



*Texas Trauma Coordinators Forum*

## **GENERAL MEETING AGENDA**

**May 9, 2017**  
**8:00 a.m. – 4:00 p.m.**  
**Wyndham Garden Hotel**  
**Austin, Texas**

Registration opened at 07:30 and a continental breakfast was provided. Two vendors (Joseph Still Burn Centers and PryTime Medical Devices, Inc.) operated display tables in the registration location.

The meeting was called to order by President Garza at 08:06 with an opening prayer and the Pledge of Allegiance. There were 118 in attendance.

**Approval of November Minutes** – There was a motion made by Jerry Pendarvis to approve the November 18, 2016 and the February 21, 2017 General Membership meeting minutes as posted to the TTCF website. There was a second to the motion by Sandie Williams. There were no objections or suggested revisions and the motion passed without dissent.

### **Treasurer's Report** – *Jacky Betts*

Mr. Betts presented an itemized written report dated May 5, 2017 which annotated Opening Balance Equity of \$30,902.92 minus Retained Earnings of \$10,756.26 minus Net Income of \$2,223.91, for a current Liabilities & Equity balance of \$17,922.75. He stated that meeting fees remain the top expense and added that vendor fees have been beneficial to the financial health of TTCF. Mr. Betts announced that the registration for the August meeting is located on the TTCF website, including the lodging link. He reminded the membership that the hotel block does have an expiration date and to be prompt will bookings.

### **Presidents Announcements** – *Robin Garza*

Workgroup: Flash Drive revision – It was announced that the revisions are wrapping up and the information will soon be published to the TTCF website, password protected. This agenda item will then be closed out.

Workgroup: Organizational Membership Deliverables – It was announced that color name badges will be distributed at the August meeting correlating to each member's facility designation level. This agenda item will also be closed out as completed.

Workgroup: TPM Manual – The manual is close to completion and expected to be published to the website soon.

Best Practice Posters – The membership was encouraged to visit the best practice posters located in the registration lobby of today’s meeting, and to bring same to future meetings for viewing.

2016 Year End Report – Ms. Garza announced the report is being finalized and will be listed on the TTCF website when completed.

Silent Auction – Today’s silent auction was announced with items being displayed throughout the meeting in the reception room. Members were encouraged to view and bid on the items as proceeds will benefit the TTCF.

**Officer Nominations** – Ms. Garza showed the membership where the electronic officer nomination form is located on the website. Members can use the form to nominate candidates for the November elections. Board positions for the November election include: Treasurer, Historian, and Director At Large Position 2. The duties and responsibilities of each position can be located in the TTCF By-laws, which are also posted on the website.

**Bylaws and SOP revision adoption** – There was motion to adopt the published TTCF revised By-laws by Jessica Vickers, with a second had by Sheila Lopez. There was no discussion or dissent and the motion passed. There was a motion to adopt the published TTCF SOPs by Sherry Jennings, with a second had by Kelsie Reeh. A need for the creation of an Injury Prevention scholarship application was announced. The motion was passed and the SOPs were adopted with a note that the scholarship application form will be forthcoming. The membership was informed that a scholarship awardee will be reimbursed by the TTCF upon proof of successful completion of a designated course.

**GETAC Injury Prevention Division update** – Courtney Edwards announced that the hospital based IP program and documents revisions are scheduled for approval soon. The membership was asked to complete the GETAC survey for input and hardcopies of the document were available at the TTCF registration table.

**TCRN Recognition** – Members who recently successfully completed the TCRN exam were recognized and awarded a TTCF coin. Awardees were: Jessica Vickers of Clear Lake Regional Medical Center, Melanie Martin on Clear Lake Regional Medical Center, Cathy Glen of Texas Health Dallas, Sandra Gonzales of University El Paso, and Sara Shoemake of UMC San Antonio.

**“Ask The Surveyor”** – A panel discussion between TETAF surveyors and the membership was conducted.

**Educational Offering: “Trauma In Pregnancy”** – Kayla Ireland, MD, Clinical Instructor, Maternal Fetal Medicine, Fellow Department of Obstetrics and Gynecology University of Texas Health Science Center at San Antonio conducted a one hour PowerPoint presentation to the membership. The presentation was posted to the TTCF website with Ms. Ireland’s permission.

**Registry Committee** – Ms. Irene Lopez lead a discussion relating to registry issues with the membership.

**Committee Breakouts** – The Level I/II, Level III, and Level IV committees conducted one hour meetings.

**Lunch / Networking** – A buffet lunch was provided to the membership and Board members visited with inaugural meeting attendees.

**Committee Breakouts** – The Membership, Special Populations, and Injury Prevention committees conducted breakout meetings for 30 minutes.

**Educational Offering** – “Are You Prepared: The Role of the Registered Nurse in a Mass Casualty Event” – Angie Gentry, Clinical Emergency Manager – Central Division, Baylor Scott & White conducted a one hour PowerPoint presentation to the membership.

### **Committee/Workgroup Reports**

Mentorship – *Rebecca Crocker, Melanie Martin, Rosie Bolenbaucher*

Ms. Crocker reported 25 new members in attendance and newly revised membership booklets were distributed and discussed.

