

Level IV Virtual Visit Agenda

The virtual visit process will last approximately 8 hours. All times are estimated.

Follow the agenda provided below.

Times	Agenda	Requirements	Attendees
8:00 am-8:30 am	Introductions	<ul style="list-style-type: none"> • Introduce essential personnel. • Review logistics for virtual review process. • Provide PowerPoint presentation on the structure of the trauma program and PI plan/process. 	<ul style="list-style-type: none"> • Trauma Medical Director (TMD) • Trauma Program Manager (TPM)/Trauma Program Coordinator (TPC) • Trauma Registrar • Hospital Administrator (CEO or equivalent) • State representative(s)
8:30 am – 11:00 am	Medical Record and Program Document Review	<ul style="list-style-type: none"> • Reviewers will take turns asking questions and reviewing supporting PI documentation with the TMD and TPM. • Discuss program’s injury prevention efforts. 	<ul style="list-style-type: none"> • TMD • TPM/TPC • Trauma Registrar • State Representative(s)
11:00 am – 12:00 pm	Review Meeting	<ul style="list-style-type: none"> • Review and discuss the PRQ. • Each attendee must log into the videoconferencing meeting separately from their workstation. It is not recommended to have all participants in one meeting room. • Hospital must provide the state and reviewers with a list of names of all attendees and their positions. • TPM/TPC will have the PRQ open and share the screen so all participants can follow along. 	<ul style="list-style-type: none"> • TMD • TPM/TPC • Hospital Administrator (CEO or equivalent) • Trauma liaisons: <ul style="list-style-type: none"> ○ Emergency Medicine ○ Radiology ○ Anesthesia ○ ICU (if applicable) • EMS Representative (person responsible for coordinating PI activities with EMS) • State Representative(s)
12:00 pm – 12:45 pm	Lunch Break	<ul style="list-style-type: none"> • Review team touch base on medical record and program document review. 	<ul style="list-style-type: none"> • Reviewers • State Representative(s)
12:45 pm – 1:45 pm	Hospital Tour	<ul style="list-style-type: none"> • Live visual access to the following areas: <ul style="list-style-type: none"> ○ Emergency Department ○ Radiology ○ Operating Room/PACU ○ ICU (if applicable) ○ Blood Bank ○ Medical Surgical Floor ○ Rehabilitation (if applicable) 	<ul style="list-style-type: none"> • TMD • TPM/TPC • ED Director • ED Staff Nurse Manager • Staff nurses: <ul style="list-style-type: none"> ○ Radiology ○ Operating room ○ ICU ○ PACU • Blood Bank Director • State Representative(s)

1:45 pm – 2:00 pm	Reviewer Huddle	<ul style="list-style-type: none"> Reviewers touch base after tour 	<ul style="list-style-type: none"> Reviewers State Representative(s)
2:00 pm – 2:30 pm	Meeting with TMD and TPM/TPC	<ul style="list-style-type: none"> Discuss findings and/or concerns with the reviewers, if needed. 	<ul style="list-style-type: none"> Reviewers TMD TPM/TPC State representative(s)
2:30 pm – 3:30 pm	Site Review Wrap-up – Closed Meeting	<ul style="list-style-type: none"> Review team discusses findings internally 	<ul style="list-style-type: none"> Reviewers State representative(s)
3:30 pm – 4:00 pm	Exit Interview	<ul style="list-style-type: none"> Reviewers present preliminary findings 	<ul style="list-style-type: none"> Hospital Administrator (CEO or equivalent) TMD TPM/TPC Other representatives of the trauma team as desired State representative(s)
4:00 pm – 4:30 pm	State and Reviewer Debrief	<ul style="list-style-type: none"> Reviewers debrief with state representatives to discuss virtual visit experience 	<ul style="list-style-type: none"> Reviewers State representative(s)