

Virginia Office of Emergency Medical Services
Trauma Center Site Review Documentation Resource Guide
(2015) Criteria

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The following is a checklist of documentation that needs to be available to a trauma center designation site review team. This document is a resource to help designated trauma centers prepare for a trauma site review and is designed to follow the current Trauma Center Designation Manual. Site review team members may ask for additional items to be made available in advance or during a review. Likewise, individual trauma centers may have single documents that satisfy more than one criterion.

Evidence of physician board certifications, continuing medical education, and Advanced Trauma Life Support certification must be in a form that can be validated; attestations and tracking sheets are not accepted as evidence. Evidence of nursing trauma education hours and certifications should be available upon request. Nursing education may be maintained on individual nursing units, but must be available for review during the site review.

√	Level	Documents That Need To Be Available During Site Review Visit	Section of Manual	Page of Manual
		1. Organization Requirements		
	I,IB,Peds,II,III	Support of facilities Board of Directors	Section 1.2	23
	I,IB,Peds,II,III	Support of facilities medical staff executive committee	Section 1.6	23
	I,IB,Peds,II,III	Evidence of Trauma Budget	Section 1.10	23
	I,IB,Peds,II,III	Most recent Joint Commission Summary Report		
		2. Trauma Service Infrastructure		
	I,IB,Peds,II,III	Trauma Program Organization Chart	Section 2.1,2.24, 2.31	24, 26, 27
	I,IB,Peds,II,III	Trauma Medical Director (TMD) job description	Section 2.2	24
	I,IB,Peds,II,III	Trauma Service Manual	Section 2.5	25
	I,IB,Peds,II,III	Trauma Team Activation/Alert Criteria	Section 2.6	25
	I,IB,Peds,II,III	Trauma Service Mission statement	Section 2.8	25
	I,IB,Peds,II,III	Trauma Service Impact statement	Section 2.9	25
	I,IB,Peds,II,III	Trauma Service long term strategic plan	Section 2.10	25
	I,IB	TMD publications and/or presentations on trauma research performed	Section 2.20	26
	I,IB,Peds,II,III	Trauma Program Manager (TPM) job description	Section 2.23	26
	I,IB,Peds,II	Additional Trauma program FTE job description	Section 2.25	26
	I,IB,Peds,II,III	Trauma Registrar job description	Section 2.30	27
		3. Burn Service Infrastructure		
	IB	Burn Service organizational chart	Section 3.4	28
	IB	Burn Services policy and procedural manual	Section 3.5	28
	IB	Allograft tissue policy and procedures	Section 3.6	28
	IB	Burn Medical Director (BMD) job description	Section 3.9	28
		4. Pediatric Trauma Service		

Infrastructure				
	Peds	Pediatric TMD job description	Section 4.3	29
	Peds	Pediatric TPM job description	Section 2.23, 4.4	26, 29
	Peds	Pediatric trauma registrar job description	Section 2.30, 4.6	27, 29
5. Trauma Team Response				
	I,IB,Peds,II,III	Trauma team response policy	Section 5.1-5.8	29-31
	Peds	Pediatric trauma team board certifications	Section 5.3	30
	I,IB,Peds,II,III	Protocol of expectations/responsibilities	Section 5.9	31
	I,IB,Peds,II,III	Access to nursing documentation, hard copy of trauma flowsheet	Section 5.10	32
6. Medical/Surgical Services Availability				
	I,IB,Peds,II,III	Diversion hours documented	Section 6.3	32
	I,IB,Peds,II,III	Trauma/General surgery call schedules	Section 6.8	32-33
	Peds	Pediatric trauma surgeons board certifications/eligibility	Section 6.11	33
	I,IB,Peds,II,III	ED Medical Director job description	Section 6.15	33
	Peds	ED doctors board certifications/eligibility	Section 6.17	33
	I,IB,Peds,II,III	Copy of last 3 months ortho call schedule	Section 6.20	34
	Peds	Copy of certification/eligibility of Orthopedic surgeon with pediatric fellowship training	Section 6.22	34
	II,III	Copy of last 3 months anesthesia call schedule	Section 6.26	34
	I,IB, Peds,II	Copy of last 3 months neurosurgery call schedule	Section 6.32-6.35	35-36
	Peds	Documentation of Neurosurgery Board certification/board eligibility with pediatric fellowship training	Section 6.36	36
	Peds	Documentation of certification/eligibility by the American Board of Pediatrics in pediatric critical care or in pediatric surgery and surgical critical care (ICU attending)	Section 6.42	37
	Peds	Copies of pathways and protocols for care of pediatric surgical patients.	Section 6.46	37-38
7. Trauma Nursing				
	I,IB,Peds,II,III	TPM trauma education hours	Section 7.3	38
	I,IB,Peds,II,III	TPM national conference attendance	Section 7.4	38
	IB	Burn Program Manager (BPM) job description	Section 7.5	38-39
	IB	BPM burn education hours	Section 7.6	39
	I,IB,Peds,II,III	Trauma registrar continuing education	Section 7.7	39
	I,IB,Peds,II,III	Nursing trauma education hours must be available on the nursing units for inspection	Section 7.9-7.10, 7.14, 7.16	39,40
	I,IB,Peds,II,III	TNCC, ATCN certification for nursing staff that respond to trauma alerts	Section 7.11	39

