



# Georgia Trauma Commission

*Right Patient, Right Hospital, Right Time, Right Means*

## Georgia Committee for Trauma Excellence

### MEETING MINUTES

**Thursday, 14 August 2013**  
**Scheduled: 11:00 pm to 3:00 pm**

**Medical Center of Central Georgia, West Tower Room 3**  
**777 Hemlock St.**  
**Macon, GA**

#### **CALL TO ORDER**

Dr. Regina Medeiros called the meeting of the Georgia Committee for Trauma Excellence to order and established quorum at 11:10 AM at the Medical Center of Central Georgia, West Tower; Room 3 in Macon, GA.

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
Kathy Sego	Athens Regional Medical Center
Rochella Mood	Atlanta Medical Center
Jo Roland	Archbold Memorial Hospital
Greg Periera	CHOA-Egleston/Scottish Rite
Karen Johnson	CHOA-Egleston/Scottish Rite
Tracie Walton	CHOA-Scottish Rite
Liz Atkins	CHOA-Egleston
Bambi Bruce	Clearview Medical Center
Jill Brown	Coliseum Medical Center
Joni Napier	Crisp Regional Medical Center
Regina Medeiros	Georgia Health Sciences University
Tony Volrath	Grady Memorial Hospital
Emily Wright	Grady Memorial Hospital
Gina Solomon	Gwinnett Medical Center
Colleen Horne	Gwinnett Medical Center
Kim Brown	Hamilton Medical Center
Shawna Baggett	John D. Archbold Memorial Hospital
Laura Garlow	Kennestone Hospital
Alice Sewell	Kennestone Hospital
Blake Monroe	Meadows Regional Medical Center
Debra Kitchens	Medical Center of Central Georgia
Ashley Forsythe	The Medical Center – Columbus
Shana Stubbs	Morgan Memorial Hospital
Lynn Grant	Taylor Regional Medical Center
Trisha Newsome	Trinity Hospital of Augusta
Kristy Bradford	Wills Memorial Hospital

Elaine Frantz Tammie Russell Lisa Ulbright Karen Hill Sabrina Westbrook Jim Sargent <i>(Via Conference Line)</i> Chad Taylor <i>(Via Conference Line)</i> Deb Battle <i>(Via Conference Line)</i> Inez Jordan Senesta Corbin Tracy Johns	Memorial Health University Memorial Health University Kennestone Hospital CHOA – Egleston/Scottish Rite Clearview Regional Medical Center North Fulton Hospital Floyd Medical Center Northeast Georgia Medical Center Medical Center of Central Georgia Medical Center of Central Georgia Medical Center of Central Georgia
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OTHERS SIGNING IN	REPRESENTING
Renee Morgan Marie Probst Jim Pettyjohn John Cannady Dena Abston Tammy Smith	State Office of EMS/Trauma State Office of EMS/Trauma Georgia Trauma Commission/Staff Georgia Trauma Commission/Staff Georgia Trauma Commission/Staff Georgia Trauma Commission/Staff

**WELCOME AND INTRODUCTIONS:**

Dr. Medeiros welcomed everyone and thanked them for coming; introductions followed for the benefit of new members.

**MOTION #1 GCTE 2013-08-01:**

**I make the motion to approve the minutes from the May, 2013 meeting as written.**

**MOTION BY:**

**SECOND:**

**ACTION:**

**Laura Garlow**

**Debra Kitchens**

The motion ***PASSED*** with no objections, nor abstentions.

**SUBCOMMITTEE REPORTS:**

**SPECIAL PROJECTS**

Ms. Gina Solomon reported that the group is currently working on a newsletter and template; further requesting other subcommittees provide reports to be included. The first one is planned to be issued in September and quarterly thereafter.

Dr. Medeiros added that there will be sections of the newsletter that will be intentionally left blank for the purpose of inputting regional or institutional specific information. It is requested that these be disseminated throughout the RTAC's or hospitals that receive transfer patients for the purpose of providing information messaging statewide regarding specific individual areas.

