

**Trauma System Oversight & Management Committee**  
**OEMS, 1041 Technology Park Drive**  
**Glen Allen, VA**  
**September 1, 2011**  
**11:00 a.m.**

<b>Members Present:</b>	<b>OEMS Staff:</b>	<b>Other Attendees:</b>
Ajai Malhotra, Chair	Paul Sharpe	Michael Aboutanos
Kathy M. Butler, Vice Chair	Russ Stamm	Susan Ward
Lou Ann Miller	George Lindbeck	
Mindy Carter	Carol Pugh	
Nancy Malhotra	David Edwards	
Barbara Hawkins		
Lawrence Roberts		
Beth Johnson		
Raymond Makhoul		
Dallas Taylor		
Timothy Novosel		
Elton Mabry		
Maggie Griffen		
Amanda Turner		
Melissa Hall		
Jane Gilley		
Melinda Myers		
J. Forrest Calland		
Andi Wright		

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Call to order:</b>	The meeting was called to order by the Chair at 11:04 a.m.	
<b>Approval of minutes dated June 2, 2011:</b>	A motion was made to approve the minutes.	<b>The minutes were approved as submitted.</b>
<b>Chair Report – Dr. Ajai Malhotra:</b>	Dr. Malhotra stated that the Virginia Statewide Trauma and Burn Center Designation Manual was approved at the August 12 <sup>th</sup> EMS Advisory Board meeting. The new criteria have an effective date of January 1, 2012. It was asked at the meeting if other committees, such as the Medical Direction Committee, reviewed the document. He wanted to make the trauma coordinators aware that the question may come up again the next time the Manual is revised and submitted for approval.	
<b>Trauma Center Fund Distribution Policy Approval:</b>	The latest version of the Trauma Center Fund Distribution Policy dated September 1, 2011, was distributed by email and hard copies were given at the meeting. The OEMS address, phone number and effective date was updated on the cover page and last page.  Elton mentioned that in the third paragraph within the Distribution section it is written as if funding levels are only based on patients who are admitted to the hospital. Discussion was held about adding some type of level funding by designation level to better provide for Level III centers. The coordinators group also had discussed the broad list of items that the trauma funds can be	

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	<p>used for and how the revisions should provide some assistance with utilizing the funds within their programs. They also discussed other distribution issues. Susan Ward would like to share the document with the financial staff at VHHA to review.</p> <p><b>A motion was made to accept the Trauma Center Fund Distribution Policy as drafted today with the caveat that the panel will review it one year from now. The motion passed although a few committee members opposed the motion.</b></p>	<p><b>The Trauma Center Fund Disbursement Policy was approved and will be reviewed in one year.</b></p>
<p><b>Committee Composition:</b></p>	<p>At the June 2<sup>nd</sup> meeting it was requested by the Committee that we discuss the composition of the TSO&amp;MC. The request of a EMS regional council member to add an EMS council member or an EMS representative was the impetus of the topic. OEMS staff was requested to distribute the EMS Advisory Board Bylaws and to add this topic to the September meeting agenda.</p> <div data-bbox="485 483 554 548" data-label="Image"> </div> <p>Trauma System Oversight Compositio</p> <p>Discussion was held related to what the TSO&amp;MC composition should be including:</p> <p>The bylaws establish committee sizes of ten people plus a chair person. Additional seats can be added with approval of the Board's executive committee. Currently the TSO&amp;MC is at 22 members not counting the executive committee's approval to add a person center representative.</p> <p>A discussion was held and included that this committee is already extremely large. There was some discussion about whether or not a burn representative should be added. There are a multitude of potential additions besides EMS, such as the DMV, rehabilitation, injury prevention etc. It was then discussed whether we should have one level one rep, one level two rep and one level three rep so that we accommodate others?</p> <p>It was suggested to eliminate the surgeon rep which is currently being filled by Dr. Carol Gilbert. There are other surgeons already representing each trauma center. Dr. Malhotra stated that the larger the committee, the harder it is to make decisions on minor things. He would like to see a smaller, more efficient committee. He suggested one or two people representing each level.</p> <p>There were mixed feelings about the suggestion of one or two people representing each level. Current members want to ensure fair representation and the current collegial efforts benefit the each program and the system. Dr. Malhotra reminded the committee that the TSO&amp;MC is an open public meeting that anyone is welcome to contribute and work groups can also include non-committee members.</p> <p>The Chair brought the discussion back to whether an EMS regional council representative is needed; the committee members were divided.</p> <p>A motion was made and seconded to accept one EMS Regional Council representative. The motion was withdrawn as there were members who did not understand the EMS organizational structure.</p> <p>OEMS staff was requested to provide a brief presentation of the EMS Advisory Board organizational structure/composition, the Code of Virginia as it relates to the TSO&amp;MC, and the regional council contract i.e. trauma triage requirements at the December 1, 2011 meeting.</p>	<p>OEMS staff will provide a brief presentation of the EMS Advisory Board organizational structure/composition, the Code of Virginia as it relates to the TSO&amp;MC, and the regional council contract i.e. trauma triage requirements at the December 1, 2011 meeting.</p>

