectations and responsibilities of board and committee service and ask applicants several brief questions.

All applicants who have submitted complete applications will receive an email with a link to sign up for a screening call time slot.

STEP 4: selection.

STEP 5: decisions communicated to applicants.

Membership Descriptions

This section describes the membership of the EMS Program's new boards and committees following [EMS Modernization \(OL Ch. 32, 2024\)](#).

For all positions requiring professional licensure, applicants must hold valid Oregon state licenses and be in good standing with their respective professional licensure board.

Statutory and rule references for licensing:

- EMS providers: [ORS 682.216](#)
- Physicians: [ORS chapter 677](#)
- Nurses: [ORS 678.010 to 678.410](#)
- Ambulance agencies: [ORS 682.047](#)
- EMS supervising physicians: [OAR 847-035-0020](#)

Rural and frontier areas of the state are defined by the [Oregon Office of Rural Health](#).

Each category has one seat unless otherwise specified.

For questions about qualifications for each position, contact EMS Program staff at ems.program@odhsoha.oregon.gov.

Emergency Medical Services Advisory Committee Membership

- **Emergency medical services providers or ambulance-based clinicians: five seats**
 - Must hold a current, valid Oregon EMS provider license (EMR, EMT, AEMT, EMT-I, or Paramedic) or other current, valid Oregon medical provider license and be registered with the EMS Program as an ambulance-based clinician.
 - One seat is reserved for an EMS provider working in healthcare settings other than traditional 911 response. This may include, but is not limited to, community paramedicine and mobile integrated health, acute clinical environments such as emergency departments, medical dispatch, and interfacility transportation.
- **Physicians who practice emergency medicine or emergency medical services medicine: four seats**
- **Private ambulance agency representative**
 - The agency must be a for-profit or non-profit company that is licensed as an Oregon EMS transport agency.
 - Preference for agencies that respond to 9-1-1 calls.
 - Preference for agencies that are Oregon State Ambulance Association members.
 - EMS provider license is not required. Preference for agency leadership.
- **Public ambulance agency representative**
 - The agency must be held and operated by an [Oregon local government](#) and licensed as an Oregon EMS transport agency.
 - EMS provider license is not required. Preference for agency leadership.
- **EMS education representative**
 - Leadership (e.g., program director, department chair, administrator) at an Oregon educational institution that offers EMS provider courses for initial education and licensure or agency-based educator who provides ongoing continuing education to EMS providers.
 - Preference for members of the Oregon EMS Education Consortium.
- **Public safety answering point representative**
 - Employee of an Oregon-based 9-1-1 call/dispatch center, as defined in [ORS 403.105](#).
 - Preference for applicants certified as Emergency Medical Dispatchers through the Oregon Department of Public Safety Standards and Training.
- **County ambulance service plan administrator**
 - Representative of an Oregon county working to establish and coordinate the county's emergency medical services system, as defined in [OAR 333-260-0010](#).
- **Law enforcement representative**
 - Law enforcement officer.
 - Preference for an officer working for an agency that serves a rural or frontier area of the state as defined by the [Oregon Office of Rural Health](#).
 - Preference for officers certified by the Oregon Department of Public Safety Standards and Training.

- **Oregon Department of Transportation representative**
 - Representative of the Oregon Department of Transportation's Emergency Medical Services Program.

- **Patient equity organization representative or academic professional specializing in health equity**
 - Must either:
 - Be employed by or actively volunteer for an Oregon organization which works to promote health equity, or
 - Research or teach health equity as part of an educational program or curriculum.
 - Preference for those with demonstrated professional interest in emergency medical care.

Time Sensitive Medical Emergencies Advisory Committee Membership

The TSMEAC is unique because it comprises a main committee and three specialty subcommittees: stroke, cardiac, and trauma. Most or all main committee members will be expected to serve on a subcommittee as well. The list below contains membership for both the main committee and specialty subcommittees.

