



Texas Trauma Coordinators Forum
GENERAL MEETING MINUTES

May 10, 2016
Wyndham Garden Hotel - Austin, Texas

Registration Opened at 0730 and a continental breakfast was provided. Silent auction items were on display and open for bidding.

Call to Order – The meeting was called to order by President Garza at 0800 with an opening prayer and pledge. There were 141 attendees present.

Approval of February Minutes – *Brett Dodwell, Secretary*

There was a motion to accept the February 9, 2016 General Membership meeting minutes as posted to the TTCF website by Marvin Cloud, there was a second by Rebecca Crocker. There were no corrections or objections and the motion passed without comment. Mr. Dodwell reminded the membership that minutes are posted to the TTCF website shortly after meetings for public review.

Financial Report – *Jacky Betts, Treasurer*

Mr. Betts reminded the membership of the new meeting fees and that on-line meeting registration ceases the Friday preceding the Tuesday scheduled meetings. Members were also advised to secure hotel reservations in a timely manor as the hotel also hosts the GETAC meetings. Mr. Betts also reminded the membership of the vendor opportunities or addressing TTCF. Mr. Betts presented an itemized written report that reflected a Total Liabilities & Equity balance of \$21,374.02 There was a motion to accept the report by Lori Boyett, with a second by Brett Dodwell. The motion passed and the report was accepted without dissent.

Presidents Announcements – *Robin Garza*

Meeting Format – Ms. Garza announced that the amended meeting format trail has been successful and will be adopted for future meeting, with annotation of the Bylaws. The membership was also reminded of the new meeting fee changes of \$50/\$60/\$65.

Workgroup: Flash Drive revision – Attendees were solicited for documents related to the flash drive revision project. Please send to Sherry Jennings, Rebecca Crocker, and/or Tracy Cotner-Pouncy.

Workgroup: Review of proposed rule revision – It was announced that work on the DSHS Trauma Rule Revision document has now continued after a delay related to the Neonatal Designation process.

Workgroup: Development of PI Course – The membership was informed that the Board is continue to explore educational opportunities related to the Trauma Performance Improvement process.

Workgroup: Organizational Membership Deliverables – Membership was also informed of the Board's desire to increase deliverables and the continuing progress of the workgroup.

Officer Elections - President Garza announced the scheduled August 2016 meeting election for the following officers: President Elect, Director At Large #1, Secretary, and Parliamentarian related to the resignation of the current officer. Nominations will be formally accepted later in today's meeting.

Survey Application Process Changes – TETAF's Brenda Putz reported that progress continues on the Level III and Level IV trauma designation process, specifically the upgrade to electronic application filing as opposed to the current hardcopy process. This should vastly improve the designation/re-designation process in a more efficient manner and reflect more concurrent facility trauma data. The process should continue to be initiated 12 months prior to expiration; however the application document will be reduced to approximately 8 pages. Ms. Putz presented several pages of the electronic document via overhead projection for membership review and instruction. She announced that detailed instructions will also be delivered with the initiation of the new process for each facility. Go live date is anticipated as June 1, 2016.

"Go-To Meetings" – Mr. Dodwell lead a discussion on the website revision, the GoToWebinar, and GoToMeeting products. It was suggested that members who might participate in the GTW/GTM presentations while at their facility, check with their specific ISD/IT departments to verify Citrix viewing. There was a reminder that the TTCF "members only" password will be changed on an annual basis and to ensure that the members correct receiving email settings be selected when joining the TTCF Google Groups list sever to access group emails.

TCRN Recognition – newly certified TCRN members were recognized by the membership.

"Trauma Registry Data Utilization: Strategies for Leadership" – Mary Ann Spott, PhD, MPA, MSIS, MBA, RHIA presented a one-hour CE offering related to trauma registry operations and development.

"Ask the Surveyor" – A trauma designation survey Q/A discussion was offered and led by TETAF trauma surveyors.

Registry Committee – Trauma Registry Committee Chair Irene Lopez presided over discussion, including PowerPoint presentation related to trauma registry operations. Specifics included DSHS registry co-morbidities and compilations. A Q/A session was also conducted.

A 60-minute meeting breakout session was conducted for the Level I / II, Level III, and Level IV committees.

Lunch / Networking – buffet lunch was provided and observed.

A 30-minute meeting breakout session was conducted for the Membership, Special Populations, and Injury Prevention committees.

"Injury Prevention: Principles and Strategies" – Jennifer Northway, CHES, CPSTI, BS presented a one-hour CE offering related to injury prevention operations.

Committee and Workgroup Reports

Mentorship – *Tracy Cotner-Pouncy, Rebeca Crocker*

Ms. Crocker reported 20 new members in attendance with welcome packets distributed and discussed. Ms. Crocker will continue work on matching new members to existing members located in the same RACs.

Fund Raising /Finance – *Robin Gage, Dolores Londerholm*

Ms. Gage announced that mechanize will be available via the revised TTCF website when construction is complete. She solicited the membership for future item suggestions and announced that today's silent auction items are still available for bidding.

Level I/II – *Terry Valentino, Jo-ell Lohrman*

Mr. Valentino reported 37 members attended the meeting which centered on ACS "Orange" book criteria and the most recent clarification documents annotations. There was shared information from facilities that have undergone recent ACS surveys. Participation requirements, membership, and drilldown reports related to the Texas TQIP project were also discussed. Over/under triage tool development and sharing was discussed, in addition to improving timely follow-up feedback on transfers from III/IVs to I/IIs. Mr. Valentino also announced there is a scheduled Texas TQIP meeting for May 12, 2016 where members of the Michigan TQIP project will present their input in state TQIP development.

