
Prereview Questionnaire Tutorial Oregon Trauma System

Presented by:

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April 12, 2019



Oregon Prereview Questionnaire

Application materials that need to be submitted when applying for trauma center categorization.

Revised March 2019

PRQ Addendum



Oregon PRQ



PRQ Addendum

These documents are found in the [Trauma Coordinator & Registrar Corner](#) of Oregon EMS & Trauma Systems website.

Oregon Trauma Center Application (1st tab of the PRQ worksheet)



Oregon Trauma Center Application

Date:			
Facility Name:			
Street Address:			
City, State, Zip:			
Mailing Address (if different from above):			
City, State, Zip:			
Initial Designation:	Re-Designation:	Designation Level Change:	Expiration date:
President/CEO:			
Phone Number:			
Email:			
Trauma Medical Director:			
Phone Number:			
Email:			
Trauma Coordinator/Program Manager:			
Phone Number:			
Email:			
Trauma Registrar:			
Phone Number:			
Email:			

Write names of liaisons on this page. This page is not protected so you are able to insert rows if needed. If there is a designated alternate liaison, you would need to add this provider's name.
Ex. Orthopedics: Dr. Who/Alternate Dr. Seuss

Page: 1 of 1

	A	B	C	D	E	F
9	Email:					
10						
11	Names of provider liaisons to the PIP program:					
12	Emergency Services:					
13	Orthopedics:					
14	Neurosurgery:					
15	Radiology:					
16	Anesthesia:					
17	Intensive Care:					

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Oregon Prereview Questionnaire (2nd tab of the PRQ worksheet)

PRQ Draft- revised March 2019 - Excel

Tag/ Criterion	Standard/Chapter	L1	L2	L3	L4	Evidence of compliance	Critical Type - Type 1 or 2	Documentation- Embed document as requested	OTR & FYI	Self review document	Met/Not Met	If "Not Met", explain	Reviewer (during survey)
Acronym Legend: ATLS Advanced Trauma Life Support ICU Intensive Care Unit CME Continuing Medical Education PAM Post Anesthesia Care Unit CRNA Certified Nurse Anesthetist TMD Trauma Medical Director CT Computed Tomography PGY Post Graduate Year OPO Organ Procurement Organization TBI Traumatic Brain Injury ISS Injury Severity Score TPM Trauma Program Manager MRI Magnetic Resonance Imaging TTA Trauma Team Activation NTDB National Trauma Data Bank NTDS National Trauma Data Standard MOC Maintenance of Certification PIPS Performance Improvement & Patient Safety		R = Required standard for the applicable category	Not Required	Compliance is covered by other similar criteria	R = Required service is offered	Acronym Legend: ATAB Area Trauma Advisory Board STAB State Trauma Advisory Board TS Trauma Surgeon CPG Clinical Practice Guideline ACS American College of Surgeon JD Job Description CV Curriculum Vitae TOIP Trauma Quality Improvement Program		Do not submit patient identifiers such as Medical Record or					
TRAUMA SYSTEMS													
1-1	Active engagement of Trauma Center and their healthcare providers	R	R	R	R	Refer to 5-1-1							
1-2	Regional Trauma System engagement with standardization, implementation and performance improvement and patient safety (PIPS)					The trauma program must engage in trauma system planning & development. Also refer to 1-3.							
1-3	State and Regional Trauma System development and improvement					Embed ATAB & STAB attendance							

Column A: Refers to the tag number of Exhibit 4 criteria.

Column B: Refers to the description of the criteria.

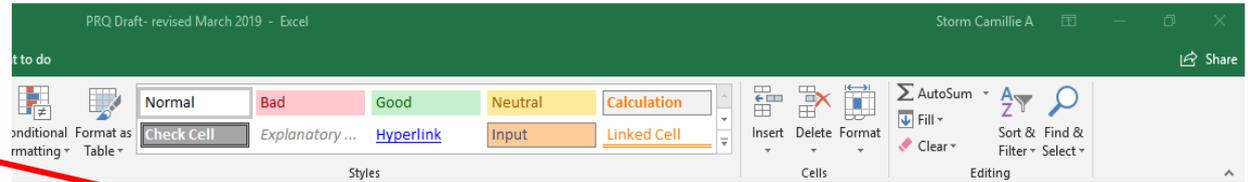
Columns C, D, E & F: Refers to trauma center level that the criteria applies to. If the cell has a diagonal bar across it, this means that this specific criterion applies if service is provided.

