

Trauma Site Survey- Countdown to your survey

Hospital Preparation



Trauma Site Survey

- 1 year to date or greater: Develop a plan for your site survey work team- trauma committee agenda item- designate representatives
- 12 months: Review if not earlier, deficiencies from previous survey- review work plan, correction actions
- 12 months: Charts from this time forward/ or possibly six months earlier candidates for chart review by survey team- memo concerning documentation.
- 12 months: Review educational requirements for physicians, staff- ED/ICU to assure compliance- ATLS, TNCC, TEAM - CEUs

12 months-6 months

- o 12 months or when budget planning: assure trauma program budget designated in review process, FTES as appropriate and budgeted
- o Hospital Diversion for 12 months prior to site survey, to be tracked, action planning
- o Call schedules, CT response, teleradiology CQI, organ donation rates- utilize PNTB
- o QI process in place, review state required indicators- action planning, documentation of meetings-minutes, regional QI

6 months to survey- Review above for completion on ongoing work

- Schedule room for site survey- check with DHS- for date, may not be scheduled till closer to three months
- Develop educational plan for staff, Q and A- news item, staff meetings, postings in lounges, report rooms
- Physician briefings, administrative briefings on possible concerns
- Select charts weekly for documentation review, if electronic record decide how data will be presented to site survey team- CQI dated, minutes in books
- Include medical records department, educate on process can include in your trauma meetings

Trauma Site Survey

6 to 3 months

- o Request Site survey applications- a letter should be coming to the TNC and Administrator 60-90 days previous to site survey, with dates, application and report directions
- o Start site survey application process, Letter of support as requested from administration, board of directors
- o Develop calendar of events leading to survey day, assure your administration, trauma director, nursing VPs and others have dates on calendar- Schedule for day

Trauma Site Survey

1 month- week before survey

- Response to the RFP due to DHS with reports, start to prepare survey information to be available day of survey
- Continue to meet with work team, possible weekly meetings, areas of concerns
- Check all above, list from DHS of requested charts will be sent, label trauma flow sheet and other chart areas, place CQI information with each chart- hint the easier it is for the surveyors the better it will flow!!! Review chart documentation and CQI information, prepare CQI books, minutes of meetings, complication rates

Trauma Site Survey

- o Prepare presentation on accomplishments since last survey, Trauma CQI process
- o Order food as requested, AV equipment
- o Prepare chart categories
- o Develop display boards for survey room
- o Prep trauma tour guides and units- ED/ICU/OR/ Acute care/ Lab/ Blood Bank



Trauma Site Survey

Week of Survey

- Check with DHS, start to prepare room, recheck schedules, units
- Double check catering, mock tour with trauma staff, rehearse presentation, final meeting with work team.
- Double check charts, CQI information, documents for onsite review

Trauma Site Survey

Day before survey

- Charts prepared, sorted, documents for site survey team in room, survey welcome packets if appropriate. Rehearse presentation, check everyone scheduled, catering.
- Try to relax!!



Questions for staff during site survey

- ED- How would you prepare for a multiply injured patient? With chest injuries? A child? A patient with possible hypothermia?
- How do you decide what team to activate, full, modified (level 1, 2 or 3 if applicable)?
- What type of equipment would each patient possibly need and how would it be prepared?
- Who is the team leader in the trauma room?
- How do you notify the OR, or Blood Bank, or if necessary to transfer the appropriate resources?
- If you have a concern or issue with a resuscitation who would you notify?
- What type of education have you had in trauma care?
- Lab- What does your massive transfusion protocol require? What are your resources and turnaround times?
- Radiology- What availability of CT, MRI and Ultrasound? How is it read, if you use teleradiology what is the time till results? If a patient is transferred how do the radiology results get sent?

Questions for staff during site survey

- ICU/ Acute care- What types of patients do you care for?
- Who is in charge of the patients when admitted to the ICU?
- If you have a question or concern what are your resources?
- What are the complications you might see in a patient with abdominal injuries, chest injuries?
- RT- What role do you play in the resuscitation? In patients who are ventilated who manages the weaning, how are complications handled?
- OT, PT, Rehab.- What role do you play in mobility, when does rehab. get involved?
- Nutrition- what patients do you see? How does the patient's nutrition status play a role in recovery?
- Social Services/Chaplains- How is the family notified, is the patient and family given resources on recovery, financial issues? If the patient is transferred what information is given? Does staff have a mechanism for debriefing?