

Designation Subcommittee Meeting Minutes  
Tuesday, March 2, 2015  
Michigan College of Emergency Physicians (MCEP)

**Attendees:** Gerald Beltran, Joseph Buck, Todd Chassee, Mican DeBoer, Deborah Falkenberg, John Kepros, Todd Nickoles, Sujal Patel, Penny Stevens, Wayne VanderKolk, Christopher Wagner, and Jon Walsh

**Staff:** Eileen Worden and Tammy First

**Call to order in open meeting at 9:01 a.m. and public notification was posted.**

**Roll Call**

**Approval of Minutes:** The minutes from the January 6, 2015 minutes were approved.

**New Business:**

- Site reviewer trainings have been scheduled on August 13<sup>th</sup>, September 17<sup>th</sup>, and November 12<sup>th</sup>. The Statewide Trauma Advisory Committee (STAC) and Designation Subcommittee are invited to attend either the August 13<sup>th</sup> or September 17<sup>th</sup> training. A sign-up sheet was passed around at the meeting for members of the Designation Subcommittee to sign up for a training if they are interested. A letter indicating the dates of the trainings will be sent to the site reviewers later this month.
- There is potential to have more site reviewers added to the reviewer pool when there are new requests for ACS verification. The trauma section plans to hold an annual training/de-briefing for the site reviewers.
- An audit was performed on the completed ACS verified designation applications. The committee was presented with some suggested revisions based on that audit. The revisions include:
  - Requiring applicants to copy and paste the regional objectives for performance improvement and injury prevention from the appropriate regional work-plan onto the attachment with the brief descriptions. This will allow for easier application review and ensure the facility is working toward the appropriate objectives. Additionally, the department will be looking for more active regional participation during the second round of designation as the regions will be more robust.
  - There were 22 inconsistencies between the number of ED trauma visits reported on the designation application and the 2013 certificate of need survey so the appropriate ICD-9 codes were added to clarify what the question is asking.
  - Addition of signature lines for the CEO and Trauma Medical Director.
  - To strengthen assurances about what is in the Michigan Criteria; check boxes were added to the Trauma Facility Site Reviewer Application for the applicant to check which required certification they had (ATLS or ATCN). In addition, a statement that their signature certifies the information provided in the application is correct was added above the signature line.
  - The committee agreed with the above revisions and had a few more suggestions which include:
    - Give examples for the brief descriptions.
    - Correlate the questions on the ACS Pre-Review Questionnaire (PRQ) with the questions in the resource section of the designation application.

**The Chair announced the meeting would be moving into closed session at 9:28 a.m. and public notification was posted.**

**2015/2016 Calendar:** The May and July Designation Committee meetings have been cancelled. The committee will meet again on August 31, 2015. Designation applications will be slowly coming in over the summer as facilities go through re-verification. In addition, there may be some new ACS verified facilities. In early 2016, review of in-state verified facilities' site review reports and applications are anticipated. The process for the review of the site report and designation application for each in-state verified facility is as follows:

- 1) Each site review report will be reviewed by two members of the Designation Subcommittee who will be editors. There will be a cycle so each member will be editors throughout each year. The editors will read the site review report and designation application line by line.
- 2) The editors will then report on the strengths, opportunities for improvement, and deficiencies to the full Designation Subcommittee at the next scheduled meeting. The editors will also help determine whether the site reviewer needs to be at the Designation Subcommittee meeting.
- 3) The Designation Subcommittee will give their recommendation on the verification/designation determination to the department.
- 4) The department will make the final verification/designation determination.

**Review of Designation Applications:** The Designation Subcommittee reviewed and discussed the designation applications during the closed session.

**The Chair announced the meeting would be moving into open session at 9:49 a.m. and public notification was posted.**

**Vote:** The committee moved back into open session where a motion was made and seconded for each facility to recommend designation. The facilities are listed below:

<b>Facility</b>	<b>Level</b>	<b>Vote</b>	<b>Recused</b>	<b>Comments</b>
Detroit Receiving Hospital	I	12 Yes/0 No		
Henry Ford Wyandotte Hospital	III	12 Yes/0 No		
University of Michigan Health System	I	11 Yes/0 No	Wagner	
St. Mary's of Michigan	II	12 Yes/0 No		

**Public Comments:** No comments

**Next Meeting: Monday, August 31, 2015, 9 a.m. at MCEP**

**Adjournment – 9:57 a.m.**