

SAN LUIS OBISPO COUNTY EMERGENCY MEDICAL SERVICES AGENCY
PREHOSPITAL POLICY

Policy Reference No: 163
Effective Date: 03/01/2012
Review Date: 03/01/2015

SUBJECT: TRAUMA CENTER DESIGNATION

I. PURPOSE

To establish the process for designation of a trauma center in San Luis Obispo County.

II. AUTHORITY

- A. California Health and Safety Code, Division 2.5
- B. California Code of Regulations, Title 22, Chapter 7

III. POLICY

A. Letter of Intent

Hospitals interested in obtaining or changing trauma center designation shall send a letter of intent to the EMS Agency to seek trauma center designation specifying the level of designation.

B. Request for Proposal

1. Upon receipt of a hospital's letter of intent, the EMS Agency shall notify all receiving hospitals of the letter of intent and issue a countywide request for proposals (RFP).
2. The EMS Agency shall not issue an RFP in response to a letter of intent more than once in a two-year period.
3. The RFP shall include, at a minimum, the following:
 - a) Requirements of proposal
 - b) Proposal review process
 - c) General evaluation criteria
 - d) Schedule of fees and expenses
 - e) Deadline for submission

- f) Detailed description of trauma center requirements for intended designation level

C. Fees and Expenses

1. The EMS Agency shall charge fees for trauma center application, designation and re-designation, trauma system monitoring and trauma system evaluation.
2. Application Fees
 - a) An application fee is required when a proposal is submitted.
 - b) Applicants are responsible for all fees and expenses incurred in the designation process regardless of final outcome.
 - c) Application fees and expenses may include, but are not limited to, the following:
 - (1) Application fees to cover the costs directly related to designation and development of the trauma system plan in accordance with the Health and Safety Code, Division 2.5, Section 1798.164.
 - (2) Site review expenses
 - (3) Legal expenses
 - (4) Expenses for the establishment and maintenance of a trauma registry for the trauma center and the EMS Agency
3. The EMS Agency shall provide an annual report to the EMS Authority and to trauma centers and applicants that have paid fees. The report shall specify how fees were collected and expended in compliance with the Health and Safety Code, Division 2.5, Section 1798.164.

D. Review, Evaluation and Recommendations

1. The EMS Agency shall review proposals for completeness and compliance with the RFP requirements and notify applicants of any missing information or failure to comply with the RFP. Applicants shall submit missing information and revise the proposal for compliance within 30 days of notification.
2. Upon receipt of complete proposals, the EMS Agency shall coordinate a site review team to provide objective confirmation of information submitted in the proposal as well as evaluation of the applicant's capability and commitment to serve as a trauma center at the proposed level of designation.

3. The site review team shall consist of trauma system experts from outside the county and have no conflicts of interest. The size and expertise of the site review team will be appropriate for the proposed level of designation.
4. The site review team shall provide a report of findings and recommendations on designation to the EMS Agency.
5. The Trauma System Committee (TSC) shall review proposals and site review reports and forward the TSC's recommendations for designation to the EMCC.
6. The EMCC shall review the TSC's recommendations for designation, and forward the EMCC's recommendations for designation to the County Public Health Department.

E. Trauma center designations require an executed contract with the County of San Luis Obispo.

F. Appeal

1. Expert judgments or analysis of the site review team are not subject to appeal but may be mitigated by a plan of corrective action to be determined by the EMS Agency.
2. Grounds for appeal are limited to alleged failure to follow the RFP process.
3. Applicants must submit a letter detailing the reasons for appeal to the EMS Agency within 30 days of the notice of denial of designation.

G. De-designation

Failure of a trauma center to comply with SLO County EMSA policies, the trauma center designation contract or applicable laws and regulations may result in de-designation of, or decrease in, trauma center status.

H. Re-designation

Any hospital that has been de-designated as a trauma center may apply for re-designation of, or increase in, trauma center status. The re-designation process is the same as the original designation process.