



## Trauma Care Facility Classification Site Review Agenda

Level III or IV trauma care facility (TCF) site reviews typically begin at 9:00 a.m. and last between four and six hours. The TCF site review team members will refer to the following schedule on the day of the visit, subject to minor changes:

### **Opening Remarks** **60 minutes**

The hospital's administrative representative is asked to introduce their trauma team personnel. The trauma program manager is asked to present a brief (5–10 minute) executive overview (see [presentation template](#)) of the hospital's trauma program. The TCF site review team will also provide a brief introduction of themselves and the process.

### **Medical Records and Document Review** **2–2½ hours**

The TCF site review team members will review medical records, trauma-related documents, and all requested attachments from the pre-review questionnaire in a conference room. Hospital trauma staff should be present, including the trauma medical director, trauma program manager, and trauma registrar to answer questions and provide information requested.

#### *Medical Records Requested for Review:*

All charts should have been reviewed through your trauma Performance Improvement and Patient Safety (PIPS) program with appropriate primary, secondary, or tertiary review documentation attached.

- Five trauma deaths treated at your facility within the reporting year.
- Five trauma patients admitted to or transferred out from your facility with an Injury Severity Score (ISS) greater than 15.
- Five trauma patients admitted to or transferred out from your facility that include specialty services or populations such as, orthopedics, neurosurgery, and pediatrics.

If you have fewer cases than described above, please pull any cases that were reviewed under the trauma PIPS program with robust Performance Improvement (PI) or that affected change in the facility. Please visit the [DHS trauma webpage](#) for additional chart review tips.

### **Hospital Tour** **45 minutes**

TCF site review team member may tours the facility separately, including the following areas: Emergency Department, X-ray, Laboratory, Intensive Care Unit, Operating Room, Recovery, Surgical Unit. A hospital representative must accompany each TCF site review team member. The TCF site review team members may wish to independently interview hospital staff.

### **Trauma Team Conference** **30 minutes**

A conference will occur between the TCF site reviewers, the trauma program manager, and trauma medical director.



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**Site Review Conference**

**30 minutes**

The exit interview and final report is prepared by the TCF site review team members without facility staff present.

**Exit Interview**

**30 minutes**

A confidential exit interview will be offered at the conclusion of the site review day. A representative of administration, trauma program manager, and trauma medical director should be present. Other attendees are at the discretion of the facility.