

## Regional Trauma Advisory Council Objectives (Performance-Based)

July 1, 2008 through June 30, 2009

### Support Regional Infrastructure of the Trauma System.

Objective One: Value \$45,000

#### Contract Deliverable:

The Regional Trauma Advisory Council is responsible for the support of the State Trauma System. Each RTAC will maintain a relationship with their RTAC / Project Coordinator to continue to develop the trauma system within their region. The RTACs will be responsible to assure the completed certificate of compliance on the essential RTAC functions is given to the State Trauma Coordinator or a representative of the Wisconsin EMS Office on the date the plan is due.

#### **Context:**

##### General Summary

The primary purpose of an RTAC is to design, implement and evaluate a trauma system within a region that is data-based, confidential and sensitive to the needs and limitations of each regional area. While each RTAC retains autonomy within the state's trauma system, it must function within the scope of Wisconsin's State Trauma Plan and the Trauma System Administrative Rules.

The Regional Trauma Advisory Council (RTAC) is responsible to provide a comprehensive and organized approach to triage, transport and the ultimate care of major trauma victims across the whole age continuum and across the trauma system spectrum of activities (EMS services, hospitals, and other participating organizations.) The RTAC Coordinator serves the Regional Trauma Advisory Council.

#### Input Activities:

During the contract year the RTAC will be responsible for achieving the following objectives:

#### Essential RTAC Functions

##### A. Management

1. Schedule and coordinate RTAC meetings.
2. Support regional meetings through minutes, agenda, and other assigned duties from the RTAC.
3. Attend the State Trauma Advisory Council (STAC) and the EMS Advisory Board meetings. The RTAC Coordinator may send a representative in their place, but at a minimum must attend at least 75% of the STAC meetings.
4. Archive documents pertaining to the work of the RTAC.

##### B. Plan Implementation

1. Assist all EMS services, hospitals, and other interested parties to understand and implement the components of the Wisconsin Trauma System. An RTAC is an organized group of healthcare entities and other concerned individuals who have an interest in organizing and improving trauma care within a specified region of the State. An RTAC serves as the unifying foundation to bring together all local, county, regional, state,

2. federal and other agencies, for the planning, education, training and prevention efforts needed to assure the exemplary care needed for all visitors and citizens in Wisconsin.
  3. Serve as a resource to EMS services, Hospitals, and others interested in adapting the components of the Wisconsin Trauma System.
  4. Provide technical assistance to Wisconsin Hospital Emergency Preparedness Program Regions in assisting with WHEPP objectives designated by the Director of the Wisconsin Hospital Emergency Preparedness Program.
- C. Exercises:
1. Coordinate exercises created by the RTAC Committees.
- D. Education and Training
1. Assist EMS services and First Responders with identifying issues, provide training and education resources as they are available from various sources.
  2. Identify training and education needs as expressed by the EMS services and First Responders and bring those needs to the attention of the STAC.
  3. Identify training and education needs as expressed by Hospitals and bring those needs to the attention of the STAC.
  4. Identify training and education needs as expressed by Trauma Coordinators and Trauma Registrars.
  5. Coordinate educational opportunities created by the RTAC Committees.
- E. Data Collection and Analysis
1. Educate the hospitals (Trauma Coordinators & Trauma Registrars) regarding the collection and transmission of data necessary for the Trauma Registry and other projects requiring data.
  2. Disseminate to the RTACs reports from the Trauma Registry regarding the performance of hospitals (regional reports). The reports will come from the State Trauma Coordinator or State Trauma Registrar.
- F. Injury Prevention
1. Assist the RTAC in the development, implementation and evaluation of Injury Prevention programs.
- G. Performance Improvement
1. Assist the RTAC in the development, implementation and evaluation of Performance Improvement programs.
  2. Work with Performance Improvement Committee and the PI committee chair to identify areas for improvement, and assist with and monitor the PI process.
  3. Work with the STAC to identify appropriate indicators to report to the state. Additionally, work with the state to have the state registry pull regional reports on the state indicators.

