

**Q: Does anyone have an orientation packet for new trauma coordinators that they are willing to share? – Phyllis Lebo, Oregon**

Two responses:

**Grace Sandeno from Denver, CO responded:**

We have a website with resources that we point them to.

<https://www.colorado.gov/pacific/cdphe/trauma-nurse-coordinator-tnc-tool-kit>

**Liana Lujan from Santa Fe, NM responded:**

The orientation packet that I use includes all the following for all new trauma coordinators and trauma registrars.

1. Contact list for the State Trauma Program and EMS Regional Directors
2. Contact list for all Trauma Coordinators and Registrars at designated trauma centers
3. A description of all State mandatory meetings
4. A copy of the State trauma Rules and Regulations with requirements to verify as a trauma center
5. Data Release Policy
6. An application to receive funding as a developing trauma center (if appropriate)
7. A sample letter of intent
8. A copy of the State application for designation
9. A sample letter for Survey instructions
10. Important documents for the Trauma Registry
  - a. Inclusion Criteria
  - b. Sample Abstraction Sheet
  - c. A copy of the NTDS Data Dictionary
  - d. The New Mexico Data Dictionary
11. A sample Memorandum of agreement

I put together a “Resource” book with the above information and then I have a 4 – 6 hours mandatory course that all New Trauma Coordinators must attend at my office. I go through an overview of the expectations of a trauma coordinator at the hospital level. Then I discuss what the State expectations are.

I give them both a hard copy and a digital copy for this Resource book.

I hope this helps, if you would like a copy of any of my stuff, please feel free to contact me. This resource book is approximately 250 pages, but that includes 149 pages of the NTDS.