## **SPECIALTY CARE**

Ms. Tracie Walton reported, advising that Specialty Care involves burn patients, pediatrics, and rehabilitation centers. The group develops a goal for each; the rehab portion has been working throughout the state to create a designation system similar to the burn centers, which will allow the ability to treat trauma patients. Dr. Pat O'Neal at the state has approved this process, and it is anticipated that there will be two levels which will operate similarly to the trauma center designation. There is a meeting scheduled to discuss the criteria details which will then be reported to the state for approval.

For pediatrics, EMSC will provide a new web site as of 01 September 2013; the Specialty Care group will be assisting in an injury prevention role to provide information such as links, and PDF files. The JMS Burn Center is also assisting with this effort by possibly providing power point presentations. It is requested that anyone who can assist with any of these efforts to please contact Ms. Walton.

## **INJURY PREVENTION**

Ms. Emily Wright reported that Ms. Emma Frank became a Master Trainer for the *A Matter of Balance* program. During the next monthly meeting the group will be meeting with the *Area Agency on Aging* (AAA) Director to collaborate and disseminate the program and train volunteers allowing the program to be dispersed to the entire state. An additional class for *A Matter of Balance* will be offered at Crestview Nursing Home this fall, and will also be provided to subcommittee members.

Dr. Medeiros requested that the date of the *Fall Prevention Day* be provided when possible for the purpose of informing the members; additionally it was requested that all centers participate in one activity during *Fall Prevention Day*; this will allow some type of training to be dispersed across the state. If resources or additional information are needed for the activities contact Ms. Wright.

Anyone who is interested in the Fall Prevention Course, contact Dr. Medeiros.

## **EDUCATION AND TAG**

Ms. Debra Kitchens reported the current budget for TAG is \$46,582.00; of that only \$6,000.00 is currently committed to two 2013 RTTDC classes. Over the past year, funds have continued to increase and are being used for the purpose of education. Ms. Kitchens further reported that she has been working with Mr. Jim Pettyjohn regarding the FY 2014 Budget. The Georgia Trauma Commission has requested that the budget request for FY 2014 be moved to FY 2013 approving \$70,000 for TAG. A handout was provided (*see attached*) explaining the various funded courses available; an additional amount of \$14,000 has been requested for FY 2014. Additional funding has been provided to TAG through Federal Funding through ASPR.

Ms. Kitchens advised that several of the courses listed have been scheduled and requested venue suggestions for the remaining courses. Considerations should be made to include rural areas as a focus for these classes. Suggestions should be submitted to Ms. Kitchens, and assistance with the details is requested from the representative of the proposed facility. For those interested in attending a class, the requirements indicate that the participant must be employed in the state of Georgia; they are not required to be a resident to be eligible. The ASPR courses will provide stipends, under a separate form, for those who travel more than fifty miles; this is handled directly through ASPR. The courses funded through TAG are unable to provide this stipend.

Facilities in rural areas who wish to host a course will be awarded participant slots dedicated to their facility for the course. After those spots are taken the remaining spots will be dispersed fairly throughout the state. Questions regarding participation or instructing a course should be directed to Ms. Kitchens.

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For those interested in teaching a course, Dr. Medeiros added that the requirements indicate that an existing Coordinator participate and supervise the instruction of the first course. Instructors are paid and reimbursed for travel expenses through the grant funding.

Discussion followed regarding the registration process and the possibility of employing an administrative assistant. Ms. Kitchens advised that assistance from this group is appreciated.

## **PI/REGISTRY**

Ms. Jo Roland reported the registry group had met earlier today, the group consists of registrars from across the state that meet and provide support for one another. The group discussed technical issues with V5, and is aware of bugs within the system. Any suggested changes should be submitted to Ms. Marie Probst; technical issues should be reported to DI. Data fields cannot be changed, in an effort to maintain data integrity suggestions will be considered on a collective basis.

Discussion ensued regarding snake bites and the possibility of removing them from the registry; indicating that the diagnosis code falls outside of the registry. Ms. Elaine Frantz recommended that the snake bites continue in the registry, they should be listed as a puncture wound. Discussion continued regarding the registry codes and snake bites; it was further recommended that the issue be brought to the Trauma Medical Directors for consideration.