Level III – *Wesley Milum, Drew Seelman*

Mr. Milum announced 31 members attended the meeting where numerous topics were discussed: PI loop closure, injury prevention, TPM time management, staffing opportunities for improvement, implementation of "10 minute trauma talks", and the importance of networking/outreach.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt reported 55 attendees at the meeting. Discussion included new trauma program manager/trauma coordinator, PI concerns related to survey experience and clinical practice guidelines for burn patients. Positive feedback and excellent participation/interaction was reported.

Legislative – *Jennifer Kraatz, Elena Guajardo*

Ms. Kraatz announced that the workgroup met on April 22nd and focus is on the 2017 Capitol Day. Ms. Kraatz offered a short presentation to the membership related to Capitol Day activities and pre-meeting work that is critical, including the importance of securing appoints with legislators from each member's district. She reminded the Level IV, Injury Prevention, and Special Population Chairs that their articles for the August newsletter are due NLT Jun 22, 2016.

Special Populations – *Jenny Oliver, Sandie Williams*

Ms. Williams reported 28 members in attendance with discussion centering on geriatric trauma care and geriatric activation criteria. The TETAF burn care guidelines and "distraction basket" for pediatric patients were also addressed.

Injury Prevention – *Amy Schopperth, Jennifer Northway*

Ms. Northway reported 54 members in attendance. Solicitations for IP related documents for the flash dire project were made. The Stop The Bleed campaign was extensively discussed and the desire to identify a IP related rural farming resource was expressed. There was also a

desire to create a IP committee distribution list of interested TTCF members. The June 11/12 ATS IP course scheduled for San Antonio was also announced with two scholarships being offered by the IP Committee.

Education – *Rosie Bolenbaucher, Christi Reeves*

Ms. Bolenbaucher reported there were 43 attendees at yesterday's TTDEC Course with the initial evaluations being positive. CE feedback from today's two educational offerings is also positive. Ms. Bolenbaucher announced the August ATS Trauma Registry Course in San Antonio and listed the TCAR and PCAR courses as excellent review material for the TCRN certification. It was announced the Sally Snow will present succession training for the TTCF August meeting CE.

Department of State Health Services (DSHS) OEHS/TS – *Elizabeth Stevenson*

Ms. Stevenson announced that the DSHS website is still not 100% operational related to hacking damage. There is no anticipated date for the site to be fully restored. Ms. Stevenson reported trauma designated facilities as of April 30, 2016 include: 17 (Level I), 14 (Level II), 56 (Level III), and 202 (Level IVs) for a total of 289 designated. There are 14 facilities IAP of designation. Facilities with recent perfect surveys were announced. The DSHS trauma rule revisions status has been delayed related to the newly created neonatal designation process. The trauma rule revision process will be reinitiated but no current meetings are established. Indra Hernandez reported that facility plans of correction related to trauma surveys must be detailed and submitted to DSHS and that the plan of corrections must extend outside of the TPM for correction to include surgeons, administration, etc. where applicable. She stated the funding report presented FY15 close out from HHC with addition of "add on" facilities; addition monies will be dispersed on second disbursement, but timeline is not set. FY16 funds will be non SDA facilities projected Apr 2017; 96% hospital percentage remains. If needed, please contact Ms. Hernandez for additional clarification.

Trauma Registry – *Judy Whitfield and Stacey Jorgenson* reported the temporary website <http://www.dshs.state.tx.us/EEDRS/default.shtm> and for additional resources email injury.web@dshs.state.tx.us

NTDB standards continue to be implemented and successful uploads are starting to occur with XML formats, vendor tests continue to be encouraged. The 2015 database will close out Aug 1st (for 2015 pts) and notification will be send when the website is back up 100% functionality. Quarterly registry training continues and data request policies update will be completed soon related to epidemiology data requests. DSHS is in the process of converting to the 2016 NTDB data dictionary and Rob Cline is the project manager.

Texas EMS, Trauma & Acute Care Foundation (TETAF) – *Brenda Putz* announced the offering of EMS data management course in June. She stressed the importance of submitting a timely "request for survey" as the available calendar of surveyors fills up quickly. It was also announced that TPM and Trauma Registrar manuals are in development.

Emergency Nurses Association (ENA) – *Courtney Edwards* reported the national conference is scheduled for September and the TNCC administrative procedures are due out soon. The TNCC instructor course update is scheduled for an early fall release and the ENPC revision assessment is in progress.

Society of Trauma Nurses (STN) – *Rosie Bolenbaucher* discussed the STN website and its resources.

Nominations – The floor was opened by President Garza for August officer election nominations. Nominations were submitted for...

DAL #1 (Lori Boyett, and Rosie Bolenbaucher)

Parliamentarian (Danial Sherar, and Melody Martin)

Secretary (Brett Dodwell, Courtney Edwards, and Drew Selman)

President Elect (Sherry Jennings)

The floor was closed on nominations without objection. Ballots (including write-in option) will be disseminated and elections will be held at the August General Membership meeting.

The winners of today's silent auction items were announced.

Open Forum – It was announced that JPS is hosting STN's "Optimal Trauma Management Course" on August 5, 2016 in Ft. Worth.

Adjournment – The meeting was adjourned by President Garza at 15:40. The next scheduled TTCF General Membership meeting is August 23, 2016 in Austin.

Recorded by,

*Brett Dodwell
TTCF Secretary*