



**Division of EMS and Trauma  
TRAUMA SECTION  
POLICY**

**NUMBER:**

**Trauma-  
003**

**Subject:**  
Designation Subcommittee Establishment

**Supersedes #:**  
New

**Previous Date:**  
September 19, 2016

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**Approved By:**  
Eileen Worden, Trauma Section Manager

**Date:**  
February 4,  
2020

**PURPOSE:**

The purpose of this policy is to describe the establishment of the Designation Subcommittee.

**POLICY:**

To ensure the department has the clinical expertise needed to designate trauma facilities, the Designation Subcommittee was established under the Emergency Medical Services Coordination Committee (EMSCC). The following describes the process used to establish the Designation Subcommittee:

- The Designation Subcommittee was formally established in the EMSCC bylaws.
- The department delegated authority to the Designation Subcommittee to make recommendations to the department on trauma facility designation.
- The Regional Trauma Coordinators distributed the application for membership on the Designation Subcommittee to their regional trauma networks.
- Applications to be a member of the subcommittee come directly to the State Trauma Designation Coordinator.
- Members selected will include a minimum of two (2) Board Certified Emergency Department Physicians, two (2) Board Certified Surgeons, and two (2) Trauma Program Managers from a Level I or II facility.
- Selected members are notified, as well as the Regional Trauma Coordinators.
- All members will sign a non-disclosure form and will be given guidelines for application review.

The following describes the process of how Designation Subcommittee meetings will be conducted:

- The meetings of the subcommittee will be called to order in an open meeting. The members will then go into a closed session with a 2/3 vote to review designation applications and discuss recommendations. After the discussion, the meeting will move back into an open session and the subcommittee will vote on the recommendations before adjourning.
- Due to the confidential nature of the materials that will be reviewed, the subcommittee will conduct their meetings in person; there will be no opportunity for call-in or virtual participation. A 2/3 physical quorum must be present for business to be conducted.



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- To avoid members traveling long distance for a meeting that does not have a quorum present, any member that cannot attend a meeting will notify the State Trauma Designation Coordinator by noon the day before the scheduled meeting. If a quorum will not be present, the State Trauma Designation Coordinator will notify the subcommittee members via email by close of business the day before the scheduled meeting.
- A meeting may be canceled due to lack of sufficient agenda items. In the event of a meeting cancellation, any designation applications and reports will be reviewed and discussed at the next scheduled meeting.
- The department will review and consider the Designation Subcommittee's recommendations when the department makes the final designation determination.
- The Designation Subcommittee's recommendations will also be reported to the EMSCC and State Trauma Advisory Committee.