Trauma designation process ("Department" refers to the Washington State Department of Health)

Pre-designation period Department emails Department Facilities decide **Facilities** Department: Department and designation level application trauma services announces complete 1. Date stamps and send letter of to applicant. confer with \rightarrow \rightarrow \rightarrow \rightarrow 2. Application date \rightarrow applications open intent to Application due date applicants to select designation to and send to input into ILRS on-site review date department announced. all facilities department. Department: 1. Compiles all site review dates and generates schedule. Official notification of onsite review date made with trauma service. Requests on-site reviewers. 3. Sends confirmed reviewers: on-site reviewer form, statement of work documents, and contracts. Books airfare and hotel accommodations, and sends itinerary to reviewers. Sends current facility application and prior designation documents to reviewers for pre-visit review **Designation period** Levels IV and V: Department reviews application by trauma designation components, including: Write draft final 1. Trauma service profile 6. Trauma registry 11. Lab services reports 7. Patient transfer and diversion 2. Administrative assurances 12. Other services Designation 3. Scope of services 8. Trauma team activation 13. Outreach, injury prevention level? 4. Service administration, leadership 9. Emergency services Levels I - III: Quality improvement 10. Diagnostics imaging On-site review **On-site review** On-site facility review visit, to include: Write Complete Trauma draft designation final 1. Opening remarks 4. Reviewer counterpart conference \rightarrow decision final reports 5. Final remarks and closing 2. Facility tour reports made 3. Medical record review statements Post-designation period Three-year Designation Final reports **ILRS** trauma Additional Feedback on Two-year < No contract and certificates decision designation start Yes < requirements due-outs sent \leftarrow \leftarrow \leftarrow provisional? initiated mailed to announced date, expiration sent to facility to trauma date updated trauma services service = Department activity = Facility and department = Facility activity