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<b>OEMS Update – Paul Sharpe:</b>	Paul introduced Dr. Carol Pugh, the new Informatics Coordinator. Dr. Pugh joined OEMS three weeks ago and will be serving as staff to the Trauma PI sub-committee and working with other trauma and EMS data projects. Carol provided background experience and education information. A small working meeting will be held once a month between Carol, Dr. Calland, and Paul. A wish list will be created to prioritize the items that Carol should accomplish first.	
<b>Trauma Nurse Coordinators Report:</b>	The coordinators have not met since March. There is nothing to report.	
<b>Trauma Center Updates:</b>	<p><b>Jane Gilley of Carilion New River Valley</b> – Carilion New River Valley had a child safety day which had a really good turnout. Approval has been granted for a part-time registrar, which should be filled in January. The biggest concern is the turnover of staff in the ED and other units. Hopefully things will settle down soon.</p> <p><b>Mindy Carter of CJW Medical Center</b> – Site review will be December 9, so we are preparing for that.</p> <p><b>Lou Ann Miller of Riverside Regional Medical Center</b> – Riverside is also preparing for a site review visit by the end of the year. Held Camp Emergency which is a day-long daycare for kids which was very fun. It was held three days during the summer. Hosting a TNCC class in September. Riverside has a new Director who was in surgery last night and on call all night so he could not attend today’s meeting. Hopefully he will attend in December.</p> <p><b>Elton Mabry of Southside Regional Medical Center</b> – SRMC had an injury prevention event with the kids last month and had an event with the volunteers which made front page of the local newspaper. Dealing with heavy trauma volume and lots of motor vehicle crashes which are being sent to VCU. TNCC course coming up soon.</p> <p><b>Larry Roberts of Mary Washington Hospital</b> –Trauma Designation Site Review is scheduled September 29<sup>th</sup>. Dr. Roberts introduced the new Trauma Program Manager, Melissa Hall. She was the trauma educator and outreach coordinator.</p> <p><b>Kathy Butler of UVA</b> – Kathy is awaiting a site visit date which will likely be in November. Also awaiting a Joint Commission visit which she anticipates will be on an upcoming Monday morning. A consultant group of about 40 people has been contracted to implement changes in the case management model, discharge process and OR/ED procedures. TNCC classes are being scheduled for next year. Continuing education modules have been purchased to assist with meeting the four hour nursing component in the upcoming criteria. The October ATLS class will not be held due to low enrollment. EPIC is going okay. UVA trauma is seeking to perform more non-forensic autopsies to be performed and improving how families are approached for consent. Resident staffs are being educated on how to work with families during a crisis. The cost of non-forensic autopsies was discussed by Dr. Calland and he explained the specifics to the committee.</p> <p><b>Amanda Turner of Lynchburg General Hospital</b> – Site visit on September 22.</p> <p><b>Andi Wright of Carilion Roanoke Memorial Hospital</b> – RMH’s site visit is this upcoming Tuesday, September 6. Still recruiting for a permanent Trauma Medical Director. Dr. Carol Gilbert has stepped up to the plate and she was planning to attend today, but is on vacation. Two new surgeons have been hired as well as a new Surgery Residency Program Director.</p> <p><b>Nancy Malhotra of VCU</b> – The American College of Surgeons re-verification visit is scheduled for December 8 &amp; 9. They will add the Level 1 Pediatric verification visit to it. Dr. Jeff Haynes is the Director of the Pediatric Trauma Program. Pediatric Trauma Coordinator will be hired soon and a new Pediatric Trauma Registrar will be hired soon. The Trauma Gala will be Saturday, March 24, 2012 and we are in the process of choosing a patient for it. VCU has officially been verified as an American</p>	

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	<p>Association Burn Center. October ATCN is full. Instructor Course was held in July. Dr. Aboutanous added that VCU is involved in a youth violence project that is being recognized nationwide and will be used in statewide trauma centers.</p> <p><b>Timothy Novosel of Sentara Norfolk General Hospital</b> – Two Nurse Practitioners and a PA are being added to the program within the next few months.</p> <p><b>Maggie Griffen of INOVA</b> – Dr. Griffin introduced Melinda Myers, Trauma Nurse Coordinator. The American College of Surgeons visit is on December 12 &amp; 13. Two new physicians have started this summer. EPIC is being installed and should be ready for use within the next 18 months. A new wing is being constructed at the hospital. Expect phone calls from Dr. Griffin about EPIC. Committee members advised to look into what can be copied and pasted, also what to do when EPIC is down.</p>	
<b>Old Business:</b>	<p>David Edwards, for EMS for Children, recently emailed documents for voluntary Pediatric Emergency Department Designation Levels 1, 2 and 3. This is a federal performance measure project for the EMS for Children program. It is based on the American Academy of Pediatrics guidelines for the emergency care of children. David welcomes feedback from each of the centers by email at <a href="mailto:david.edwards@vdh.virginia.gov">david.edwards@vdh.virginia.gov</a>.</p> <p>Dr. Roberts asked about the signage of adding “trauma” under the hospital “H” highway sign. Paul said that he has not had an opportunity to follow up on this, but he will. Susan said that VHHA has not made any progress at that the highway department on this.</p>	
<b>New Business:</b>	None.	
<b>Adjournment:</b>	The meeting adjourned at approximately 1:40 p.m.	<b>2011 Meeting Schedule: Thursday, Dec. 1</b>