

Level IV Virtual Focused Visit Agenda

The virtual focused visit will last approximately 5 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 corrective actions taken to address the deficiency(s) and areas of opportunities. 	<ul style="list-style-type: none"> • Trauma Medical Director (TMD) • Trauma Program Manager (TPM)/Trauma Program Coordinator (TPC) • Trauma Registrar • Hospital Administrator responsible for trauma program • Other representatives of the trauma team as desired • 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/TPC. 	<ul style="list-style-type: none"> • TMD • TPM/TPC • Trauma Registrar • State Representative(s)
11:00 am – 11:30 am	Reviewer Huddle	<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)
11:30 am – 12:00 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)
12:00 pm – 12:30 pm	Focused 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)
12:30 pm – 1:00 pm	Focused Review Findings Discussion	<ul style="list-style-type: none"> • Reviewers present preliminary findings 	<ul style="list-style-type: none"> • Hospital Administrator (optional - not required for focused visits) • TMD • TPM/TPC • Other representatives of the trauma team as desired • State representative(s)
1:00 pm – 1:30 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)