TSMEAC Main Committee:

- **Physician who practices general surgery and specializes in the treatment of trauma patients**
- **Physician who practices neurology and specializes in the treatment of stroke patients**
- **Physician who practices cardiology and manages acute cardiac conditions**
- **Physician who practices critical care medicine**
- **Physician who practices emergency medicine**
- **Physician who practices emergency medical services medicine**
- **Physician who practices neurological surgery and neurocritical care and manages both trauma and stroke patients**
- **Physician who specializes in the treatment of pediatric patients**
 - Oregon licensed physician with pediatric training (e.g., pediatrician, pediatric surgeon, pediatric emergency medicine).
- **Nurse coordinators or program managers: four seats**
 - Hospital nursing leadership overseeing departmental or specialty care programs, including quality improvement efforts.
 - One seat each for cardiac care, stroke care, trauma care, and emergency department oversight.
- **Hospital administrator**
 - Oregon hospital executive or director for a hospital that provides emergency services.
- **Emergency medical services provider**
- **Patient equity organization representative or academic professional specializing in health equity**
 - Must either:
 - Be employed by or actively volunteer for an Oregon organization which works to promote health equity, or
 - Research or teach health equity as part of an educational program or curriculum.

- Preference for those with demonstrated professional interest in emergency medical care.

TSMEAC Stroke Subcommittee:

- **Stroke neurologists: two seats**
 - One seat is reserved for a stroke neurologist at a comprehensive stroke center.
 - One seat is reserved for a stroke neurologist at a primary stroke center.
- **Interventional stroke neurologist**
- **Emergency medicine physician**
- **EMS supervising physician**
- **Rehabilitation specialist**
 - Care team member who develops and/or facilitates plans for adaptation and recovery tailored to patients' specific needs.
- **Patient advocate, educator, or injury prevention coordinator**
 - Oregon patient advocate who provides patients and/or caregivers with support and education or an Oregon community leader who is employed or actively volunteers in the field of injury prevention. Advocacy, education, and/or injury prevention may be only a portion of the paid or volunteer work.
- **Nurses: two seats**
 - Preference for at least one seat to be filled by a specialty nurse coordinator or program manager.
- **Emergency medical services provider**
- **Hospital administrator**
 - Oregon hospital executive or director for a hospital that provides emergency services.

TSMEAC Cardiac Subcommittee:

- **Cardiologist**
- **Interventional cardiologist**
- **Cardiothoracic surgeon**
- **Emergency medicine physician**
- **EMS supervising physician**
- **Rehabilitation specialist**

- Care team member who develops and/or facilitates plans for adaptation and recovery tailored to patients' specific needs.
- **Patient advocate, educator, or injury prevention coordinator**
 - Oregon patient advocate who provides patients and/or caregivers with support and education or an Oregon community leader who is employed or actively volunteers in the field of injury prevention. Advocacy, education, and/or injury prevention may be only a portion of the paid or volunteer work.
- **Nurses: two seats**
 - Preference for at least one seat to be filled by a specialty nurse coordinator or program manager.
- **Emergency medical services provider**
- **Hospital administrator**
 - Oregon hospital executive or director for a hospital that provides emergency services.

TSMEAC Trauma Subcommittee:

- **Trauma medical director**
 - Associate trauma medical directors are eligible.
- **Trauma surgeon**
- **Pediatric physician**
 - Oregon licensed physician with pediatric training (e.g., pediatrician, pediatric surgeon, pediatric emergency medicine).
- **Emergency medicine physician**
- **EMS supervising physician**
- **Rehabilitation specialist**
 - Care team member who develops and/or facilitates plans for adaptation and recovery tailored to patients' specific needs.
- **Patient advocate, educator, or injury prevention coordinator**
 - Oregon patient advocate who provides patients and/or caregivers with support and education or an Oregon community leader who is employed or actively volunteers in the field of injury prevention. Advocacy, education, and/or injury prevention may be only a portion of the paid or volunteer work.
- **Nurses: two seats**
 - One seat reserved for a trauma nurse coordinator or trauma program manager.
- **Emergency medical services provider**

- **Hospital administrator**
 - Oregon hospital executive or director for a hospital that provides emergency services.

