

POLICY: 546.00
TITLE: Trauma Center Designation Process

EFFECTIVE: 4/13/17
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SUPERCEDES:

APPROVAL SIGNATURES ON FILE IN EMS OFFICE

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Trauma Center Designation Process

I. AUTHORITY

Division 2.5, California Health and Safety Code, Sections 1798.162, 1798.163, 1798.165.
California Code of Regulations (CCR) Section 100255.

II. DEFINITIONS

A. **"Trauma Center" or "Designated Trauma Center"** means a licensed hospital, accredited by the Joint Commission on Accreditation of Healthcare Organizations, which has been designated as a Level I, II, III, or IV trauma center and/or Level I or II pediatric trauma center by the local EMS agency, in accordance with CCR.

III. PURPOSE

To define the process by which hospitals will be designated as trauma centers.

IV. POLICY

A. Level II trauma centers

1. Mountain Valley EMS may use one of the following to designate a level II trauma center:
 - a. A request for proposal (RFP) or;
 - b. An application process.
 - i. The application process will be structured to allow any interested Base Hospital, meeting the criteria for a level II trauma center, in the Mountain-Valley EMS Agency area to inquire interest in pursuing the designation process.
2. Submitted proposal(s) or application(s) will be reviewed by Mountain-Valley EMS Agency staff for completeness and compliance with minimum requirements. Mountain-Valley EMS Agency will offer applicants whose proposal(s) or application(s) are incomplete or not fully compliant an opportunity to revise prior to its review by the Trauma Center Review Committee.

3. If the application is approved by Agency Executive Director, A Trauma Center Review Committee will be initiated. The Trauma Center Review Committee, which reviews the written proposal(s) or application(s) and conducts site visit(s), will include a trauma surgeon(s), emergency physicians(s), trauma nurse coordinator(s), and/or hospital administrator(s), EMS agency administrator(s), and/or similar experts as necessary. It will consist of individuals who:
 - a. Have previous expertise in trauma center and trauma care system operation;
 - b. Understand the multi-disciplinary nature of trauma care; and
 - c. Have no known conflicts of interest.
4. Based on the recommendation(s) of the Trauma Center Review Committee, the Executive Director will approve or deny the hospitals application for designation as a Level II trauma center(s).

The Executive Director's preliminary decision may be appealed to an appeal committee consisting of the Health Officer(s) of the counties in the service area. The committee will review the appeal and make recommendation to the Board of Directors whose decisions will be final. Grounds for appeals are limited to alleged failure to follow the RFP or application process and criteria and conflicts of interest.

5. Mountain-Valley EMS Agency will execute a one (1) year provisional contract with the approved designated hospital. If Mountain-Valley EMS Agency and the facility are unable to mutually agree on a contract, the designation may be withdrawn.
6. After the one (1) year provisional contract, a site visit will be required for accreditation from the American College of Surgeons (ACS). The Agency will work with the hospital(s) and ACS to schedule the site visit.
7. The ACS accreditation is renewed every three (3) years.

B. Level III and Level IV trauma centers

1. Mountain-Valley EMS Agency will use an application process for designation of level III and Level IV trauma centers. The process will be structured to allow any interested Base Hospital in the Mountain-Valley EMS Agency area to apply.
2. Submitted application(s) will be reviewed by Mountain-Valley EMS Agency staff for completeness and compliance with minimum requirements. Mountain-Valley EMS Agency will offer applicants whose applications are incomplete or not fully compliant an opportunity to revise the proposal prior to its review by the Trauma Center Review Committee. The goal of this process is to promote participation in the system by all interested base hospitals.
3. If the application is approved by Agency Executive Director, A Trauma Center Review Committee will be initiated. The Trauma Center Review Committee, which reviews the written applications and conducts site visits, will include a trauma surgeon(s), emergency physicians(s), trauma nurse coordinator(s), and/or hospital administrator(s), EMS agency administrator(s), and/or similar experts as necessary. It will consist of individuals who:

- a. Have previous expertise in trauma center and trauma care system operation;
 - b. Understand the multi-disciplinary nature of trauma care; and
 - c. Have no known conflicts of interest.
4. Based on the recommendation(s) of the Trauma Center Review Committee, the Executive Director will approve or deny the hospitals application for designation as a Level III or Level IV trauma center(s).

The Executive Director's preliminary decision may be appealed to an appeal committee consisting of the Health Officer(s) of the counties in the service areas. The committee will review the appeal and make recommendation to the Board of Directors whose decisions will be final. Grounds for appeals are limited to alleged failure to follow the application process and criteria and conflicts of interest.

5. Mountain-Valley EMS Agency will execute a one (1) year provisional contract with the designated hospital. If Mountain-Valley EMS Agency and the facility are unable to mutually agree on a contract, the designation may be withdrawn.
6. After the one (1) year provisional contract, a site visit will be required for accreditation from the American College of Surgeons (ACS). The Agency will work with the hospital(s) and ACS to schedule the site visit.
7. The ACS accreditation is renewed every three (3) years.