

Designation Subcommittee Meeting Minutes
Tuesday, March 8, 2016
Michigan College of Emergency Physicians (MCEP)

Attendees: Holly Bair, Joseph Buck, Todd Chassee, Rita Cox, John Kepros, Christine McEachin, Todd Nickoles, Sujal Patel, Penny Stevens, and Wayne VanderKolk

Staff: Tammy First, Eileen Worden, and Suzie Karls

Call to order in open meeting at 9:00 a.m. and public notification was posted.

Roll Call

Approval of Minutes: The minutes from the August 31, 2015 meeting were approved.

New Business:

- Three site reviewer trainings were held last summer and fall. A total of 69 reviewers were trained; including members of the Designation Subcommittee. A list of reviewers was provided to the committee. The trainings were well received. All six facilitators did an excellent job. Minor revisions were made to the training based on the feedback and evaluations. There was a 92% attendance rate at the trainings which speaks to the commitment of the trauma community. A FAQ document that was compiled from all three trainings and is posted on www.michigan.gov/traumasystem.
- The Trauma Section will be holding a Trauma Registrar Course on Tuesday, March 15th at Lansing Community College West. Some of the topics that will be covered are; medical terminology, chart abstraction, ICD-10, data validation, report writing, and performance improvement. At the end of the day there will be an ImageTrend™ overview in the computer lab for direct entry users. There are currently 101 participants registered for the event.
- As of 3/7/16, there were 120,369 trauma incidents and 93 acute care facilities reporting data in the State Trauma Registry. Allen Stout, State Trauma Registrar & Epidemiologist, has visited all of the RPSROs except for Region 1 which has a visit in the planning stages.
- The first request for an in-state verification site visit has been received. Reviewers have been identified and the Trauma Verification/Designation Coordinator is in the process of scheduling the site visit day. If the visit occurs by early June as anticipated, there will be an in-state verification report and designation application to review and discuss at the July meeting. Dr. Sujal Patel and Penny Stevens have agreed to be the first editors.
- The in-state verification/designation process was reiterated:
 - A facility submits a Request for Verification to the department. Once the request is received, the site review team is identified that meets criteria, and a site visit date is confirmed.
 - Editors are chosen.
 - The PRQ is due to the department 45 days prior to the site visit date.
 - The site visit is conducted.
 - The site visit report is due to the department within 3 weeks of the site visit date from the lead author.
 - Upon receipt, the site visit report will be mailed (US registered mail) to two editors on this committee.
 - The editors will review the report, determine if a lead author needs to attend the next Designation Subcommittee meeting, and note highlights from the report that should be brought forward to the full committee to assist in making a designation recommendation.
 - The department will consider the committee's recommendation when making the final determination.
- The Verification/Designation Coordinator developed a review sheet for the editors to use when reviewing the site visit report. The review sheet was modeled after the site visit report. The committee reviewed and approved without any changes. The document's utility and effectiveness will be considered again after there is some experience with it.

- The committee discussed the Focused Review Policy developed by the Section which outlines the process of a focused review and the difference between an on-site focused review and submission of documentation. The policy also states that one member of the Designation Subcommittee, along with a member of the original review team, will conduct the on-site focused review should that be needed.

A motion was made and approved to move into closed session at 9:25 a.m. and public notification was posted.

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

A motion was made and approved to move into open session 9:35 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 be recommended for designation. The facilities are listed below:

Facility	Level	Vote	Recused	Comments
Beaumont Hospital – Wayne	III	9 Yes/0 No	Bair	
Mercy Health Muskegon – Hackley Campus	II	10 Yes/0 No		
Providence Hospital	II	9 Yes/0 No	Buck	
UP Health System – Marquette	II	10 Yes/0 No		
St. John Hospital & Medical Center – Designation Extension	Adult – II; Peds – II	9 Yes/0 No	Buck	

- There was a discussion about a misconception that Michigan will verify and designate a facility even if criteria are not met. The Trauma Section staff reiterated that any facility that requests verification through the state will be required to satisfactorily meet all published criteria.
- There is a good possibility the May 10, 2016 Designation Subcommittee meeting will be canceled due to lack of applications. Therefore, Dr. Vanderkolk stated the importance of attending the July 12th committee meeting to ensure a quorum is physically present to review a possible in-state verification application and any ACS-COT verified facility designation applications that are received.

Public Comments: No comments.

Next Meeting: Tuesday, May 10, 2016, 9 a.m. at MCEP.

Adjournment – 9:45 a.m.