## **MOTION #2 GCTE 2013-08-01:**

**I make the motion to be submitted to the Trauma Medical Directors for consideration; since snake bites fall outside of the range of ICD-9 codes listed for acceptable criteria to be listed into the registry, we no longer count snake bites into our dataset.**

**MOTION BY:**

**Rochella Mood**

**SECOND:**

**Gina Solomon**

**ACTION:**

The motion ***PASSED*** with one objection from Elaine Frantz, and no abstentions.

Ms. Elaine Frantz emphasized the need for this motion to be taken to the Trauma Medical Directors for consideration. Dr. Medeiros advised that she would request this recommendation be provided to the Trauma Medical Directors for consideration during tomorrow's Trauma Commission meeting and will report the decision to this group at the next meeting.

Ms. Marie Probst advised that the registry work group met and discussed the data element list; some items have been removed and will show a greyed area. It is requested that the default be entered into the grey fields in the V5 system to avoid receiving an error message when closing the record. The V5 update will be available this week; eleven centers have been contacted for installation of the upgrade. Tech support is working to contact those who are remaining; the updates will include the hospital list and readmission screen. The data is entered into the original visits record, and contains fields for readmission data; procedures will continue to be entered on the procedures screen. If any issues or errors arise, please report them to Ms. Probst.

Ms. Probst further advised that the DI Conference is being held on 02 October through 04 October 2013, and includes the pre-conference; registration is available on the DI webpage.

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Ms. Liz Atkins reported for PI; the outcomes module will soon be available to Level 1 and 2 trauma centers; this will provide more capability and the ability to create templates. Discussion ensued regarding the functionality of the program and how it will affect the registry.

Ms. Atkins reported that the Georgia Trauma System Evaluation Committee met is continuing to work on metrics, and will be supported through the Data Subcommittee; the details will be further shared via email. Mr. Greg Bishop has been assisting with the development of the methodology and analysis of the data.

The EMSC specialty care and education partners with prevention have offered an instructor course which will take place 21 November 2013 at GPSTC, Forsyth and is available statewide; it is requested that any EMT recommendations for this course be provided to Ms. Atkins.

## **RESOURCE DEVELOPMENT**

Ms. Laura Garlow reported that during the 31 July 2013 conference call the Subcommittee identified three areas of focus for developing resources for the state; the first is related to resource documents for designating and re-designating centers. Due to a new ACS book coming out, this has been put on hold until the new resource manual becomes available. Ms. Renee Morgan informed the group that this will include an increased focus of specialty coverage, increased pediatric criteria for designation and fewer adult centers with pediatric commitment, and an increase in focus on process improvement and injury prevention. The resource documents will include an application procedure which will indicate what is needed for the application process, such as minute's documents, evidence of data validation and site preparation information. There will be a checklist included for preparation of site visits.

The second area of focus is a registrar resource/orientation manual. Registry information from the Georgia Trauma Commission website will be updated and included for trauma registrars to utilize.

Third, regarding the Trauma Nurse Certification course, the STN electronic library of lectures will be used to provide guidance to institutions based on state guidelines.

Anyone interested in participating in this group should contact Ms. Garlow. Dr. Medeiros added that she would like to see one person from each level of designation participate. Designated centers who wish to receive a copy of the course education disc should contact Ms. Kitchens. Discussion followed regarding certification requirements and protocols for receiving the course education disc.

Ms. Kitchens encouraged those who are not already members to join Society of Trauma Nurses; further providing details of the group's activities.

Dr. Medeiros added final comments regarding the Subcommittees, extending an invitation for those who are not currently participating; indicating that they are open to all, and everyone is encouraged to contribute, if further information is needed contact Dr. Medeiros.

## **GEORGIA TRAUMA CARE NETWORK COMMISSION UPDATE:**

Ms. Elaine Frantz extended appreciation to Ms. Debra Kitchens for all of the work and education courses that she has executed. Further appreciation was extended to Dr. Medeiros and Mr. Greg Pereira who have worked extensively on the creation of the bylaws which were modeled after the Commission and recently distributed.

Ms. Frantz inquired how many had signed and returned the agreement between the hospital and Commission; further recommending a motion to indicate that when this occurs again next year the

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agreement be forwarded to the contact person 60 days in advance so that leadership can coordinate a response.

