

CONSULTATION VIRTUAL VISIT AGENDA

The site visit process will last approximately 12 hours over the 2-day period. 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	Introductions	<ul style="list-style-type: none"> Introduce essential personnel. Review logistics for virtual review process. Provide brief presentation on the structure of the trauma program, e.g. electronic medical record (EMR) and PI Plan/process. 	<ul style="list-style-type: none"> Trauma medical director (TMD) Trauma program manager (TPM) Trauma registrar Performance improvement (PI) coordinator (if applicable) Hospital administrator (CEO or equivalent) Navigators Onsite visit coordinator State/EMS designating representative (if applicable)
8:30 am - 1:00 pm	Medical Record Review <i>(Reviewers may break as needed during this period)</i>	<ul style="list-style-type: none"> Provide separate videoconferencing calls or breakout rooms for each reviewer to conduct medical record review separately. 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. Provide patient medical record information in the Pre-selected Chart Review template (for reviewer to select patient charts refer to Appendix 2 and 3). Ensure medical records are based on the reporting period consistent with pre-review questionnaire (PRQ). Provide a chart summary or report for each medical record selected (refer to Appendix 2). Provide access to the following: <ul style="list-style-type: none"> Radiology images EMR PI documentation and supporting standards documentation 	<ul style="list-style-type: none"> TMD TPM Trauma registrar PI coordinator (if applicable) Navigators Onsite visit coordinator State/EMS designating representative (if applicable)
Lunch Break (1:00 pm – 1:30 pm) <i>(Review Team to touch base on medical record findings and discuss Alternate Pathway outcome, if applicable)</i>			
1:30 pm - 2:00 pm	TQIP Report Review	<ul style="list-style-type: none"> Discuss specific efforts to address any issues arising from outcomes in one of the last two most recent TQIP reports (e.g. data drill downs, PI projects), if 	<ul style="list-style-type: none"> TMD TPM Trauma registrar

		applicable.	<ul style="list-style-type: none"> PI coordinator (if applicable) Navigators Onsite visit coordinator State/EMS designating representative (if applicable)
2:00 pm - 3:00 pm	Review of Program Documents	<ul style="list-style-type: none"> Review and discuss the program assessment documentation outlined in Appendix 1. Ensure supporting documentation is based on the level specific to the program, for example: <ul style="list-style-type: none"> Call schedules, e.g. trauma, orthopaedic, neurosurgery, emergency medicine, etc. Research (for Level I trauma centers) The injury prevention coordinator will be present to describe the program’s prevention efforts. 	<ul style="list-style-type: none"> TMD TPM Trauma registrar PI coordinator (if applicable) Injury prevention coordinator Navigators Onsite visit coordinator State/EMS designating representative (if applicable)
3:00 pm - 5:00 pm	Review Meeting <i>(This replaces the review dinner meeting)</i>	<ul style="list-style-type: none"> Review and discuss the PRQ. Each attendee must log into the videoconferencing meeting separately from their workstation. It is not recommended to have all participants in one large meeting room. Hospital must provide reviewers with a list of names of all attendees and their positions. 	<ul style="list-style-type: none"> TMD TPM Hospital administrator (CEO or equivalent) PI coordinator (if applicable) Trauma liaisons: <ul style="list-style-type: none"> Emergency Medicine Neurosurgery Orthopaedic Surgery Radiology Anesthesia Surgical Critical Care Rehabilitation Disaster Child abuse representative (Level I pediatric trauma centers only) OR/Periop Services representative EMS representative (person responsible for coordinating PI activities with EMS) Navigators Onsite visit coordinator

Day 2			
Times	Agenda	Requirements	Attendees
8:00 am - 9:30 am	Hospital tour	<ul style="list-style-type: none"> • Live visual access to the following areas: <ul style="list-style-type: none"> ○ Ambulance bay ○ Decontamination area ○ Emergency Department ○ Trauma Bay ○ Operating room ○ ICU/PICU ○ PACU ○ Blood bank • Reviewers will interview staff nurses/directors in the areas noted above. 	<ul style="list-style-type: none"> • TMD • TPM • ED Director • Staff nurse managers: <ul style="list-style-type: none"> ○ Ambulance bay ○ Decontamination area ○ Emergency Department ○ Trauma Bay • Staff nurses: <ul style="list-style-type: none"> ○ Radiology ○ Operating room ○ ICU/PICU ○ PACU • Blood Bank director • Navigators • Onsite visit coordinator
9:30 am - 10:00 am	Meeting with TMD	<ul style="list-style-type: none"> • One-on-one meeting to discuss role as TMD with the reviewer. 	<ul style="list-style-type: none"> • ACS reviewer • TMD
	Meeting with TPM	<ul style="list-style-type: none"> • One-on-one meeting to discuss role as TPM with the reviewer. 	<ul style="list-style-type: none"> • ACS reviewer • TPM
10:00 am - 10:30 am	Meeting with TMD and TPM	<ul style="list-style-type: none"> • Discuss findings and/or concerns with the reviewers, if needed. 	<ul style="list-style-type: none"> • ACS reviewers • TMD • TPM
10:30 am - 11:00 am	Review Team Closed Meeting	<ul style="list-style-type: none"> • No requirement for the center. 	<ul style="list-style-type: none"> • ACS reviewers • State/EMS designating representative (if applicable)
11:00 am - 12:00 pm	Exit Interview	<ul style="list-style-type: none"> • Reviewers present preliminary findings. 	<ul style="list-style-type: none"> • Hospital administrator (CEO or equivalent) • TMD • TPM • PI Coordinator (if applicable) • Other representatives of the trauma program as desired • State/EMS designating representative (if applicable)