

## **Alabama Trauma System (ATS) On-Site Inspection Schedule**

Each trauma center will receive a four to six hour on-site inspection. Inspection team members will use the following schedule on the day of the visit:

### **Opening Remarks (Approximately one hour to one hour and 30 minutes)**

The hospital administrative representatives (this usually includes the administrator, an emergency physician, and the ED supervisor and/or supervisor) will introduce trauma center personnel and present a brief (5 to 10 minutes) executive overview of the hospital's trauma program. Office of Emergency Medical Services staff will provide a short introduction of the ATS inspection team members, the survey process, and review the inspection checklist.

These hospital personnel are required to be present during the Opening Remarks and the Exit Interview:

- Administrator
- Surgeon (if possible)
- Trauma Manager
- ED Physician
- Quality Assurance Representative

### **Hospital Tour (Approximately 30 minutes to one hour)**

The ATS inspection team will tour your hospital with special attention directed toward the ED, OR, ICU, laboratory, and blood bank. The ATS inspection team may also interview hospital staff. An Alabama Trauma Center Designation Criteria checklist will be completed during the tour to ensure the hospital meets the criteria for the level listed on the Alabama Trauma Center application submitted.

### **Chart Review (Approximately two hours)**

This review will be conducted by the trauma program administrator and the ATS Inspection Team as needed.

### **Site Review (Approximately 10-30 minutes)**

Exit interview and report preparation without facility staff present.

### **Exit Interview (Approximately 30 minutes)**

A confidential exit interview will be offered at the conclusion of the inspection day. At this time the inspection team will discuss the results of the assessment and identify any deficiency for the designation level listed on the Alabama Trauma Center application. In addition, the inspection team will give time frames for correction as needed and discuss a plan for a follow-up visit, if needed. We will also discuss the next steps for trauma center designation for the region.