

## Level III Trauma Center Application Process and Instructions

The following information is designed to assist you in completing the Level III Trauma Center designation application process. If you have questions please contact EMS Specialty Care Systems Coordinator Kathy Collins, R.N., at [kcollins@co.slo.ca.us](mailto:kcollins@co.slo.ca.us) or 805-788-2514.

- Step 1:** Review the enclosed trauma system policies and requirements
- **Sample Letter of Intent**
  - **Trauma System Organization and Management ( Appendix A-1)**
  - **Trauma System Evaluation and Quality Improvement(Appendix A-2)**
  - **Trauma Patient Triage and Transport (Appendix A-3)**
  - **SLO County EMS Agency Trauma Center Designation (Appendix A-4)**
  - **Trauma Center Diversion (Appendix A-5)**
  - **Level III Trauma Center Requirements ( Appendix A-7)**
  - **Trauma Team Availability (Appendix A-8)**
  - **Interfacility Transfers of Trauma Patients (Appendix A-9)**
  - **Level III Trauma Center Designation Criteria Application and Evaluation Matrix**
  - **Exhibit 1: Data Requirements**
  - **Exhibits 2-7: Physician Information Sheets**
  - **Timeline**
- Step 2:** Send a Letter of Intent to the EMS Agency no later than Monday, November 1, 2010 stating your willingness to enter into a signed agreement with the County of San Luis Obispo, acknowledging that if designated you will agree to accept trauma patients and participate in system data collection, submission and analysis as indicated in the **Level III Trauma Center Designation Criteria Application and Evaluation Matrix**, and identifying your hospital's Trauma Administrative Contact, Trauma Medical Director, and Trauma RN Program Manager. Please include the nonrefundable initial application fee of \$85,000 with this Letter of Intent.
- Step 3:** Utilizing the **Level III Trauma Center Designation Criteria Application and Evaluation Matrix**, compile and submit to the EMS Agency all the required information requested under the headings "**Objective Measurements**" and "**Send with Application.**" You should organize and include a table of contents to identify the information under the subcategories described in the matrix. If application materials are incomplete, this may delay scheduling the required site visit. Note that some information may be "**On File with EMSA**" or will be "**Reviewed at Site Visit**" and that information does not need to be submitted at this time. There may be some information that is required with the application that may also be included in "**Reviewed at Site Visit.**"
- Step 4:** A site visit will be scheduled after all required documentation is submitted, reviewed and found to be complete and acceptable by the San Luis Obispo County EMS Agency.
- Step 5:** Designation as a Level III Trauma Center will be granted only after completion of a successful site visit and review by the Trauma System Subcommittee and the Emergency Medical Care Committee.
- Step 6:** Execution of a signed contract with the County of San Luis Obispo.