



Mississippi

Trauma Care System Foundation

## **Trauma Site Survey Checklist-I, II & III**

***The following is a suggested checklist to help organize a trauma site survey and anticipate when preparing for a trauma designation site review. The completion of this form does not guarantee approval or designation. Organizing and participating on the day of the visit should involve the entire trauma team, be sure to engage all team members!***

### **12 months prior**

***This is a great time to begin planning and reviewing. Allow this early time to detect changes and implement solutions to showcase during the review.***

- Review requirements for your level trauma center utilizing the Mississippi Department of Health resources (<https://msdh.ms.gov>). A great place to start is reviewing the rules and regulations.
- Assess staff members training and needs for upcoming training/renewals  
Example: Board certifications, TNCC, ATLS, consider adding Mock trauma drills and other trauma centered training for staff
- Track committee Meetings (Trauma and Peer review)  
Meeting agenda, attendance, and minutes  
Have documentation of case review, corrective actions plan, and evaluation tools and methods
- Evaluate performance improvement plan
- Demonstrate hospital compliance with the trauma regulations by verifying in part
  - Appropriateness of care
  - Documentation of clinical care
  - Timeliness of care
  - Performance improvement and integration into the hospital PI program
  - Implementation of clinical management guidelines
  - Evidence of trauma-specific education, training, and injury prevention endeavors
- Highlight with staff trauma patients from this point forward will be subject for examination during the medical record review of the survey
  - Provide some additional chart review and reinforcement of important charting details for the trauma patient and the trauma registry
- Reach out to resources for questions

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Is this ok/needed

### ***6 months prior***

- Download and review the Site Survey Process Manual from (<https://msdh.ms.gov>) for guidance and standards for a site review
- The survey team will utilize the following documents for Pre-Review
  - Current Mississippi Trauma Care System Regulations from (<https://msdh.ms.gov>)
  - Mississippi Site Survey Process Manual (<https://msdh.ms.gov>)
  - Trauma Center Application (<https://msdh.ms.gov>)
  - Previous Site Survey Reports (if applicable)
  - Previous Corrective Action Plan (if applicable)
- Begin gathering and reviewing any necessary documents
  - Trauma policies
  - Trauma protocols
  - Job descriptions
  - Board resolution
  - Resolution from medical staff
  - Organizational chart
  - Trauma team roles and responsibilities
  - Trauma team activation protocol/policy
  - Trauma flow sheet
  - Trauma transfer plan/protocol Inter-facility transfer agreements
- Review charts and records pertaining to:
 

These charts will need to be provided to the survey team on the day of the site survey

  - All trauma deaths divided by ISS categories (0-9, 10-15, 16-24, >24)
  - All TRISS >.5 where there are unexpected deaths (note which ones included in the death records)

- All TRISS  $>.5$  where there were unexpected survivors
- All ISS  $> 24$  survivors
- All transfers out
- All pediatric trauma admissions
- Registry number and medical record number for each patient
- All trauma performance improvement reports and minutes
- Identify parties that will be involved with the survey, review, and preparation
  - CEO/ CNO/ Administrator
  - Trauma/Pediatric/Burn Medical Director
  - Trauma/Pediatric/Burn Program Manager
  - Orthopedic/ Neurosurgeon/ Surgery/ Anesthesiology
  - ED/ OR/ ICU nurse manager
  - Trauma Registrar
  - Radiology
  - Rehabilitation
  - EMS representative
  - ED Manager/ Director
- Communicate with the different departments to ensure their understanding of the part of the application that involves them
- Consider reaching out for a survey site date and reserve it on the calendar

### ***6-8 weeks prior***

- Submit application and wait for feedback regarding application status and date for site review
- Reserve a conference room for the trauma site survey
- The hospital's compliance with the trauma regulations is verified in part by
  - Appropriateness of care
  - Documentation of clinical care
  - Timeliness of care
  - Performance improvement and integration into the hospital PI program
  - Implementation of clinical management guidelines
  - Evidence of trauma-specific education, training, and injury prevention endeavors

### ***1-2 weeks prior***

- Prepare a presentation (Powerpoint preferred) for introduction and the below information

- Specifics related to the hospital environment and unique patient populations
- The hospital's trauma program and the surrounding community
- Pertinent information that is relevant to this site survey
- Accomplishments of the trauma program over the last year
- Plan, prepare and notify hospital staff for the Hospital tour
- Prepare a workstation to include an area with computers and necessary equipment for the survey
- Prepare and identify records that you want to submit for review for exceptional or questionable care if time permits
- Include peer review for each case that is applicable
- Supplemental documentation may include topics such as:
  - Trauma committee meetings and minutes
  - Injury prevention events
  - Disaster drills and exercises
  - Performance Improvement projects
  - Education for staff regarding documentation
  - EMS outreach and participation in trauma program
  - Policies/ Protocols/ Guidelines that make sense to your level trauma center