Column G: Tells you how the criteria will be met.

- **Highlighted in yellow,** means that this criteria is similar to one or more criteria.
- “Refer to ---” means that you will be providing the document(s) asked for that criteria. Sometimes the reference tag will not reflect your category level. This just means the documents asked for are the same. Ex. Tag 5-9 & 16-3-4.

Tag/ Criterion	Standard	L1	L2	L3	L4	Evidence of compliance	Critical Type - Type 1 or 2	Documentation- Embed document as requested	
1	Acro ATL CME CRN CT OPC ISS MR NTD MO	R = Required standard for the applicable category	Not Required	Compliance is covered by other similar criteria	R Required if service is offered	Acronym Legend: ATAB Area Trauma Advisory Board STAB State Trauma Advisory Board TS Trauma Surgeon CPG Clinical Practice Guideline ACS American College of Surgeon JD Job Description CV Curriculum Vitae TQIP Trauma Quality Improvement Program		Do not submit patient identifiers such as Medical Record or Trauma Band #	
TRAUMA SYSTEMS									
5	1-1	Active engagement of Trauma Center and their healthcare providers	R	R	R	R	Refer to 5-1-1	2	
6	1-2	Regional Trauma System engagement with standardization, implementation and performance improvement and patient safety (PIPS)	R	R	R	R	The trauma program must engage in trauma system planning & development. Also refer to 1-3.	2	
7	1-3	State and Regional Trauma System development and improvement	R	R	R	R	Embed ATAB & STAB attendance	2	

Column H: This reflects the essential requirements for verification as described by ACS. The number of *Type 1 & Type 2* deficiencies will let you know whether you will Pass or Fail.



C	D	E	F	G	H	I	J
<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>Evidence of compliance</u>	<u>Critical Type - Type 1 or 2</u>	<u>Documentation- Embed document as requested</u>	<u>Other</u>
R = Required standard for the applicable category	Not Required	Compliance is covered by other similar criteria	R Required if service is offered	Acronym Legend: ATAB Area Trauma Advisory Board STAB State Trauma Advisory Board TS Trauma Surgeon CPG Clinical Practice Guideline ACS American College of Surgeon JD Job Description CV Curriculum Vitae TQIP Trauma Quality Improvement Program		Do not submit patient identifiers such as Medical Record or Trauma Band #	
R	R	R	R	Refer to 5-1-1	2		
R	R	R	R	The trauma program must engage in trauma system planning & development. Also refer to 1-3.	2		
R	R	R	R	Embed ATAB & STAB attendance	2		

Column I: This is where you will embed the document/file that is asked from Column G. A white space means that something needs to be embedded. Instructions for embedding are discussed at the end of this slide and in the [Application Manual](#).



Tag/ Criterion	Standard/Chapter	L1	L2	L3	L4	Evidence of compliance	Critical Type - Type 1 or 2	Documentation- Embed document as requested	OTR & FYI	Self r docu
2-22	Facility must participate in regional disaster management plans and exercises	R	R	R	R	Provide documentation during survey. Include in opening presentation.	2			
2-23	Any adult trauma center that annually admits to the hospital 100 or more injured children younger than 15 years must fulfill the following additional criteria demonstrating their capability to care for injured children: trauma surgeons must be credentialed for pediatric trauma care by the hospital's credentialing body	R	R	R		OTR Age Under 15 report.	2		OTR Age Under 15 report.	
2-24	There must be a pediatric emergency department area, a pediatric intensive care area, a PIPS program	R	R	R		On site survey tour	2			
	an 100 injured children ls, however, must	R	R	R		OTR Age Under 15 report & PIPS Plan embedded in 16-1	2		OTR Age Under 15 report	

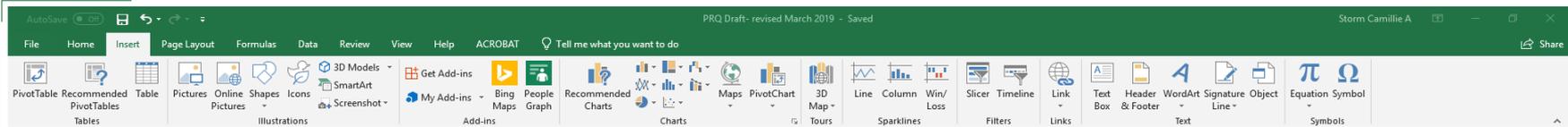
Column J: This column will be populated by the state.