Emergency Medical Services for Children Advisory Committee Membership

- **Physicians specializing in the treatment of pediatric emergency patients: two seats**
 - Oregon licensed physicians who specialize in pediatric emergency medicine and work in an Oregon hospital emergency department or for an Oregon emergency medical services agency.
- **Nurse with pediatric emergency experience**
 - Oregon licensed nurse who has pediatric emergency medicine experience and is currently working in an Oregon hospital emergency department.
- **Physician with pediatric training**
 - Oregon licensed physician with pediatric training (e.g., pediatrician, pediatric surgeon).
- **Emergency medical services provider: two seats**
 - One Oregon licensed EMS provider who works for an Oregon licensed EMS agency.
 - One Oregon licensed EMS provider who works for an Oregon EMS, fire, or first response agency.
- **Representative of the Emergency Medical Services Program**
 - Oregon Health Authority Emergency Medical Services Program representative responsible for development and implementation of the state EMS system, including but not limited to EMS provider training standards and scope of practice.
- **Project director of a statewide committee related to emergency medical services for children**
 - Oregon Emergency Medical Services Program Director responsible for providing the EMSCAC with leadership and support to achieve federal grant performance measures.
- **Program manager of a statewide committee related to emergency medical services for children**
 - Oregon Emergency Medical Services for Children Program Manager responsible for managing program initiatives, finances, performance measure outcomes, and EMSC Advisory Committee membership.
- **Family representative: two seats**
 - One Oregon community leader who promotes the needs of children and families, while considering all aspects of the emergency medical services system. Special consideration given to Title V Maternal & Child Health - Children and Youth with Special Health Care Needs grantee.
 - One Oregon resident with lived experience caregiving for a child, youth, or young adult with special health needs or disabilities or lived experience using emergency medical services for a child, youth, or young adult in their care or understanding of the experiences of families generally through participation in support groups, school advocacy groups, or other settings where they interact frequently with parents and caregivers.

- **Patient equity organization representative or academic professional specializing in health equity**
 - Must either:
 - Be employed by or actively volunteer for an Oregon organization which works to promote health equity, or
 - Research or teach health equity as part of an educational program or curriculum.
 - Preference for those with demonstrated professional interest in emergency medical care.

- **Pediatric disaster/emergency preparedness representative**
 - Oregon community leader who is an employed or actively volunteers in the field of disaster/emergency preparedness, with an emphasis on the pediatric population. Disaster/emergency preparedness may be only a portion of the paid or volunteer work.

- **Behavioral health representative**
 - Oregon community member with professional, volunteer, and/or lived experience with pediatric behavioral health care.

- **Injury prevention representative**
 - Oregon community leader who is employed or actively volunteers in the field of injury prevention. Injury prevention may be only a portion of the paid or volunteer work.

- **Pediatric emergency care educator**
 - Educator who provides one or more Oregon EMS agencies and/or Oregon emergency departments with information and training on emergency care for pediatric patients.

- **Trauma nurse coordinator or trauma program manager**
 - Oregon hospital employee overseeing the facility's provision of trauma care. Must be on record with the OHA EMS Program as a trauma contact for their facility.

- **School-based health center representative or school nurse**
 - Employee or volunteer who works in an Oregon school-based health center, coordinates district- or county-level school-based health centers, or supports school-based health centers statewide, or a school nurse for an Oregon school.

