

**West Michigan Regional Medical Control Consortium
System Protocol**
System Participation Criteria for Adult and Pediatric Trauma Facilities

Date: **April 9, 2018**

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System Participation Criteria for Adult and Pediatric Trauma Facilities

The intent of this policy is to establish a standard for the verification and designation of trauma facilities within the WMRMCC Medical Control Authority (MCA) areas.

I. Currently verified and /or designated trauma facilities

- A. A hospital requesting to participate in the MCA as a Level I, Level II, Level III, or Level IV Adult or Pediatric Trauma Facility must meet one of the following criteria:
1. Verified by the American College of Surgeons, as either an Adult or Pediatric Level I, Level II, or Level III Trauma Center.
 2. Designated by the state of Michigan as a Level III or Level IV trauma center

II. Facilities not current verified or designated but requesting provisional status

- A. A facility not currently an ACS verified or state designated site that would like to be added to the protocol as a participating provisional trauma facility for up to 18 months while completing the verification or designation process must meet all of the following:
1. Be an active MCA Participating Hospital (to facilitate Quality Review Activities, communications, and so on).
 2. Submit documentation as prescribed in Appendix A
 3. If approved by the MCA, the facility will be added to the Destination Protocol as a participating trauma facility, provisionally for up to 18 months and permanently upon submission of proof of ACS Trauma verification or state designation.
 4. During the provisional period, the facility shall submit written progress reports to the MCA at 6 and 12 months. When the facility is successfully verified or designated, no further progress reports will be necessary.
 5. Complete the verification process no later than 18 months from the approval date of the provisional status request.
OR
 6. If the facility has not been verified/designated within 18 months and requests an extension of provisional status, the facility shall submit an 18-month progress report, along with an explanation for the delay.
 - a. The MCA will review the submitted materials and determine if the provisional status should be extended for an additional 6 months.
 7. Notify the MCA immediately if the hospital:
 - a. Withdraws from the verification process
 - b. Fails to achieve the ACS requirements to become a Level I, II, or III trauma center
 - c. Fails to achieve the state designation for a level III or IV.

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III. Review process for applications

- A. The MCA director/designee will review the application to ensure that all required documents have been submitted.
- B. The MCA director/designee will convene a review panel composed of members of the currently verified Level I and Level II trauma centers, and the MCA Medical Director.
 - 1. This panel will review the application, assess the level of compliance with the essential elements consistent with state requirements and make recommendation for approval of provisional status, approval contingent upon submission of additional documentation, or disapproval of request.
- C. The Medical Director will present the panel's recommendation to the MCA Board which will vote on the recommendation
- D. The Medical Director will notify the Regional Trauma Network (RTN) of any facility approved for provisional status.
- E. The WMRMCC will modify the Destination Policy to include the provisional facility and will communicate this information to the local and regional transporting EMS agencies and hospitals.

IV. Review process for progress reports

- A. The MCA will send the facility the progress report form template and provide due dates for submission.
- B. The MCA will send an electronic copy of received progress reports to the review panel for evaluation and approval. If any concerns arise, the panel may be reconvened.
- C. The MCA will report on the evaluation and approval of ongoing provisional status to the MCA Board.

V. Revocation of Provisional status

- A. If the provisional status is revoked for any reason, the MCA Medical Director will inform the RTN

VI. Successful Verification or Designation

- A. Upon submission of documentation of successful verification or designation, the WMRMCC will make any needed changes to the Destination Policy
- B. The MCA Medical Director will inform the RTN of successful verification or designation.

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Appendix A

MCA submission requirements for provisional trauma facility status

- A. Requesting provisional Level I or II**
 - 1. Submit completed copy of current ACS PRQ for Level I or II trauma facility.
 - i. Do not submit CME certificates or board certificates.
 - 2. Submit letter of request for provisional status indicating intended level, anticipated consultation visit date (if applicable), and intended verification date.
 - i. This letter must be signed by the CEO or President of the facility and the Trauma Medical Director

- B. Requesting provisional level III**

Submit the Request for Provisional Status Application for Level III Trauma Center (current version available from KCEMS)

- C. Requesting provisional level IV
(N/A in Kent county)**