- OTR data used in this column will be provided by the data team after your PRQ has been received. This would be the data that the reviewers will be looking at.
- FYI such as ACS clarification on criteria that are commonly queried upon.
- Instructions on embedding multiple files.

	H	I	J	K	L
	<u>Critical Type - Type 1 or 2</u>	<u>Documentation- Embed document as requested</u>	<u>OTR & FYI</u>	<u>Self review document</u>	<u>Met/No Met</u>
	2				<input type="checkbox"/> Met <input type="checkbox"/> Not M
CME during Roster	2		IClarification 7-6-1		<input type="checkbox"/> Met <input type="checkbox"/> Not M
uring survey	2		ACS Alternate Pathway		<input type="checkbox"/> Met <input type="checkbox"/> Not M
ocumented in	2				<input type="checkbox"/> Met <input type="checkbox"/> Not M

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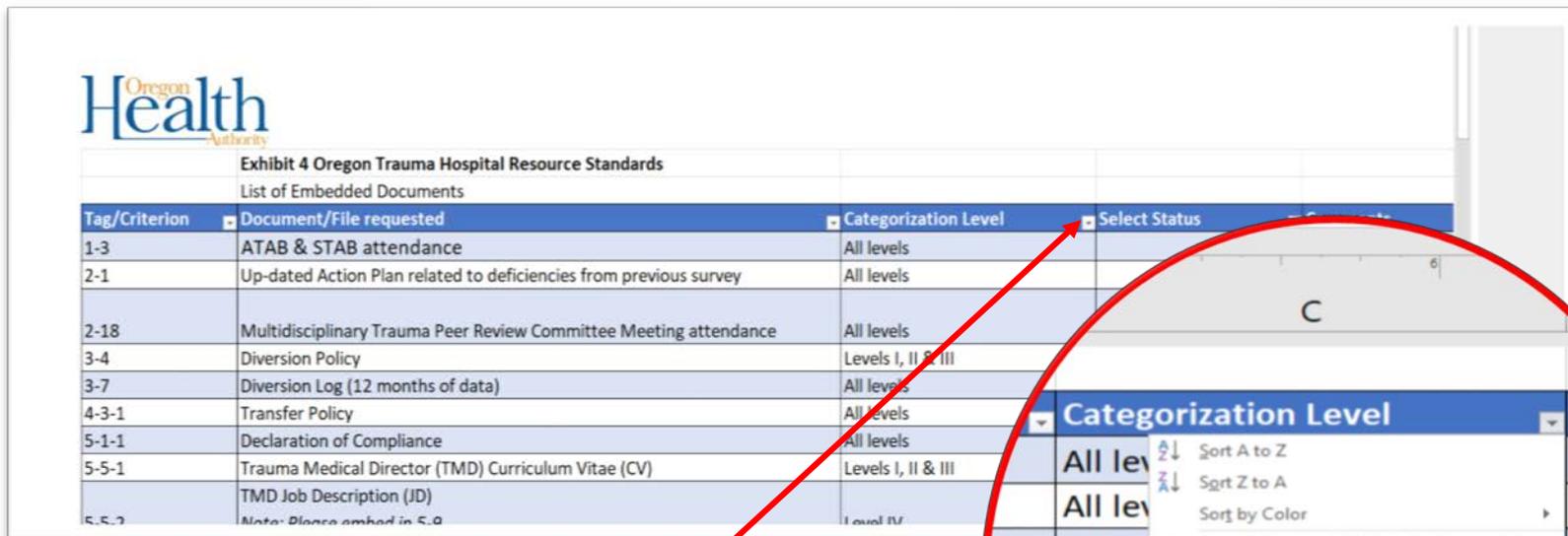