Fund Raising / Finance – *Amy Schopperth, Vacant*

Ms. Schopperth announced that today’s silent auction produced \$1004 in revenue. She also solicited the membership for new merchandize ideas and announced that a TTCF cup was in production.

Trauma Registry – *Irene Lopez, Garrett Hall*

See above for report.

Public Relations – *Marvin Cloud, Jennifer Kraatz*

Mr. Dodwell relayed Chair Cloud’s 2017 goals to the Board as:

1. Create, produce, and distribute a guide for February 2017 Capitol Day activities.
2. Produce a social media related document for the SOP.
3. Build-out the PR webpage of the TTCF website.
4. Produce a minimum of 2 electronic TTCF newsletters during 2017.

Special Populations – *Jenny Oliver, Jessica Vickers*

Ms. Oliver reported that Obstetric trauma was discussed in the committee with a IP focus, TTA guidelines, and management algorithms. There was a charge to come up with IP ideas related to OB trauma.

Injury Prevention – *Jennifer Northway, Kelsie Reeh*

Ms. Reeh reported 60 members in attendance where the build-out of the TTCF IP page was discussed in addition to the scholarship program. It was announced that 2 scholarships for the ATS IP course on December 2-3, 2017 in Austin plan to be awarded. The application submission deadline is September 1, 2017 for scholarship nominations.

Education – *Angie Juracek, Christi Reeves*

Ms. Juracek reported the workgroup will attempt another GoToMeeting call before the August meeting and focus on how to grow the workgroup.

Level I/II – *Sheila Lopez, Jo-ell Lohrman*

Ms. Lopez reported 40 members in attendance at today's meeting with discussion on the committee's leadership structure, 2017 goals, recent ACS surveys, and the Texas TQIP project. The committee's 2017 goals are:

1. Develop the committee's website page
2. Complete one research project from the committee's report card.
3. Complete one TQIP abstract for 2018.
4. Education on best practices session this year.
5. Create a distribution list and a volunteer mentor list and publish to the committee webpage.

Level III – *Sandie Williams, Drew Seelman*

Ms. Williams reported 23 members in attendance today with discussion on the trauma survey application process, specifically changes to the application process vs. the PSQ form from TETAF. The committee also desires to build-out their webpage and distribution list.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt reported 58 attendees with discussion of the Trauma Program Manager manual/Orientation manual and various concerns and questions related to the DSHS trauma registry. There was a desire to have DSHS registry personnel speak to the committee at the August meeting relating to Level IV facility concerns.

## **External Reports**

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

Ms. Hernandez announced that the Uncompensated FY16 funds will be released this week for non-SDA facilities. The 1131 funding checks will also go out this week with the customary Excel spreadsheet distribution accounting. These funds total \$9.2MIL. Finalizing the SDA payments will begin about one month from now. FY17 will not be released until the entire FY16 funds have been distributed. She also stated that FY18 application will not include ICD9 codes. Please email Ms. Hernandez for questions/concerns.

Ms. Stevenson reported current Texas designations as Level I (17), Level II (18), Level III (58), and Level IV (196) for a total of 289 trauma designated facilities. It was noted that there are 22 facilities in IAP status. She stated that applications for renewal should be sent NLT 12 months prior to facility expiration and to make sure the TPM's current email address is filed with DSHS to receive notices, webinar invitations, etc. Lastly it was reported that the overdue trauma rule revisions remain on hold related to the neonatal designation process.

**Trauma Registry** – *Dan Dao, Adrian Condor*

Mr. Condor reported that the State submersion module has been revised and contains many less data points. He noted that submersions are highly suspect to under reporting in Texas. The next DSHS webinar scheduled for May 17<sup>th</sup> is on submersion submission.

It was announced that the 2017 DSHS standard mirrors the NTDB XML format for data points and formatting. He stated that work continues between the DSHS software manufacture Maven and all CDM Texas customers. Mr. Condor charged Texas CDM customers to submit data to the DSHS registry in any format that they can until the CDM / Maven submission report is finalized. The current resolution is in test mode but there is no anticipated date for the solution. He requested that facilities email DSHS for any data reports requested at [injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov) and to email him for any registry questions or concerns at [Adrian.condor@dshs.texas.gov](mailto:Adrian.condor@dshs.texas.gov)

**Texas EMS, Trauma & Acute Care Foundation (TETAF)** – *Brenda Putz*

Ms. Courtney DeBower presented a PowerPoint update to the membership that included current legislative developments, the TETAF perinatal program growth, and the Texas TQIP collaborative.

**Emergency Nurses Association (ENA)** – *Courtney Edwards, At-large Members*

Ms. Edwards reported that the TNCC revision call out has been completed and work continues on the 8<sup>th</sup> edition revision. The instructors' course changes have been adapted and include on-line modules and new forms. There anticipation that more instructor courses will be rolled out in Texas soon. She also announced that the ENPC revision is in the final processes and is anticipated for release at year's end.

**Open Forum** – no items for discussion were presented.

**Adjournment** – The meeting was adjourned by President Garza at 15:20. The next scheduled TTCF General Membership Meeting is August 15, 2017 at 08:00 in the Wyndham Garden Hotel, Austin.

***Recorded by,***

***Brett Dodwell  
TTCF Secretary***