



## Binder Organization Guideline Checklist Level IV Facility

Organized facility preparation before a scheduled site visit is important to ensure a smooth site visit. This document contains information on the nine binders a facility must prepare before the site visit. Note, the content can vary depending on the facility. Each notebook should be labeled and contain the following information:

**1. Education:**

- Documentation of all pre-hospital education including: in-services, conferences, and memos.
- Documentation of IEP (Internal Education Program): Advanced Trauma Life Support (ATLS), Advanced Trauma Care for Nurses (ATCN), Trauma Nursing Core Course (TNCC), and Emergency Nursing Pediatric Course (ENPC), etc.
- One page sheet documenting two facility disaster drills from the last full calendar year.

**2. Injury Prevention (IP):**

- Documentation of all IP programs the facility or staff participates in, sponsors, or supports within their community.
- Evidence of involvement in regional injury prevention.

**3. Credentialing of Providers:**

- Spreadsheet of providers participating in the initial resuscitation and evaluation of trauma patients indicating credentials (MD, DO, PA, NP, APN), board certification, ATLS/TNCC/ATCN or any other certifications held by. Include written procedure for orientation, skills maintenance, and annual reviews for emergency department (ED) providers, trauma surgeons, and mid-levels.
- Copies of Trauma Program Manager (TPM) and Trauma Medical Director (TMD) job descriptions.
- Schedules (last 3 months): copies of ED coverage (nursing and physicians), radiology, including back-up schedules.

**4. Resolutions:**

- Copies of resolutions from the Medical Executive Board and the Hospital Executive Board.
- Copy of the PRQ.

**5. PI & Peer Review:**

- Copy of PI plan. Must include in plan level of reviews, resolution, loop closures, all audit filters, how events are identified, methods of monitoring, and annual updates.
- Peer Review Committee: list of members, attendance log, and meeting dates.
- Sectioned by month, include a spreadsheet/dashboard for audit filters, minutes from Peer Review Committee, handouts, evidence of loop closure in form of letters and memos, attendance record, agenda (include operational systems), and peer review cases.
- Evidence of involvement in regional performance improvement.

**6. Bypass and Diversion:**

- Copy of bypass protocol.
- Copy of diversion policy and diversion log (includes process of notifying pre-hospital, any diversion events and trauma patients affected).



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### 7. Trauma Protocols and Policies:

- Include all trauma protocols, policies, and guidelines. All policies will have signatures from stakeholders such as ED Medical Director, Trauma Medical Director and administration. Example: One policy should be trauma team activation/trauma team activation criteria guidelines.
- Trauma registry data entry policy should include:
  - At a minimum, 80 percent of cases entered within 60 days of discharge.
  - Use of current NTDB data elements.
  - Quarterly data submission to the Michigan Department of Health and Human Services: January 15, April 15, July 15, and October 15.
- Chart audit process.

### 8. Transfer Plans and Guidelines:

- Trauma transfer plans and guidelines have signature of the TMD and at least one of the transfer policies will state "physician to physician" communication is required for patient transfer.
- Burn transfer plan.
- Guidelines for transfer of patients with specific injuries.
- List of all required documents and documentation for transfer.
- List of contacts at facilities that patients are most frequently transferred too.
- Documentation of process of providing feedback to pre-hospital agencies.
- Documentation of process of receiving feedback from accepting hospitals, physicians, etc.
- Policy and procedure identifying clinical criteria and confirmatory tests for brain death.
- Document local and regional organ procurement agency and process of notifying.

### 9. Lab & Radiology:

- Radiology schedule showing 24/7 coverage.
- Massive Transfusion Protocol.