	IB	Burn specific orientation for burn nurses	Section 7.12	40
	I,IB,Peds	Nursing burn education hours must be available on the nursing units for inspection	Section 7.13-7.14,7.16	40
	I,IB,Peds,II,III	Written plan for the acquisition of additional staff	Section 7.18	41
	I,IB,Peds,II,III	Each nursing unit's staffing plan	Section 7.19	41
		8. Ancillary Services		
	I,IB,Peds,II	Massive transfusion protocol	Section 8.18	42
	I,IB,Peds,II,III	Process for assessing/initiating Child Protective Services or Adult Protective Services	Section 8.32	43
	I,IB,Peds,II,III	Policy for notification of organ procurement agency	Section 8.34	43
	I,IB,Peds,II,III	Protocol for declaration of brain death	Section 8.35	43
		9. Medical Staff Education and Credentials		
	I,IB,II,III	TMD board certification	Section 9.2	43
	I,IB,Peds,II,III	TMD continuing medical education (CME) and national conference	Section 9.4	43
	I,IB,Peds,II,III	TMD Advanced Life Support (ATLS)	Section 9.5	43
	I,IB,Peds,II,III	Trauma/general surgeons board certification/eligibility	Section 9.6	43
	I,IB,Peds	Pediatric general/trauma surgeons board certifications/eligibility in pediatric surgery	Section 9.7	43
	I,IB,Peds,II,III	CME for surgeons, ED physicians, NPs, PAs, responding to TTA	Section 9.8	43
	I,IB,Peds,II,III	General/trauma/pediatric surgeon ATLS	Section 9.11	44
	IB	BMD board certification/fellowship documentation	Section 9.12-9.13	44
	IB	BMD CME and national/regional meeting	Section 9.14	44
	IB	Burn surgeons board certification/eligibility in general surgery or plastic surgery/fellowship documentation	Section 9.17-9.18	44
	IB	Burn surgeon CME	Section 9.19	44
	Peds	Pediatric TMD board certification	Section 9.2	45
	Peds	Pediatric TMD CME	Section 9.21	45
	I,IB,Peds,II,III	Emergency Medical Director (EMD) CME and national conference	Section 9.22	45
	I,IB,Peds,II,III	EMD/designee ATLS	Section 9.23	45
	I,IB,Peds,II,III	ED physicians board certification/eligibility	Section 9.24	45
	I,IB,Peds,II,III	ED physicians CME	Section 9.25	45
	I,IB,Peds,II,III	ED physicians ATLS	Section 9.26	45
	I,IB,Peds,II,III	Ortho board certifications	Section 9.29	45
	I,IB,Peds,II	Neurosurgery board certifications	Section 9.30	45
	I,IB,II	ICU surgical director board certifications	Section 9.31	46

	IB	Primary burn therapist continuing education	Section 9.32	46
		10. Performance Improvement		
	I,IB,Peds,II,III	Assure submissions to the state trauma registry are up to date.	Section 10.3	46-47
	I,IB,Peds,II,III	Validity procedure for registry data	Section 10.4	47
	I,IB,Peds,II,III	Performance Improvement (PI) plan	Section 10.10	47
	Peds	Pediatric trauma specific PI plan	Section 10.11	47
	I,IB,Peds,II,III	Documented feedback to top 3 referring hospitals	Section 10.13	48
	I,IB,Peds,II,III	Evidence of EMS education, PI and feedback in their region	Section 10.14	48
	IB	Documented burn education program to pre-hospital and hospital providers for the region	Section 10.15	48
	I,IB,Peds,II,III	Multi-disciplinary forum, structured peer review committee minutes and attendance	Section 10.16-10.17	48-49
	IB	Burn multi-disciplinary committee minutes and attendance roster	Section 10.18	49
	IB	Burn morbidity and mortality conference minutes and attendance roster	Section 10.19	49
	IB	Evidence of the existence of burn care conference	Section 10.20	49
	Peds	Pediatric trauma peer review committee minutes and attendance roster	Section 10.21	49
	I,IB,Peds,II,III	Documentation of last 3 years audit filters	Section 10.26-10.29	50-51
	IB	Review and analysis of infection data/risk	Section 10.31	51
	I,IB,Peds,II,III	Documentation of education planning and implementation with top 3 referring hospitals	Section 10.32	51
	I,IB,Peds,II,III	Documentation of collaboration with top 3 referring hospitals on annual registry report	Section 10.33	51
	IB	Burn service audits	Section 10.36	51-52
	I,IB,Peds,II,III	Demonstration of involvement in PI of regional trauma system	Section 10.37	52
	I,IB	Demonstration of trauma research including review board process	Section 10.38-10.40	52
		11. Disaster Planning and Management		
	I,IB,Peds,II,III	Demonstrate participation in disaster preparation and management	Section 11.1	52
		12. Community Outreach/Injury Prevention		
	I,IB,Peds,II,III	Demonstrate participation in community and community awareness of trauma and the trauma system	Section 12.1	52
	IB	Document burn specific participation in public awareness programs	Section 12.2	52
	I,IB,Peds,II,III	Documentation that injury prevention is based	Section 12.3	52

	on regional needs		
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