

## **Site Review Process**

Site reviews are conducted to assure an inclusive and integrated system of resources are available to respond to the traumatically injured patient. Under this section is an example the introductory letter, the site visit schedule (agenda), the Pre-Review Questionnaire, FAQs (frequently asked questions) and the process timeline.

1. The Trauma Care Facility (TCF) CEO/Administrator shall receive a site review packet by mail three months prior to the scheduled site review, and it shall include an introductory letter, timeline of events and a site review schedule. The TCF's Trauma Coordinator shall receive the same information electronically.
2. The only two requirements in preparation for the site review are 1) Complete is the Pre-Review Questionnaire located on the following Web page: <http://dhfs.wisconsin.gov/ems> no less than one month prior to the scheduled visit and return by email. 2) Email the job descriptions for the Trauma Medical Director and the Trauma Coordinator along with the criteria for your facility's trauma team activation to Marianne Peck, State Trauma Coordinator at: [peckme@dhfs.state.wi.us](mailto:peckme@dhfs.state.wi.us)
3. The introductory letter on the website is an example only. Your packet shall contain the letter pertinent to your specific TCF.
4. There will be no cost to the TCF for the site review visit. The only costs incurred will be those needed to maintain your desired designated level.
5. There are currently 113 TCF's requiring site review visits over a three year span beginning January 2007. Identifying the order of the site review visits for the TCFs was determined randomly.
6. Other pertinent information will be mailed to you and will also be available on the following Web page [www.xxxxxxxxxx.gov](http://www.xxxxxxxxxx.gov). Please read all the information provided to you and email or telephone questions to Marianne Peck, State Trauma Coordinator at [peckme@dhfs.state.wi.us](mailto:peckme@dhfs.state.wi.us) or 608-266-0601.

### **Instructions for completing the Pre-Review Questionnaire**

The Pre-Review Questionnaire is designed to give the site review team an overview of your trauma program and to serve as a guide for the review process.

The questionnaire must be completed in its entirety no less than one month prior to your scheduled visit.

The questionnaire is a Microsoft Word document and requires that the user have Microsoft Word in order to complete it electronically online. Follow the instructions below:

- Use the 'Tab' key to move through the form from question to question.
- Type responses in shaded fields.
- When you have completed this document, remember to save this document to the hard drive on your computer, title as follows: "TFC Name – Date", and upon completion email to Marianne Peck, State Trauma Coordinator at [peckme@dhfs.state.wi.us](mailto:peckme@dhfs.state.wi.us)
- Maintain a copy for your facility's future site visits.