Mr. Jim Pettyjohn agreed, adding that the Trauma Center and Physician Funding Subcommittee and their determination of what the criteria would be to begin with, this could possibly be moved a couple of months earlier. The recommendation to the Commission would be to look to GCTE for performance based payment programs should be. If this could begin work in March it can then be integrated into the contract.

**MOTION #3 GCTE 2013-08-01:**

**I make the motion that the first notice of the agreement between the GTC and the hospitals be sent out to the trauma centers will include a draft contract with a sixty day comment period for the purpose of reviewing and making suggestions for amendments or changes. At the end of the sixty days the summary of the requested changes will be submitted to the Commission, who will then accept or decline the request. The final contract will then be distributed to the facilities for signature.**

**MOTION BY:**  
**SECOND:**

**Elaine Frantz**  
**Jo Roland**

**Discussion:**

Mr. Pettyjohn requested clarification; Dr. Medeiros explained that the current process includes an email process that requires structure due to the abundance of replies. This will simplify the process, the issues will be brought to GCTE and collectively discussed and then submitted to Mr. Pettyjohn for evaluation, and to the Commission for approval.

**ACTION:**

The motion **PASSED** with no objections or abstentions.

Mr. Pettyjohn reported that the Georgia Trauma Commission will meet tomorrow at the Georgia Public Safety Training Center, LRC room; in Forsyth. The Commission's administrative report is currently posted on the web page, and everyone is encouraged to review. Minutes for the Trauma System Evaluation Committee are posted and provide detailed information regarding specifics with performance measures and funding which is tied into how the funding is determined and it is reported with the Department of Audits and Accounts; there is participation from GTC, OEMS/T and the Governor's office.

Additionally, there have been discussions with GTC, OEMS/T, GEMA and GHA regarding the future of the Trauma Communications Center; a in depth report will be provided at the Trauma Commission meeting tomorrow, and minutes from the discussions are included in the administrative report.

The year-end budget utilized all funding with the exception of \$13,000. The funding that was pulled back from trauma centers from the performance payment for FY 2013 was returned to the trauma centers through TAG and PI. The e-Broselow quarterly report is also included in the administrative report; licenses for the Artemis Safe Dose system have been provided for fifty hospitals. All participating hospitals are being tracked for usage and providing report of the process, a report will be provided by Dr. Broselow at the November Commission meeting. Mr. Pettyjohn suggested that this group extends the invitation for a report in their forum as well.

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The Georgia Trauma Service Line report is included in the administrative report; Mr. John Cannady reported that this spreadsheet lists all of the available essential service lines for each trauma center based on the availability which was reported to the Trauma Communications Center.

The contracts have been provided and the signature page is due to be returned by 01 September 2013. Mr. Pettyjohn further explained the contracts and funding, expressing that there would be no budget cut this year and the new budget would be available May 2014; the goal will be to have the contracts available for the January Workshop. Mr. Pettyjohn questioned what the members of this Committee would like out of their performance based program criteria; recommending that this be determined before the November Commission meeting. Dr. Medeiros replied that the expectation is that the PI Subcommittee will work on providing recommendations that the full group will vote on. The GCTE will then either provide feedback for change or approve; this would then be taken to the Trauma Medical Directors and the Georgia Trauma Commission for approval.

Ms. Frantz announced that Mr. Ben Hinson has resigned from the Trauma Commission and his position will be appointed by the Governor.

### **GEORGIA DEPT OF HEALTH, OFFICE OF EMS & TRAUMA:**

Ms. Marie Probst reported that the V4 downloads will still go to the central site; the V5 data will begin in December; V4 Data will continue to be received and DI will assist in the facilitation. The Dashboard is live on the central site; log into the portal for recent reports, each will have different metrics and a data table is located at the bottom. User guidelines are posted and will also be emailed to everyone for access. This data can be utilized in other formats such as Power Point, and it is aggregate data.

Ms. Renee Morgan announced that there are new maps and trauma center lists available; these will be provided via email. There are also versions of the map available for Power Point by request. There are issues arising in some regional council regarding requests from facilities for trauma center designation; regional council should not deny a hospital designation based on competitive concerns. Ms. Morgan added that through discussions with Dr. Medeiros it was suggested that a questionnaire be provided to the regional councils to assist in the determination of hospital designation decisions. However, the RTAC's do not have the authority to determine designation. The criterion for designation is currently being considered; instead of six months of data a year will now be required; the application process will be ninety days rather than thirty.