Tag/ Criterion	Standard/Chapter	L1	L2	L3	L4	Evidence of compliance	Critical Type - Type 1 or 2	Documentation- Embed document as requested	OTR & FYI	Self review document	Met/Not Met	If "Not Met", explain	Reviewer (during survey)
11-97	Changes in interpretation between preliminary and final reports, as well as missed injuries, must be monitored through the PIPS program	R	R	R	R	Chart review	2				<input type="checkbox"/> Met <input type="checkbox"/> Not Met		
11-98	A radiologist must be appointed as liaison to the trauma program	R	R			Write name of liaison in the Designation Application tab of this PRQ application.					<input type="checkbox"/> Met <input type="checkbox"/> Not Met		
			R			Reflected in meeting attendance embedded in 2-18. Embed Radiology Policy.	2				<input type="checkbox"/> Met <input type="checkbox"/> Not Met		
						Reflected in meeting attendance embedded in 2-18	2				<input type="checkbox"/> Met <input type="checkbox"/> Not Met		
			R			Chart review	2				<input type="checkbox"/> Met <input type="checkbox"/> Not Met		
			R			Be able to show this language in the Radiology Policy	2				<input type="checkbox"/> Met <input type="checkbox"/> Not Met		
			R										
			R										
11-45	Magnetic resonance imaging (MRI) capability must be available 24 hours per day	R	R										
11-46	The MRI technologist may respond from outside the hospital; however, the PIPS program must document and review arrival within 1 hour of being called. This time should meet current clinical guidelines	R	R										
11-47	If the CT technologist takes call from outside the hospital, the PIPS program must document the technologist's time of arrival at the hospital				R								
11-48	A surgically directed ICU physician team must be led by a surgeon boarded in surgical critical care, and critically ill trauma patients should be cared for in a designated ICU	R											

Column L: Is where you will state whether you have met the requirement at the time the PRQ is filled-out. If *Not Met* is checked, make sure you embed a document explaining why, in **Column M**.

J	K	L	M	N
OTR & FYI	Self review document	Met/Not Met	If "Not Met", explain	Reviewer (during survey)
		<input type="checkbox"/> Met <input type="checkbox"/> Not Met		
		<input type="checkbox"/> Met <input type="checkbox"/> Not Met		
		<input type="checkbox"/> Met <input type="checkbox"/> Not Met		

Oregon PRQ Addendum (2nd tab lists documents to be embedded)



The screenshot shows the Oregon Health Authority logo at the top left. Below it is the title "Exhibit 4 Oregon Trauma Hospital Resource Standards" and a subtitle "List of Embedded Documents". A table with four columns is visible: "Tag/Criterion", "Document/File requested", "Categorization Level", and "Select Status". The table contains several rows of data. A red circle highlights the "Categorization Level" dropdown menu, which is open to show a list of options: "All levels", "Level I", "Level II", "Level III", "Level IV", "Levels I & II", "Levels I & II PTC", "Levels I, II & III", "Levels II & III", and "Levels III & IV". A red arrow points from a text box to the "Categorization Level" column header.

Tag/Criterion	Document/File requested	Categorization Level	Select Status
1-3	ATAB & STAB attendance	All levels	
2-1	Up-dated Action Plan related to deficiencies from previous survey	All levels	
2-18	Multidisciplinary Trauma Peer Review Committee Meeting attendance	All levels	
3-4	Diversion Policy	Levels I, II & III	
3-7	Diversion Log (12 months of data)	All levels	
4-3-1	Transfer Policy	All levels	
5-1-1	Declaration of Compliance	All levels	
5-5-1	Trauma Medical Director (TMD) Curriculum Vitae (CV)	Levels I, II & III	
5-5-2	TMD Job Description (JD)	Level IV	

Can filter by level.

- Make sure you click all the boxes where you see your level displayed. There are a number of different combinations.

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Oregon PRQ Addendum – cont.

Tag/Criterion	Document/File requested	Categorization Level	Select Status	Comments
1-3	ATAB & STAB attendance	All levels		
2-1	Up-dated Action Plan related to deficiencies from previous survey	All levels		
2-18	Multidisciplinary Trauma Peer Review Committee Meeting attendance	All levels		
3-4	Diversion Policy	Levels I, II & III		
3-7	Diversion Log (12 months of data)	All levels		
4-3-1	Transfer Policy	All levels		
5-1-1	Declaration of Compliance	All levels		
5-5-1	Trauma Medical Director (TMD) Curriculum Vitae (CV)	Levels I, II & III		
5-5-2	TMD Job Description (JD) <i>Note: Please embed in 5-9</i>	Level IV		
5-9	TMD JD	Levels I, II & III		
5-9*	TMD JD (Level IV embed TMD JD here as referred from 16-3-4)			
5-13	Activation Policy			
5-17-1	Trauma Admission Policy			

Categorization Level	Select Status	Comments
All levels		
All levels	Complete Partially Complete Delayed Not Applicable	
All levels		
Levels I, II & III		
All levels		
All levels		
All levels		
Levels I, II & III		

Click on the cell to activate the Dropdown List to document status of your file.

