

## FOCUSED VIRTUAL VISIT AGENDA

The site visit process will last approximately 6 hours over the 1-day. Do not create your own agenda. We ask that you follow the agenda provided below. **All times are estimated and based on the trauma center's local time.**

Day 1			
Times	Agenda	Requirements	Attendees
8:00 am - 8:30 am	<b>Introductions</b>	<ul style="list-style-type: none"> <li>Introduce essential personnel.</li> <li>Review logistics for virtual review process.</li> </ul>	<ul style="list-style-type: none"> <li>Trauma medical director (TMD)</li> <li>Trauma program manager (TPM)</li> <li>Trauma registrar</li> <li>Performance improvement (PI) coordinator (if applicable)</li> <li>Hospital administrator (CEO or equivalent)</li> <li>Navigators</li> <li>Onsite logistics coordinator</li> <li>State/EMS designating representative (if applicable)</li> </ul>
8:30 am - 9:00 am	<b>Corrective Action Plan</b>	<ul style="list-style-type: none"> <li>Provide presentation on the compliance with cited deficiencies (CDs), progress on opportunities for improvement (OFIs), and structure of the trauma program (e.g. electronic medical record (EMR) and PI Plan/process).</li> </ul>	<ul style="list-style-type: none"> <li>Trauma medical director (TMD)</li> <li>Trauma program manager (TPM)</li> <li>Trauma registrar</li> <li>PI coordinator (if applicable)</li> <li>Navigators</li> <li>Onsite logistics coordinator</li> <li>State/EMS designating representative (if applicable)</li> </ul>
9:00 am - 11:00 am	<b>Medical Record Review</b>  <i>(Reviewers may break as needed during this period)</i>	<ul style="list-style-type: none"> <li>Provide separate videoconferencing calls or breakout rooms for each reviewer to conduct medical record review separately.</li> <li>Assign navigators that are familiar with the trauma patients, EMR, and supporting PI documentation for each reviewer to assist with chart review and all sessions.</li> <li>Provide patient medical record information in the Preselected Chart Review template (for reviewer to select patient charts refer to Appendix 2 and 3).</li> <li>Provide a chart summary or report for each medical record selected (refer to Appendix 2).</li> <li>Provide access to the following:</li> </ul>	<ul style="list-style-type: none"> <li>TMD</li> <li>TPM</li> <li>Trauma registrar</li> <li>PI coordinator (if applicable)</li> <li>Alternate Pathway Candidate (if applicable)</li> <li>Navigators</li> <li>Onsite logistics coordinator</li> <li>State/EMS designating representative (if applicable)</li> </ul>

		<ul style="list-style-type: none"> <li>○ Radiology images</li> <li>○ EMR</li> <li>○ PI documentation and supporting standards documentation</li> <li>• Conduct the Alternate Pathway Candidate Review (if applicable). <ul style="list-style-type: none"> <li>○ 30-minute meeting with the Alternate Pathway Candidate.</li> </ul> </li> </ul>	
11:00 am - 11:30 am	<b>Review Team Closed Meeting</b>	<ul style="list-style-type: none"> <li>• No requirement for the center.</li> </ul>	<ul style="list-style-type: none"> <li>• ACS reviewers</li> <li>• State/EMS designating representative (if applicable)</li> </ul>
11:30 am - 12:00 pm	<b>Meeting with TMD and TPM</b>	<ul style="list-style-type: none"> <li>• Discuss findings and/or concerns with the reviewers, if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• ACS reviewers</li> <li>• TMD</li> <li>• TPM</li> </ul>
12:00 pm - 1:00 pm	<b>Exit Interview</b>	<ul style="list-style-type: none"> <li>• Reviewers present preliminary findings.</li> </ul>	<ul style="list-style-type: none"> <li>• Hospital administrator (CEO or equivalent)</li> <li>• TMD</li> <li>• TPM</li> <li>• PI coordinator (if applicable)</li> <li>• Onsite logistics coordinator</li> <li>• Other representatives of the trauma program as desired</li> <li>• State/EMS designating representative (if applicable)</li> </ul>