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| COUNTY OF VENTURA HEALTH CARE AGENCY | | EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES | |
| Policy Title: Trauma Committees | | Policy Number 1402 | |
| APPROVED: Administration: |  Steven L. Carroll, Paramedic | Date: June 1, 2017 | |
| APPROVED: Medical Director: |  Daniel Shepherd, MD | Date: June 1, 2017 | |
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- I. PURPOSE: To advise the EMS Medical Director on the establishment of trauma related policies, procedures, and treatment protocols. To advise the EMS Medical Director on trauma related education, training, quality improvement, and data collection issues. To review and improve trauma care in a collaborative manner among the trauma centers in Ventura County as well as trauma centers in neighboring counties.
- II. AUTHORITY: Health and Safety Code, §1797.160, §1797.161, and §1798, and California Code of Regulations, Title 22, §100255.
- III. POLICY: The Ventura County Emergency Medical Services Agency (VC EMS) Medical Director shall appoint a Trauma Operational Review Committee (TORC) and Trauma Audit Committee (TAC). TORC is an advisory committee to VC EMS on issues related to trauma care. TAC is a peer review committee that conducts a process of interfacility case sharing, evaluation, and recommendations for improvement for trauma care administered to patients of the Ventura County Trauma System as well as trauma systems in neighboring counties.
- IV. TRAUMA OPERATIONAL REVIEW COMMITTEE (TORC): TORC conducts systems and case review toward the goal of ensuring optimal and ongoing improvement of trauma care for patients in Ventura County. This committee strives to uphold and advance the values of an integrated, inclusive and mutually supportive trauma system.
 - A. TORC TASKS
 1. Reviews, analyzes and proposes corrective actions for operational issues that occur within Ventura County's inclusive trauma system. Identifies problems and problem resolutions (loop closure).

2. Based on trauma system maturation and needs, recommend development and/or revisions of policies that impact trauma care.
3. Reviews interfacility transport issues, particularly problematic or recurring themes, and occasionally, specific cases. Recommends improvement measures.
4. Reviews criteria for IFT for ongoing appropriateness and recommends policy revisions when needed.
5. Reviews prehospital trauma transport statistics for appropriateness of patient destinations, system trends and educational or other needs.
6. Reviews trauma registry reports.
7. Evaluates system needs and recommends trauma education or certification courses for emergency department personnel.
8. Recommends and collaborates with other Ventura County agencies and organizations on injury prevention projects.
9. Recommends and collaborates on research efforts.
10. Recommends and conducts educational programs toward the goal of enhancing an inclusive trauma system approach in Ventura County.

B. TORC MEMBERSHIP

The membership of TORC shall be broad based regionally and represent the participants in the Trauma Care System and the regional medical community. If an individual representing a hospital or agency in a membership position is replaced with another individual, the hospital or agency shall provide written notification to VC EMS no later than two weeks before the next scheduled TORC meeting. TORC shall be chaired by the Ventura County EMS Agency Trauma System Manager. The membership of TORC includes the following:

1. Ventura County EMS Agency
 - a. Medical Director
 - b. Administrator
 - c. Deputy Administrator
 - d. Trauma System Manager
 - e. Ventura County Medical Examiner
2. Ventura County Trauma Centers
 - a. Hospital Administrator

- b. Trauma Medical Director
 - c. Trauma Manager
 - d. Emergency Department Medical Director
 - e. Emergency Department Nurse Manager
 - f. Prehospital Liaison Physician
 - g. Prehospital Care Coordinator
3. Ventura County Non-Trauma Base Hospitals
 - a. Hospital Administrator
 - b. Emergency Department Medical Director
 - c. Emergency Department Nurse Manager
 - d. Prehospital Liaison Physician
 - e. Prehospital Care Coordinator
 4. Ventura County Receiving Hospitals
 - a. Hospital Administrator
 - b. Emergency Department Medical Director
 - c. Emergency Department Nurse manager
 5. Transport Providers
One representative, to be selected by individual agency
 6. First Responders
One representative, to be selected by individual agency
 7. Other individuals who the EMS Medical Director deems necessary, on an ad-hoc or permanent basis, and appointed by the EMS Medical Director

V. TRAUMA AUDIT COMMITTEE (TAC)

TAC is a multi-trauma center, multi-disciplinary peer review committee designed to improve trauma care by reviewing selected cases that involve exceptional saves, deaths, complications, sentinel events and other issues, with the goal of identifying issues and ensuring appropriate loop closure.

A. TAC TASKS

1. Monitors the process and outcome of trauma patient care and presents analysis of data for strategic planning of the trauma system.
2. Conducts review of cases that involve system issues or are regarded as having exceptional educational or scientific benefit.

3. For each case reviewed, provides finding of lessons learned, and when appropriate, makes recommendations regarding changes in the system to improve the process of trauma care.
4. Presents and reviews individual trauma center-specific issues with the goal of awareness, education and collaboration.
5. Identifies county and intra-county problems, issues and trends. Identifies and implements, or recommends implementation, of resolutions (loop closure).