Emergency Medical Services Advisory Board Membership

- **State EMS Medical Director**
 - Oregon Health Authority Emergency Medical Services Program State EMS Medical Director serves as the board chair and is an *ex officio* member.
- **Patient advocate or education professional who specializes in health equity**
 - Oregon education professional who teaches health equity as part of their curriculum or program, or an Oregon patient advocate who provides patients and caregivers with support and education for decision-making.
- **Emergency medical services provider representing a private EMS agency**
 - Oregon licensed EMS provider who works for a privately-owned Oregon licensed EMS agency.
- **Emergency medical services provider representing a public EMS agency**
 - Oregon licensed EMS provider who works for a public Oregon licensed EMS agency.
- **Non-transport EMS agency representative**
 - Representative of an Oregon EMS or fire agency that does not transport patients.
- **Representative of a labor union that represents EMS providers**
 - Oregon labor union employee or person appointed by a labor union, which may include a licensed EMS provider who is a labor union member.
- **Emergency medical services provider working for an EMS agency within a rural EMS system or a rural hospital**
 - Oregon licensed EMS provider who works for a rural EMS agency or rural hospital, as defined by the Oregon Office of Rural Health.
- **Representative of county ambulance service area administrators**
 - Representative of an Oregon county working to establish and coordinate the county's emergency medical services system, as defined in [OAR 333-260-0010](#).
- **Representative of special districts that operate ambulances**
 - Employee or volunteer for an Oregon local government ambulance service operated by a [special district](#).
- **Hospital administrator in a hospital that operates an emergency department**
 - Oregon hospital executive or manager whose hospital provides emergency services.
- **Nurse working in a hospital emergency department**
 - Oregon licensed nurse who works in a hospital emergency department.
- **Public safety answering point representative**
 - Employee of an Oregon-based 9-1-1 call/dispatch center, as defined in [ORS 403.105](#).
 - Preference for applicants certified as Emergency Medical Dispatchers through the Oregon Department of Public Safety Standards and Training.

- **Emergency medicine physician**
 - Oregon licensed physician who practices emergency medicine.
- **Person working in or representing long-term care facilities or residential facilities**
 - Employee of a long-term care facility, as defined in [ORS 442.015](#), or a residential facility, as defined in [ORS 443.400](#), or who represents long-term care or residential facilities.
- **Public member**
 - Oregon resident who has, as a patient or caregiver, frequently used emergency medical services.
- **Third-party payer of health care insurance**
 - Employee of a health care insurance organization, public or private, that pays or insures medical expenses on behalf of Oregon subscribers.
- **Rural hospital representative**
 - Employee of an Oregon rural hospital or hospital system that includes a rural hospital.
- **Emergency medical services physician**
 - Oregon licensed physician who serves as the supervising physician for one or more Oregon EMS agencies.

Frequently Asked Questions

Is there an application deadline?

For Q1 2025, the EMS Program timeline for application review is:

- February 17: applications open
- March 3: priority deadline for initial review of applications
- March 26: selection decisions communicated to applicants who met priority deadline

After Q1 2025, applications will be reviewed on a rolling basis.

How many boards or committees, or positions within those boards and committees, can I apply to?

The EMS Program has not set a limit. We encourage you to use your judgement in determining which boards and committees best align with your professional interests and experience. Please consult the Membership Descriptions section of this document to confirm your eligibility.

If I am applying to more than one board or committee, do I have to submit separate Letters of Interest?

Separate letters are accepted but not required. If writing one letter to cover multiple boards or committees, please mention each by name.

Are there page limits for the required documents?

No. For the Letter of Interest, one page is typically sufficient. For the Resume or CV, there is no minimum or maximum required; the EMS Program understands that expectations for those documents vary between professions, and that academic CVs can be quite lengthy.

Why does the EMS Program continue to accept applications for positions that have current appointees?

Applications remain open for all seats on all EMS Program boards and committees because this allows greater continuity when there are unexpected vacancies.

What happens to my application if I'm not selected?

The EMS Program will keep your application on file and may reach out to you in the case of future vacancies.

What if I have questions not covered in this document?

Contact the EMS Program by email at ems.program@odhsoha.oregon.gov.