



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:

- Last 5 trauma deaths treated at your facility within the reporting year
- Last 5 trauma patients admitted to or transferred out from your facility with an ISS greater than 15
- Last 5 trauma patients admitted to or transferred out from your facility

If you have fewer cases than described above, please pull any cases that were reviewed under the trauma PIPS program to affect change in the facility. Please visit the [DHS trauma webpage](#) page for additional chart review tips.

Hospital Tour **45 minutes**

Each TCF site review team member 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.

Site Review Conference **30 minutes**

An exit interview and the report preparation is conducted 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.