- Complete
- Partially Complete
- Delayed
- Not Applicable

Oregon PRQ Addendum – cont.

You can use the Comments column to delegate task to others.

Tag/Criterion	Document/File requested	Categorization Level	Select Status	Comments
1-3	ATAB & STAB attendance	All levels	Complete	Harry
2-1	Up-dated Action Plan related to deficiencies from previous survey	All levels	Complete	Hermione
2-18	Multidisciplinary Trauma Peer Review Committee Meeting attendance	All levels	Partially Complete	Hermione
3-4*	Diversion Policy (Level IV embed Diversion Policy here as referred from 3-7)	Level IV	Delayed	Ron
3-7	Diversion Log (12 months of data)	All levels	Partially Complete	Ron
4-3-1	Transfer Policy	All levels	Complete	Harry
5-1-1	Declaration of Compliance	All levels	Complete	Harry
5-5-2	TMD Job Description (JD) <i>Note: Please embed in 5-9</i>	Level IV	Complete	Hermione
5-9*	TMD JD (Level IV embed TMD JD here as referred from 5-5-2 & 16-3-4)	Level IV	Complete	Hermione
5-13	Activation Policy	All levels	Complete	Hermione
5-23-1	TPM/TNC JD, include FTE	All levels	Delayed	Hermione
5-24-2	TPM/TNC CV (Embed in 5-22)	Level IV	Complete	Hermione
6-1	<i>Note: Level IV please embed your Master roster in this tag</i>	Level IV		Unassigned
11-17	OR Staffing Policy (Please embed in 11-14) Note: Applicable to Level IV if providing service to trauma patients	Levels III & IV	Complete	HR Manager Dumbledore
11-73, 11-75, 11-	Hospital Capabilities & Resources Checklist			

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Oregon PRQ Addendum – cont.

Use the Dropdown List in the Comments column to filter tasks.

▼ Categorization Level	▼ Select Status	▼ Comments
All levels	Complete	Harry
All levels	Complete	Hermione
All levels	Partially Complete	Hermione
Level IV	Delayed	Ron
All levels	Partially Complete	Ron
All levels	Complete	Harry
All levels	Complete	Harry
Level IV	Complete	Hermione
Level IV	Complete	Hermione
All levels	Complete	Hermione
All levels	Delayed	Hermione
Level IV	Complete	Hermione
Level IV		Unassigned
		HR Manager Dumbledore

Filtered List

▼ Document/File requested	▼ Categorization Level	▼ Select Status	▼ Comments
Up-dated Action Plan related to deficiencies from previous survey	All levels	Complete	Hermione
Multidisciplinary Trauma Peer Review Committee Meeting attendance	All levels	Partially Complete	Hermione
TMD Job Description (JD) <i>Note: Please embed in 5-9</i>	Level IV	Complete	Hermione
TMD JD (Level IV embed TMD JD here as referred from 5-5-2 & 16-3-4)	Level IV	Complete	Hermione
Activation Policy	All levels	Complete	Hermione
TPM/TNC JD, include FTE	All levels	Delayed	Hermione
TPM/TNC CV (Embed in 5-22)	Level IV	Complete	Hermione

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How to embed an object/file

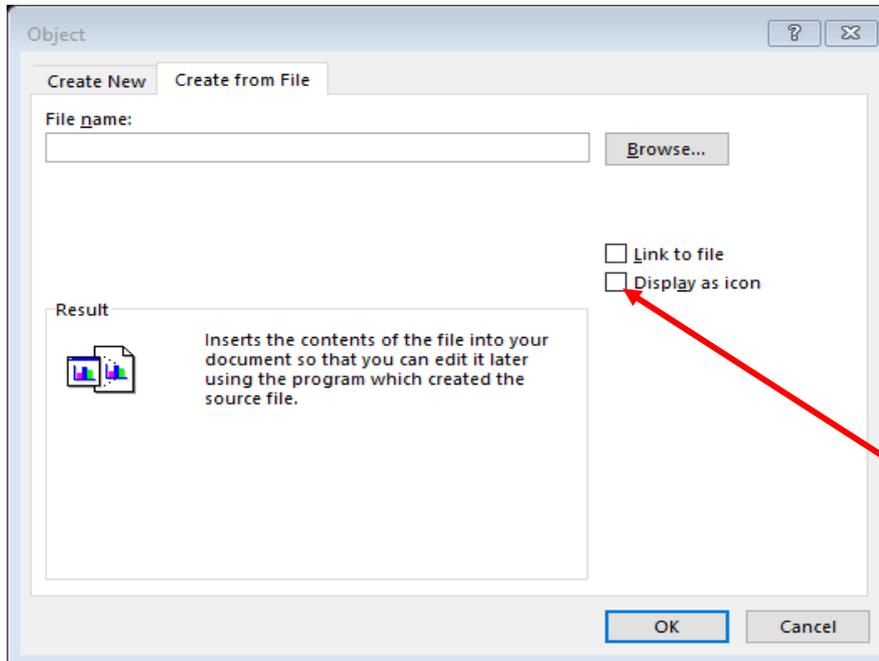
1. Click inside the cell of the spreadsheet where you want to insert the object/file.
2. On the **Insert** tab, in the **Text** group, click **Object**