Ms. Frantz clarified for the group that OEMS/T was the determining agency for designation; the Trauma Commission acts as proponents of state and regional systems for quality assurance and funding. While GTC provides funding for the trauma centers, as more hospitals become designated the amount of funding per center decreases; there is no guarantee that a center will receive funding based solely on designation.

Discussion ensued regarding the need for trauma centers to be strategically placed based on population and the needs of the community.

Ms. Morgan reviewed a recent lawsuit in Florida regarding a transfer patient which resulted in the EMS being found liable for accepting the transfer. Discussion followed regarding the findings of the court would mean to the future of the EMS community regarding accountability in transporting patients.

### **ANNOUNCEMENTS:**

Dr. Medeiros announced that Ms. Debra Kitchens and Dr. Chris Dente, Chair of the COT, worked to develop the Day of Trauma. This was a COT program which was announced during Trauma Medical Directors meetings, and Ms. Kitchens provided information during GCTE meetings; all were eligible to



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participate. Next year it will be held 08 August 2014 in Augusta and will be an annual event; if registrars would like to participate in future events contact Dr. Medeiros. Ms. Kitchens added that the funding for this event was provided by the Georgia Trauma Commission, next year's event will fall within the next budget cycle, and Mr. Pettyjohn has advised that it will be funded again. Ms. Kitchens extended appreciation to the Commission for funding this event.

#### **NEW BUSINESS:**

Dr. Medeiros advised that the structure for the Subcommittees and bylaws have been distributed. There has been some discussion regarding amending the bylaws; these will be given to the Special Projects Subcommittee to discuss. The Subcommittee will report the recommendations at the next GCTE meeting for consideration, if this group would like to make a motion.

#### **MOTION #4 GCTE 2013-08-01:**

**I make the motion to evaluate the bylaws and discuss considerations for amendments.**

**MOTION BY:  
SECOND:**

**Debra Kitchens  
Laura Garlow**

#### **Discussion:**

Recommendations for amendment or change to the bylaws should be submitted to Ms. Gina Solomon. A draft version of the recommended changes should be submitted to GCTE at the November meeting for a vote from the full Committee, which will then go into effect in January.

#### **ACTION:**

The motion **PASSED** with no objections or abstentions.

Dr. Medeiros announced that the November meeting will be her last as Chair; Ms. Debra Kitchens will accept the position at that time. The floor was open for nominations for the Vice Chair position.

Nominations for Vice Chair include; Laura Garlow and Tony Volrath.

Any further nominations or volunteers should contact Dr. Medeiros; voting will occur at the November meeting.

