

## Documentation Checklist PRQ

Please attach the following documents to the PRQ (clearly label the attachments)

- Attachment #1 Hospital Resolution
- Attachment #2 Medical Staff Resolution
- Attachment #3 Hospital Organizational Chart
- Attachment #4 TMD Position Description
- Attachment #5 TMD ATLS credential card
- Attachment #6 TPM Position Description
- Attachment #7 TPM TNCC credential card
- Attachment #8 TPM-Trauma Program Manager Course Certificate of Completion or Completion Action Plan
- Attachment #9 Trauma Flow Sheet
- Attachment #10 Description of trauma system planning participation and/or activities log
- Attachment #11 TTA Policy
- Attachment #12 Brain Death Protocol (consider including Comfort Care Policy for those patients staying at your trauma center)
- Attachment #13 Massive Transfusion Protocol or Resuscitation Protocol
- Attachment #14 Performance Improvement and Patient Safety (PIPS) Plan
- Attachment #15 Performance Improvement and Patient Safety (PIPS) Attendance Policy
- Attachment #16 Benchmark Data Report (most current)
- Attachment #17 Injury Prevention (leadership team member) Position Description
- Attachment #18 Injury Prevention initiatives/activities

## **Documentation Checklist Site Survey**

Please have the following documents available at site survey (clearly label the supplements)

- Supplement #1 ED staffing schedule (previous three (3) months)
- Supplement #2 Clinical practice guidelines, protocols, and algorithms
- Supplement #3 TNCC Compliance Report
- Supplement #4 TNCC Action Plan
- Supplement #5 Trauma team members' on-call schedules (previous three (3) months)
- Supplement #6 Trauma Transfer Plans
- Supplement #7 Diversion Plan
- Supplement #8 Documentation of prehospital training activities
- Supplement #9 Documentation of collaboration in prehospital protocol development
- Supplement #10 Documentation of prehospital PIPS activities
- Supplement #11 Trauma Transfer Agreements
- Supplement #12 Radiographer's on-call schedule (previous three (3) months)
- Supplement #13 Radiographer's response time PIPS documentation
- Supplement #14 CT technician's on-call schedule (previous three (3) months)
- Supplement #15 CT technician's response time PIPS documentation
- Supplement #16 Radiologist's on-call schedule (previous three (3) months)
- Supplement #17 Radiologist response time PIPS documentation
- Supplement #18 Laboratory personnel on-call schedule (previous three (3) months)
- Supplement #19 Laboratory personnel response time PIPS documentation
- Supplement #20 PIPS Committee Meeting Minutes (at least the last six (6) months of committee meeting minutes)
- Supplement #21 PIPS Committee meeting dates
- Supplement #22 PIPS member listing
- Supplement #23 Alcohol Screening for Trauma Patients Procedure
- Supplement #24 Disaster Plan
- Supplement #25 Documentation of hospital disaster drills
- Supplement #26 Documentation of regional disaster management plans and exercises