The screenshot shows the Microsoft Excel interface with the **Insert** tab selected. The **Text** group on the ribbon is expanded, and the **Object** button is highlighted with a red arrow. Below the ribbon, a spreadsheet table is visible with the following structure:

Tag/ Criterion	Standard/Chapter	L1	L2	L3	L4	Evidence of compliance	Critical Type - Type 1 or 2	Document- Embed document requeste	ation- as OTR & FYI	Self review document	Met/Not Met
1	<p>Acronym Legend:</p> <p>ATLS Advanced Trauma Life Support CME Continuing Medical Education CRNA Certified Nurse Anesthetist CT Computed Tomography OPO Organ Procurement Organization ISS Injury Severity Score MRI Magnetic Resonance Imaging NTDB National Trauma Data Bank MOC Maintenance of Certification</p> <p>ICU Intensive Care Unit PACU Post Anesthesia Care Unit TMD Trauma Medical Director PGY Post Graduate Year TBI Traumatic Brain Injury TPM Trauma Program Manager TTA Trauma Team Activation NTDS National Trauma Data Standard PIPS Performance Improvement & Patient Safety</p>	R = Required standard for the applicable category	Not Required	Compliance is covered by other similar criteria	R Required if service is offered	<p>Acronym Legend:</p> <p>ATAB Area Trauma Advisory Board STAB State Trauma Advisory Board TS Trauma Surgeon CPG Clinical Practice Guideline ACS American College of Surgeon JD Job Description CV Curriculum Vitae TQIP Trauma Quality Improvement Program</p>		Do not submit patient identifies such as Medical Record or Trauma band #			
2	TRAUMA SYSTEMS										
3	TRAUMA SYSTEMS										
4	TRAUMA SYSTEMS										
5	1-1	Active engagement of Trauma Center and their healthcare providers	R	R	R	R	Refer to 5-1-1	2			<input type="checkbox"/> Met <input type="checkbox"/> Not Met
6	1-2	Regional Trauma System engagement with standardization, implementation and performance improvement and patient safety (PIPS)	R	R	R	R	The trauma program must engage in trauma system planning & development. Also refer to 1-3.	2			<input type="checkbox"/> Met <input type="checkbox"/> Not Met
7	1-3	State and Regional Trauma System development and improvement	R	R	R	R	Embed ATAB & STAB attendance	2			<input type="checkbox"/> Met <input type="checkbox"/> Not Met
8	TRAUMA CENTER DESCRIPTION and THEIR ROLES IN A TRAUMA SYSTEM										
9	TRAUMA CENTER DESCRIPTION and THEIR ROLES IN A TRAUMA SYSTEM										
10	TRAUMA CENTER DESCRIPTION and THEIR ROLES IN A TRAUMA SYSTEM										

How to embed an object/file – cont.

3. In the **Object** dialog box, click the **Create from File** tab.
4. Click **Browse**, and select the file you want to insert.