#### **NEXT MEETING DATE AND ADJOURN**

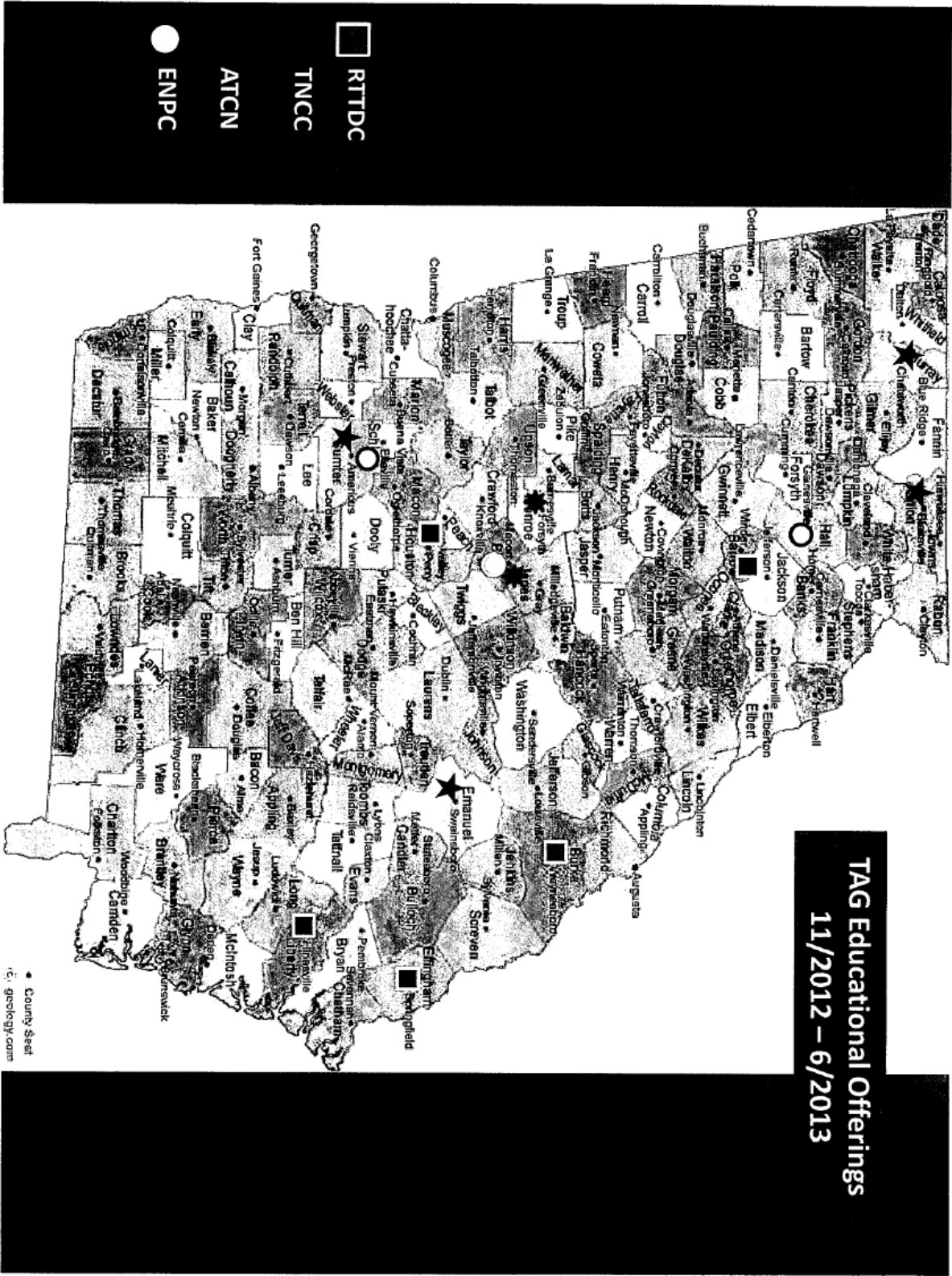
The next meeting will be held 05 November 2013 in Augusta, venue to be determined.

Meeting adjourned at 2:08 PM.



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Meeting Notes Crafted by Tammy Smith



TAG Educational Offerings

Budget Year 2014 (unless otherwise noted)

As of: 8/6/13

RTTDC	GTC funding (2013)	8/20/13	Evans Memorial
TNCC	ASPR funding	10/24 & 10/25	Spalding Regional/Griffin
RTTDC	ASPR funding	11/5/13	Coffee Regional
TNCC	ASPR funding	11/14 & 11/15	Meadows Regional/Vidalia
ENPC	ASPR funding	11/21 & 11/22	Grady General Hospital/Cairo
RTTDC	GTC funding (2013)	1/3/14	Worth County Civic/Sylvester
TNCC	ASPR funding	1/30 & 1/31/14	Mitchell County
RTTDC	ASPR funding	2/11/14	Satilla Regional/Waycross
ENPC	ASPR funding	2/25 & 2/26/14	West GA Health/LaGrange
ENPC	ASPR funding	5/1 & 5/2/14	Monroe County Hosp./Forsyth
ATCN	GTC	TBA	TBD
ATCN	GTC	TBA	TBD
ENPC-I	GTC funding (2013)	TBA	TBD
RTTDC	GTC	TBA	Elbert Memorial (Region 10)
RTTDC	GTC	1/2014	Ty Cobb (Region 2)
RTTDC	GTC	TBA	TBD (Region 1)
ENPC	GTC	TBA	TBD
ENPC	GTC	TBA	TBD
TNCC	GTC	TBA	TBD
TNCC	GTC	TBA	TBD
TNCC	GTC	TBA	TBD