



Administrative Policy		8204
Effective April 1, 2018		Expires March 31, 2019
Policy: Trauma Program Managers Committee	Approval: Medical Director Reza Vaezazizi, MD	Signed
Applies To: EMS System	Approval: REMSA Director Bruce Barton	Signed

PURPOSE

The purpose of this policy is to establish an advisory committee to the Trauma Audit Committee (TAC) that advises the local Emergency Medical Services (EMS) Agency on trauma system issues.

AUTHORITY

[California Health and Safety Code - Division 2.5: Emergency Medical Services \[1797. - 1799.207.\]](#)
[California Code of Regulations, Title 22. Social Security, Division 9. Prehospital Emergency Medical Services](#)

Trauma Program Managers Committee

1. Trauma System Monitoring Role:
 - a. To discuss and evaluate trauma data/registry issues;
 - b. To review policy and recommend changes if required;
 - c. To perform performance improvement evaluations through an audit/report.

2. Scope of Reports: The scope of reports to be conducted by the TPMs will include but not be limited to, a report of:
 - a. Specified audits as requested by TAC;
 - b. Outcome by category as specified by TAC/TPM;
 - c. EMS Agency requests.

3. The Trauma Program Managers will provide input to TAC on:
 - a. Development, implementation and evaluation of trauma audit criteria;
 - b. Definition of system goals for the Riverside County Trauma System;
 - c. Outcome Studies.

4. Membership:
 - a. The Committee shall elect a Chairperson who shall serve a two (2) year term. Election shall be at the last meeting of the even year.
 - b. Members:
 - i. Trauma Program Manager from each trauma center;
 - ii. Prehospital Liaison Nurse from each trauma center: non-voting member;
 - iii. Trauma Coordinator from each participating EMS Agency: ex-officio, non-voting.

5. Attendance:
 - a. The committee will meet at least quarterly/as scheduled per year;
 - b. Members will notify the EMS Agency staff in advance of any scheduled meeting the member will be unable to attend.

6. Voting:

Due to the advisory nature of the committee, many issues will require input rather than a vote process. Vote process issues will be identified as such by the Committee Chairperson in consultation with the Trauma Coordinators. When voting is required, the majority of the voting members of the committee need to be present. Each facility will have one vote.

7. Committee Documentation:

Meeting summaries will be kept by the Trauma Coordinators and distributed to the members.

8. Confidentiality:

- a. Any proceedings, documents and discussions of the TPM Committee deemed as confidential are covered under Sections 1040 and 1157.7 of the California State Evidence Code. The prohibition relating to discovery of testimony provided to the Committee shall be applicable to all proceedings and records of this Committee, 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.
- b. Issues requiring system input may be sent to the TAC and forwarded to the EMS Agency for presentation to the System Advisory Committees (PMAC or EMCC) for input. Guests may be invited to discuss specific cases and issues in order to assist in the resolution of issues.