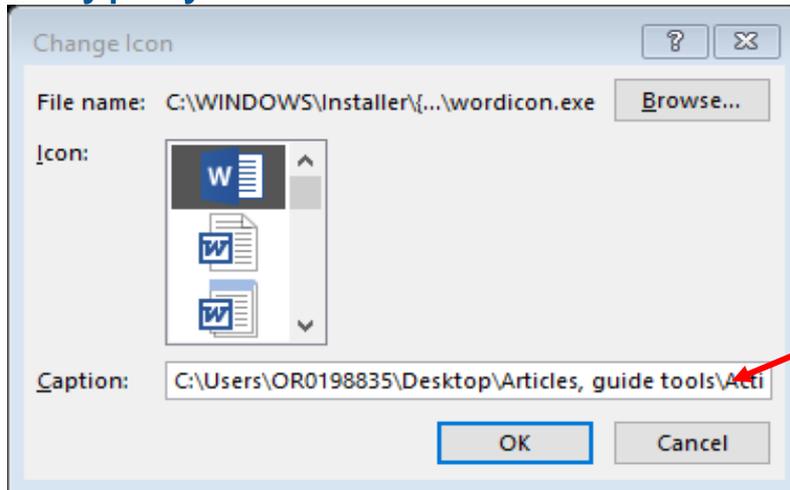


Don't forget to click this box.

5. Select the **Display as icon** checkbox.

How to embed an object/file – cont.

Note: Before you click OK, you can change the caption on the icon by clicking Change icon inside the dialog box. Click inside the Caption box and type your desired title to the icon. Click OK.



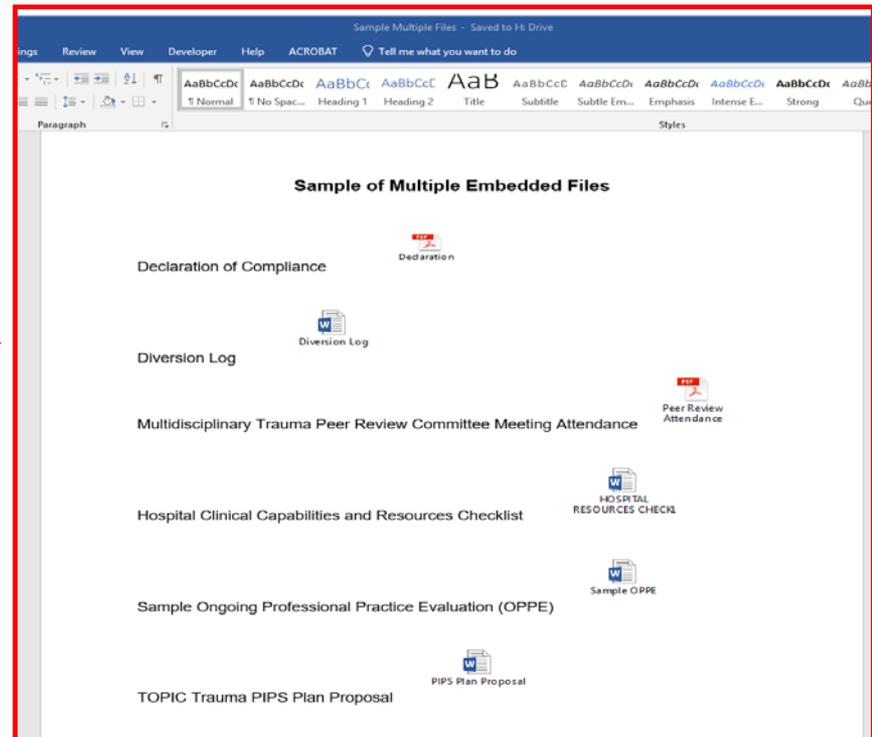
Write a short title of the embedded file inside the caption line. This will be the caption of the icon.

6. After you add the icon, you can drag and drop it anywhere on the worksheet. You can also resize the icon by using the resizing handles. To find the handle, click the icon one time.

How to embed multiple objects/files in Word

1. Open a new Word document.
2. Follow steps 2 to 6 from the previous Embed instructions until you have embedded all the files that you need.

The Word document will look like this.



How to embed multiple objects – cont.

4. When embedding in Excel, choose the new Word document that you have created. Do not forget to click Display as icon.



Basically, you have embedded one Word file with multiple files embedded inside.



Questions/Feedback

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Contact information:

Camillie Storm, RN, BSN
Trauma Program Coordinator
Public Health Division
EMS & Trauma Systems

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camillie.a.storm@state.or.us

Blocked out open office hours for PRQ questions:

Mondays from 8:30 AM - 10:30 AM & Wed 2:00 PM – 4:00 PM

You may call or email me anytime as well. My regular work days are Monday – Thursday from 7:00 AM - 5:30 PM.

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