

State Trauma Coordinator –

Responsible for the overall management of the State Trauma Program which includes the following responsibilities:

- Trauma Center Designation for all of the hospitals within the state
 - Correspondence with Trauma Centers prior to expiration dates
 - Obtain and review completed applications
 - Coordinate site designation visits and teams
 - Participate in site visit
 - Complete a site designation visit report
 - Assure review of the site visit report by the State Trauma Committee
 - Correspond the results of review with the facility and 3rd party payers
 - Assure reimbursement for site visit designation team
- Coordinate Regional PI meetings:
 - Obtain list of cases that meet PI criteria
 - Request specific case information from the individual facilities
 - Compile and distribute PI data to the regional committee members
 - Create minutes based upon the meeting and discussion
 - Send letters to the individual facilities noting the discussion or recommendations from the regional committee
 - Compile the information and discussion points from the four regional meetings and send to regional committee members
- Coordinate State PI meetings:
 - Obtain list of cases that meet PI criteria
 - Request specific case information from the individual facilities
 - Compile and distribute PI data to the state committee members
 - Create minutes based upon the meeting and discussion
- ATLS reimbursement grant –
 - Distribute applications to facilities for providers taking ATLS classes
 - Review returned applications for accuracy and completeness
 - Forward to Dept. Director for review and approval
- RTTDC reimbursement funds –
 - Distribute applications to facilities coordinating RTTDC courses
 - Review returned applications for accuracy and completeness
 - Forward to the Dept. Director for review and approval
- Maintain and update state trauma website
- Maintaining and updating resource documents
(Trauma Treatment Guideline Manual, Golden Hour Clock, Trauma Guidelines Manual)
- Regulatory activities / trauma rules / CMS clarification
- Remain aware of legislative issues affecting the trauma program
- Help with coordination of State Trauma Conference

- Coordinate the pre-conference for Trauma Coordinators and Trauma Registrars
- Performance Improvement within the division
- Assist with issues related to data management (entry and reporting) within the Trauma and EMS data bases
- Committee involvement
 - EMS Advisory Council
 - EMSC Advisory Committee
 - NASEMSO
 - Quality Network Advisory Committee
- Program management / system development
(air transport protocols, state protocol subcommittee, telemedicine subcommittee)
- Promote trauma and build relationships