- H. Classification of Hospitals
1. Assist the hospitals in the RTAC with the classification and verification process.
  2. Assist the Designated Review Committee with contact information, RTAC attendance information, and communications with the hospitals in the RTAC.
- I. Communications
1. Assist the State Communications Coordinator in development, implementation and evaluation of communications in the RTAC.
  2. Assist the RTAC in the development, implementation and evaluation of a Communications Plan.
  3. Assist the RTAC with maintaining a form of electronic communications amongst the RTAC members either through a website, newsletters, or e-mail contact lists.
- J. Other Duties As Assigned
1. Responsible, at RTAC Coordinator's discretion, for other duties as assigned by the Chair / Executive Council of the RTAC or his/her designee.
  2. The RTAC Coordinator will act as a liaison between the Department of Health Services State EMS Section and the RTAC.
  3. Provide the Department of Health Services feedback from the RTAC.
  4. Maintain competence through attendance at mandatory and other job-related educational opportunities.
  5. Demonstrate understanding of applicable laws, regulations, policies and procedures and how they impact specific job responsibilities and functions. Demonstrate actions to reasonably prevent detect and report unethical and unlawful business practice.

RTAC Functions

1. System Access
2. Communications
3. Medical Oversight
4. Adult Protocols / Pediatric Protocols
5. Regional Medical Control
6. Triage and Transfer Guidelines
7. Education
8. Injury Prevention Programs
9. Data Analysis
10. Performance Improvement
11. Bypass/Diversion Issues
12. Classification and Verification

**Risk Profile:**

Accomplishment	Recoupment	Definition
0%	100%	None of the Deliverables referenced in the Contract Deliverables and the Activities were accomplished.
100%	0%	All of the deliverables referenced in the Contract Deliverables and the Activities were accomplished.

## Regional Trauma Advisory Council Objectives (Performance-Based)

July 1, 2008 through June 30, 2009

### Objective Two: Value 5,000

By April 1, 2009, the Department of Health Services (DHS) EMS Section will receive a report from the (insert name) Regional Trauma Advisory Council (RTAC) on completed educational training.

#### **Contract Deliverable:**

Submit a written report identifying date(s) of training, instructors, attendees, applicable training materials used and a summary of the training provided on each of the topics listed below:

- A. Develop an EMS Trauma Training educational packet to include materials on the Wisconsin Trauma System, Regional Trauma Advisory Councils, Trauma Basics, Triage and Transport, and other topics based on RTAC / RTAC Coordinators discretion.
- B. Develop educational materials on patient tracking training for EMS and Hospitals in the nine RTACs.
- C. Develop educational materials for EMS providers in each RTAC on the use of the field patient assessment worksheet ("half-sheet") as a reporting document for delivery to ER staff on arrival (interim documentation until the formal PCR is completed and returned to the hospital as part of the permanent medical record). A minimum of one training session will be held in the RTAC. The RTAC Coordinator is required to physically attend at least one training session.

**Context:** During the 2007-2008 contract year the Regional Trauma Advisory Council Coordinators identified additional EMS Provider and Hospital training in the following areas: presentations / educational materials on the Wisconsin Trauma System, Regional Trauma Advisory Council, patient tracking, and the use of the field patient assessment worksheet. The regional training and development of educational materials can be conducted / developed by the Regional Trauma Advisory Councils. The written reports will assist the RTAC Coordinators, the Director of Emergency Preparedness and the State EMS office in planning, implementing and evaluating further educational offerings for 2009-2010.

#### **Input Activities:**

Each RTAC Coordinator will collaborate with their executive council and other RTAC Coordinators to determine the most useful educational tools and session(s) that will assist in accomplishing this objective. The RTAC Coordinators can also collaborate with the Director, Hospital Emergency Preparedness and the EMS Advisory Board for further input on the training being offered.

- A. The RTACs will be responsible to assure the written report on the educational offerings is given to the State Trauma Coordinator or a representative of the Wisconsin EMS Office on the date the plan is due.

B. The RTACs will be responsible for coordinating EMS provider / hospital training in their region.

**Risk Profile:**

Accomplishment	Recoupment	Definition
0%	100%	None of the Deliverables referenced in the Contract Deliverables and the Activities were accomplished.
100%	0%	All of the deliverables referenced in the Contract Deliverables and the Activities were accomplished.