

**Meeting Date and Time:** February 5<sup>th</sup>, 10:00 to 12:00

**Room:** Sheraton Hotel & Conference Center in Madison, Wisconsin

**Chair:** Jason Keffeler

**Vice Chair:** Andrea O'Flaherty (absent)

## MEETING MINUTES

TOPIC	DISCUSSION (Main Purpose)	ACTION/DECISIONS
Meeting Start		<i>The Trauma Coordinators Meeting was called to order at 10:04 am on the 5<sup>th</sup> of February 2014</i>
Introductions	Introductions of the attendees at the Trauma Coordinator's meeting were held	<i>Sign-in sheet attached as well as the list of phone respondents. If attending via phone notify Gary Rowland via email to acknowledge attendance (<a href="mailto:gary.rowland@aurora.org">gary.rowland@aurora.org</a>)</i>
Approval of Minutes		<i>Minutes of the 4 Dec 2013 meeting will be read for approval at the next meeting as they were not previously sent out.</i>
Recognition	None noted	<i>If you know of any recognition due please email Jennifer Ullsvik, Jason Keffler, or Gary Rowland (<a href="mailto:gary.rowland@aurora.org">gary.rowland@aurora.org</a>) to be added to the agenda.</i>
Trauma Coordinator List		<i>Email any changes to either Jennifer Ullsvik, Jason Keffler, or Gary Rowland (<a href="mailto:gary.rowland@aurora.org">gary.rowland@aurora.org</a>)</i>
Educational Opportunities		<i>Please see the attachment for a comprehensive list. If you have any additions to the list please email to <a href="mailto:gary.rowland@aurora.org">gary.rowland@aurora.org</a>.</i> <ul style="list-style-type: none"><li>▪ <i>Brain Injury Alliance (BIAW.org)</i><ul style="list-style-type: none"><li>• <i>May 5<sup>th</sup> and 6<sup>th</sup> 2014 at the Kalahari Resort, Wisconsin Dells</i></li></ul></li><li>▪ <i>Child Passenger Safety training Course</i><ul style="list-style-type: none"><li>• <i>Information available on the RTAC Websites</i></li><li>• <i>Funding has been made available for up</i></li></ul></li></ul>

		<p><i>to 120 participants</i></p> <ul style="list-style-type: none"> <li>• <i>More information is also available at WCPSA.com</i></li> </ul>
Trauma Coordinators Sharing re: their State Review Visits		<i>None given</i>
Performance Improvement Sharing	Best Practices-	<p><i>At the April 2<sup>nd</sup> 2014 meeting the CRC will be providing some PI education.</i></p> <ul style="list-style-type: none"> <li>▪ <i>One facility shared that they are working on documenting hourly GCS, vital signs, &amp; temperature. They will also be developing some education for their staff.</i></li> <li>▪ <i>Any change in the program should have some form of education accompanying it and should be included in the PI process</i> <ul style="list-style-type: none"> <li>• <i>Identify problem</i></li> <li>• <i>Implement solution to the problem</i></li> <li>• <i>Track for a specified period of time</i></li> <li>• <i>Loop closed if no fallouts</i></li> </ul> </li> <li>▪ <i>One facility is using a “SIM Center” to overcome communication problems and other issues related to Resident turnover.</i> <ul style="list-style-type: none"> <li>• <i>Mock codes for all the new Residents</i></li> <li>• <i>Communication drills for the staff</i></li> </ul> </li> <li>▪ <i>One facility is utilizing a patient and family advisory council</i> <ul style="list-style-type: none"> <li>• <i>How did their visit go? What did they like?</i></li> <li>• <i>What can the Trauma Center focus on for improvement? What opportunities for improvement exist?</i></li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• <i>The facility invites some patients and their families to sit on a committee to provide input and feedback.</i></li> <li>• <i>The facility has found it interesting and informative in listening to the patients and their families.</i></li> <li>▪ <i>One facility reported out on their implementation of electronic medical records (EPIC).</i> <ul style="list-style-type: none"> <li>• <i>They noticed a change in how the flow of a trauma runs</i></li> <li>• <i>The facility has had a change in resource allocation to accommodate EMR real-time charting</i></li> <li>• <i>The facility is utilizing the EPIC narrator</i></li> <li>• <i>EMR is a PI project</i></li> </ul> </li> </ul>
<p>Old Business</p>	<p>Review Goals for 2012:</p> <ol style="list-style-type: none"> <li>1. Coordinator Tool Box (Discs to RTAC coordinators)</li> <li>2. EMS Run Reports</li> <li>3. Tourniquet Education for hospitals</li> </ol>	<ol style="list-style-type: none"> <li>1. <i>The discs have been distributed to the RTACs for dissemination at the regional level through each RTAC.</i> <ol style="list-style-type: none"> <li>a. <i>The North Ventral RTAC has posted the disc on their website for viewing</i></li> </ol> </li> <li>2. <i>EMS Run reports</i> <ol style="list-style-type: none"> <li>a. <i>Some hospitals have been gathering data</i></li> <li>b. <i>Need to review at a regional level</i></li> <li>c. <i>Many facilities have different processes</i></li> <li>d. <i>Don't leave run sheets sitting in a pile</i></li> <li>e. <i>Make it easy for EMS</i></li> <li>f. <i>Work with medical records</i></li> <li>g. <i>"Complete Chart w/o Billing" has more information than the "Hand Off Report"</i></li> <li>h. <i>For issues or access contact Chuck</i></li> </ol> </li> </ol>