B. TAC MEMBERSHIP

The membership shall be limited to representatives of the Ventura County Trauma Centers and trauma centers located in neighboring counties, as determined by an EMS Medical Director. If an individual representing a hospital or agency in a membership position is replaced with another individual, the hospital or agency shall provide written notification to VC EMS no later than two weeks before the next scheduled TAC meeting. TAC shall be chaired by an EMS Medical Director. The membership of TAC includes the following:

1. Ventura County EMS Agency
 - a. Medical Director
 - b. Administrator
 - c. Deputy Administrator
 - d. Trauma System Manager
 - e. Administrative Assistant
2. Neighboring County EMS Agency
 - a. Medical Director
 - b. Administrator
 - c. Trauma System Manager
3. Trauma Centers
 - a. Trauma Medical Director
 - b. Trauma Manager
 - c. Prehospital Care Coordinator
4. Medical examiner, pathologist or physician designee from each represented county
5. Other individuals who the EMS Medical Director deems necessary, on an ad-hoc or permanent basis, and appointed by the EMS Medical Director

VI. TRAUMA COMMITTEES ATTENDANCE

Stated policy shall apply to both TORC and TAC.

- A. Members of a trauma committee will notify VC EMS staff in advance of any scheduled meeting they will be unable to attend.
- B. After two (2) absences in a calendar year, a member may be terminated from a trauma committee.
- C. Resignation from the committee must be submitted, in writing, to the VC EMS Agency, and is effective upon receipt, unless otherwise specified.
- D. The EMS Medical Director may grant special permission for other invitees to participate in the medical audit review of cases where their expertise or involvement in a specific case is essential to make appropriate determinations. Such invitees may only be present for the portions of meetings for which they have been requested to provide input.
- E. The EMS Medical Director may grant special permission for guests to attend a TAC meeting for educational purposes.
- F. Trauma committee meetings are closed to non-members without the pre-arranged permission of the EMS Medical Director.

VII. VOTING

Stated policy shall apply to both TORC and TAC. Due to the advisory nature of the trauma committees, most issues will require input rather than a vote process. Vote process issues will be identified as such by the TORC or TAC Chairperson. When voting is required, the majority of a committee's membership must be present.

VIII. MEETINGS

Stated policy shall apply to both TORC and TAC. The trauma committees shall be scheduled to meet as determined by committee, according to the needs of the trauma systems.

IX. MINUTES

Stated policy shall apply to both TORC and TAC.

- A. Minutes regarding operational and systems issue discussions that do not include references to case presentations or protected health information shall be distributed to committees' memberships within ten business days following a meeting.
- B. Due to the confidential nature of case presentations, minutes referencing specific cases and/or confidential patient information shall be distributed at the beginning

of the meeting and collected and destroyed at the close of each meeting. No copies may be made or possessed by members of the committee outside of the meeting.

X AGENDA ACTION ITEMS

- A. Action items shall be assigned to one individual per hospital or agency. Each hospital or agency may determine, on a case-by-case basis, whom among their committee membership is the most appropriate to be assigned a particular action item.
- B. Individuals who have been assigned action items shall submit documentation of work performed relating to the action item prior to the next scheduled meeting. Action item progress will be included in the next scheduled meeting's agenda packet.

XI. CONFIDENTIALITY

Stated policy shall apply to both TORC and TAC.

- A. All proceedings, documents, and discussions of the Trauma Operational Review Committee and the Trauma Audit Committee are confidential and are covered under Sections 1040 and 1157.7 of the Evidence Code of the State of California. The prohibition relating to discovery of testimony provided to the trauma committees will be applicable to all proceedings and records of these committees, which is one established by a local government agency to monitor, evaluate, and report on the necessity, quality, and level of specialty health services, including, but not limited to, trauma care services. Issues requiring system input may be sent in total to the local EMS agency for input. Guests may be invited to discuss specific cases and issues in order to assist the committee in making final case or issue determinations. Guests may only be present for the portions of meetings they have been requested to review or testify about.
- B. Trauma committee members agree to not divulge or discuss confidential patient information that would have been obtained solely through committee membership.
 - 1. All meeting attendees will sign a meeting roster that, in addition to documenting meeting attendance, serves to affirm their agreement to uphold the trauma committee's standard of confidentiality. Rosters for TORC and TAC meetings shall include the following heading: "With certain exceptions, the proceedings and records of the Ventura County

EMS Agency (Trauma Operational Review Committee) (Trauma Audit Committee) are privileged and not subject to discovery. Records of the Committee are not subject to disclosure under the California Public Records Act, and Committee meetings are not subject to the Ralph M. Brown Act. (Cal. Evidence Code, sec. 1157.7.) Redisclosure of confidential patient information discussed in Committee proceedings is prohibited by law. (Cal. Civil Code, sec. 56.13.)"

2. A visitor, guest, or invitee who has been granted permission to attend any part of a trauma committee meeting shall sign the meeting roster that documents his/her attendance and affirms his/her agreement to uphold the committee's standard of confidentiality. The committee chairperson is responsible for assuring compliance with this requirement.