TRAUMA CENTER SITE REVIEW
DOCUMENT RESOURCE GUIDE

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.

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		1. Organization Requirements	
	I,IB,Peds,II,III	Support of facilities Board of Directors	23
	I,IB,Peds,II,III	Support of facilities medical staff executive committee	23
	I,IB,Peds,II,III	Evidence of Trauma Budget	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	24, 26, 27
	I,IB,Peds,II,III	Trauma Medical Director (TMD) job description	24
	I,IB,Peds,II,III	Trauma Service Manual	25
	I,IB,Peds,II,III	Trauma Team Activation/Alert Criteria	25
	I,IB,Peds,II,III	Trauma Service Mission statement	25
	I,IB,Peds,II,III	Trauma Service Impact statement	25
	I,IB,Peds,II,III	Trauma Service long term strategic plan	25
	I,IB	TMD publications and/or presentations on trauma research performed	26
	I,IB,Peds,II,III	Trauma Program Manager (TPM) job description	26
	I,IB,Peds,II	Additional Trauma program FTE job description	26
	I,IB,Peds,II,III	Trauma Registrar job description	27
		3. Burn Service Infrastructure	
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	IB	Burn Services policy and procedural manual	28
	IB	Allograft tissue policy and procedures	28
	IB	Burn Medical Director (BMD) job description	28
		4. Pediatric Trauma Service Infrastructure	
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	Peds	Pediatric TPM job description	26, 29
	Peds	Pediatric trauma registrar job description	27, 29
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	I,IB,Peds,II,III	Trauma team response policy	29-31
	Peds	Pediatric trauma team board certifications	30
	I,IB,Peds,II,III	Protocol of expectations/responsibilities	31
	I,IB,Peds,II,III	Access to nursing documentation, hard copy of trauma flowsheet	32
		6. Medical/Surgical Services Availability	
	I,IB,Peds,II,III	Diversion hours documented	32

	I,IB,Peds,II,III	Trauma/General surgery call schedules	32-33
	Peds	Pediatric trauma surgeons board certifications/eligibility	33
	I,IB,Peds,II,III	ED Medical Director job description	33
	Peds	ED doctors board certifications/eligibility	33
	I,IB,Peds,II,III	Copy of last 3 months ortho call schedule	34
	Peds	Copy of certification/eligibility of Orthopedic surgeon with pediatric fellowship training	34
	II,III	Copy of last 3 months anesthesia call schedule	34
	I,IB, Peds,II	Copy of last 3 months neurosurgery call schedule	35-36
	Peds	Documentation of Neurosurgery Board certification/board eligibility with pediatric fellowship training	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)	37
	Peds	Copies of pathways and protocols for care of pediatric surgical patients.	37-38
		7. Trauma Nursing	
	I,IB,Peds,II,III	TPM trauma education hours	38
	I,IB,Peds,II,III	TPM national conference attendance	38
	IB	Burn Program Manager (BPM) job description	38-39
	IB	BPM burn education hours	39
	I,IB,Peds,II,III	Trauma registrar continuing education	39
	I,IB,Peds,II,III	Nursing trauma education hours must be available on the nursing units for inspection	39,40
	I,IB,Peds,II,III	TNCC, ATCN certification for nursing staff that respond to trauma alerts	39
	IB	Burn specific orientation for burn nurses	40
	I,IB,Peds	Nursing burn education hours must be available on the nursing units for inspection	40
	I,IB,Peds,II,III	Written plan for the acquisition of additional staff	41
	I,IB,Peds,II,III	Each nursing unit's staffing plan	41
		8. Ancillary Services	
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	I,IB,Peds,II,III	Process for assessing/initiating Child Protective Services or Adult Protective Services	43
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	I,IB,Peds,II,III	Protocol for declaration of brain death	43
		9. Medical Staff Education and Credentials	
	I,IB,II,III	TMD board certification	43
	I,IB,Peds,II,III	TMD continuing medical education (CME)	43
	I,IB,Peds,II,III	TMD Advanced Life Support (ATLS)	43
	I,IB,Peds,II,III	Trauma/general surgeons board certification/eligibility	43
	I,IB,Peds	Pediatric general/trauma surgeons board certifications/eligibility in pediatric surgery	43
	I,IB,Peds,II,III	CME for ED physicians not EM-Boarded, NPs, PAs, responding to TTA	43
	I,IB,Peds,II,III	General/trauma/pediatric surgeon ATLS	44

	IB	BMD board certification/fellowship documentation	44
	IB	BMD CME	44
	IB	Burn surgeons board certification/eligibility in general surgery or plastic surgery/fellowship documentation	44
	IB	*{This item rescinded July 1, 2019}*	44
	Peds	Pediatric TMD board certification	45
	Peds	Pediatric TMD CME	45
	I,IB,Peds,II,III	Emergency Medical Director (EMD) CME	45
	I,IB,Peds,II,III	EMD/designee ATLS	45
	I,IB,Peds,II,III	ED physicians board certification/eligibility	45
	I,IB,Peds,II,III	CME for ED physicians not EM-Boarded	45
	I,IB,Peds,II,III	ED physicians ATLS	45
	I,IB,Peds,II,III	Ortho board certifications	45
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	I,IB,II	ICU surgical director board certifications	46
	IB	Primary burn therapist continuing education	46
		10. Performance Improvement	
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	I,IB,Peds,II,III	Performance Improvement (PI) plan	47
	Peds	Pediatric trauma specific PI plan	47
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	I,IB,Peds,II,III	Evidence of EMS education, PI and feedback in their region	48
	IB	Documented burn education program to pre-hospital and hospital providers for the region	48
	I,IB,Peds,II,III	Multi-disciplinary forum, structured peer review committee minutes and attendance	48-49
	IB	Burn multi-disciplinary committee minutes and attendance roster	49
	IB	Burn morbidity and mortality conference minutes and attendance roster	49
	IB	Evidence of the existence of burn care conference	49
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	I,IB,Peds,II,III	Documentation of last 3 years audit filters	50-51
	IB	Review and analysis of infection data/risk	51
	I,IB,Peds,II,III	Documentation of education planning and implementation with top 3 referring hospitals	51
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	IB	Burn service audits	51-52
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	I,IB	Demonstration of trauma research including review board process	52
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	I,IB,Peds,II,III	Demonstrate participation in disaster preparation and management	52
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	IB	Document burn specific participation in public awareness programs	52
	I,IB,Peds,II,III	Documentation that injury prevention is based on regional needs	52