		<p><i>Happel at the State EMS office (<a href="mailto:Charles.Happel@wisconsin.gov">Charles.Happel@wisconsin.gov</a>)</i></p> <p><i>3. Tourniquets have been used successfully a few times around the State</i></p> <ul style="list-style-type: none"> <li><i>a. Would like to have a video and other educational materials for hospital staff on tourniquet use and removal</i></li> <li><i>b. The education should have MD or Surgeon review prior to distribution</i></li> </ul>
<p>New Business</p>	<p>Open:</p> <ul style="list-style-type: none"> <li>1. PI Education (discuss)</li> <li>2. PI activities</li> <li>3. TOPIC course to WI planning</li> <li>4. Staff Education(examples)</li> <li>5. Trauma Registry Validation</li> </ul>	<ul style="list-style-type: none"> <li><i>1. See number 3 above...</i></li> <li><i>2. PI committee looking to create a dashboard that hospitals can use to benchmark against</i></li> <li><i>3. Thought to be last done in 2008, no funding is currently available. Any thoughts or ideas please contact Jason Keffeler</i></li> <li><i>4. Many examples and ideas were suggested:</i> <ul style="list-style-type: none"> <li><i>a. Aurora Summit is purchasing an Electronic Library of Trauma Courses from STN – will be electronically available to staff with a mandatory requirement of 8 hours per annum</i></li> <li><i>b. Swank Healthcare has many modules online - <a href="http://www.swankhealth.com/">www.swankhealth.com/</a></i></li> <li><i>c. One facility has a homegrown 6 hour class offered 3 times a year</i></li> <li><i>d. One facility offers a 4 hour EMR education class, requires TNCC or ATLS of ED &amp; ICU RN's, looking to add PACU RN's to the list</i></li> <li><i>e. Vanderbilt University has many trauma offerings with some good vignettes - <a href="http://www.mc.vanderbilt.edu/surgery/trauma/">www.mc.vanderbilt.edu/surgery/trauma/</a></i></li> <li><i>f. Discussion then settled on ED education</i></li> </ul> </li> </ul>

		<p><i>versus Inpatient Staff education; TEAM Course for the ICU &amp; Med/Surg RN's; pro's &amp; con's of TNCC/Rural Trauma Course/Homegrown Education. One common thread was to look at all education, including ventilators, dressings, and PIV's.</i></p> <p><i>5. The last STAC meeting had discussion looking at the States Trauma Registry Data.</i></p> <ul style="list-style-type: none"> <li><i>a. New NTDB data dictionary is available</i></li> <li><i>b. Wisconsin will be publishing theirs at some point in the future</i></li> <li><i>c. Reach out to Level I &amp; Level II facilities in your RTAC</i></li> <li><i>d. Use data validation techniques – pull 10% of your charts and have someone else extract them and compare for accuracy</i></li> <li><i>e. The RTAC's should begin to PI their data</i></li> </ul> <p><i>6. The EMSC committee is looking for a Small Rural Hospital Rep</i></p> <ul style="list-style-type: none"> <li><i>a. If interested contact: Amalia Brovillard Children's Health Alliance of Wisconsin (414) 292-4012 <a href="mailto:abrovillard@chw.org">abrovillard@chw.org</a></i></li> </ul> <p><i>7. New State of Wisconsin Epidemiologist will be starting in March</i></p>
<p><b>Future Agenda Items:</b></p>		<ul style="list-style-type: none"> <li><i>▪ Jennifer announced that the State was in the interview process for the State Trauma Coordinator position and was conducting some second interviews.</i></li> </ul>

		<ul style="list-style-type: none"> <li>▪ <i>If you have any items to be added to the agenda, please email Jennifer Ullsvik, Jason Keffler, or Gary Rowland (<a href="mailto:gary.rowland@aurora.org">gary.rowland@aurora.org</a>)</i></li> </ul>
<p>Classification Process Committee Discussion</p>		<ol style="list-style-type: none"> <li>1. <i>In regards to EMS run reports are they required to be part of the medical record? How do facilities obtain the reports? Are they being reviewed during site visits? Is the handoff report sufficient or is the final PCR required? (DHS 110.34(7) &amp; (8) Resources for Optimal Care of the Injured Patient: 1999 page 15 or Resources for Optimal Care of the Injured Patient: 2006 page 24)</i></li> <li>2. <i>Are there any requirements for holding trauma drills? (DHS 118 Appendix A: G.1.a-e essential criteria note 31)</i> <ol style="list-style-type: none"> <li>a. <i>Jason could not think of any requirements needed off the top of his head</i></li> <li>b. <i>One facility reported completing monthly drills</i></li> <li>c. <i>Discussion centered on low-volume high-risk procedures and diagnoses. The need to drill on these procedures and diagnoses is high.</i></li> </ol> </li> <li>3. <i>Can the designated ICU Physician Medical Director also perform the duties of the Trauma Medical Director? (DHS 118 Appendix A: C.4.a.1 desired criteria note 22)</i></li> </ol>