**Trauma Administrators Committee**

**DRAFT FOR APPROVAL**

**Meeting Minutes**

Monday, January 22, 2024

10:00 AM-11:00 AM

Zoom

[Meeting Material](https://trauma.georgia.gov/events/2024-01-22/gtc-trauma-administrators-committee-meeting)

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| **COMMITTEE MEMBER MEETING ATTENDANCE** |
| **COMMITTEE MEMBERS** | **REPRESENTING** |
|  Dr. Patrice Walker Dr. Regina MedeirosAmy JordonSheila BennettTifani KinardPatrice WalkerRana RobertsApril DukesJane EcholsAmy DavisRoss KempBrian DelashmittAmy GriffinShelly HarrellSusan JacksonAngela GaryKim AnkerDee BurkettJan TidwellBill TustinPaula ButtsMarty WynnRandy SmithFrances van BeekKarim Godamunne | **Committee Chair,** Atrium Health Navicent Medical Center, CMOGeorgia Trauma Commission, Secretary-TreasurerAdventHealth Redmond, CNOAtrium Health Floyd, SVP/Chief of Patient SrevicesAtrium Health Floyd, VP of Rural HealthAtrium Health Navicent, CMOChildren's Healthcare of Atlanta, Director of Trauma, Transport, and Transfer CenterCrisp Regional Hospital, CNO, VP PCSDoctors Hospital Burn Center, VP Burn ServicesEffingham Health System, Trauma AdministratorFairview Park Hospital, COOHamilton Medical Center, EVP-CMOJ.D. Archbold Memorial Hospital, CNO/Sr VP of Patient CareMemorial Health University Medical Center, Vice PresidentMorgan Medical Center, Director of Quality & SafetyNortheast Georgia Medical Center, Executive Director Trauma/ED/OBSNorthside Hospital Gwinnett, CNOPiedmont Athens, Exec Director Patient ServicesPiedmont Cartersville, CNOPiedmont Columbus Regional, COOPiedmont Henry Hospital, CNOPiedmont Walton Hospital, CFOSouth Georgia Medical Center, Senior Vice President/COOWellstar Health System, AVP, Trauma & Neuro ServicesWellstar North Fulton Hospital, CMO |
| **APPOINTED DESIGNEES** | **REPRESENTING** |
| Cindy HoggardChristopher RuizJudean GuinnRebecca Weidler | AdventHealth Redmond, Director ER/TraumaDoctors Hospital of Augusta, VP of Trauma ServicesHamilton Medical Center, VP/CNONorthside Hospital Gwinnett, Director of Patient Care Operations |

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| **COMMISSION MEMBERS PRESENT** | **STAFF AND OTHER ATTENDEES PRESENT** |
| Dr. Regina Medeiros, Secretary-Treasurer | Elizabeth V. Atkins, GTC, Executive DirectorGabriela Saye, GTC, Executive Assistant Gina Solomon, GTC, GQIP DirectorJosephine Fabico-Dulin, Atrium Health Navicent, TPSTracy Johns, Atrium Health Navicent, TPMBrandi Fitzgerald, Phoebe Putney Memorial Hospital, TPMKristen Gentry, Piedmont Cartersville, TPMJaina Carnes, Wellstar North Fulton Hospital, TPM |

**Call to Order: (00:00:10 on the recording)**

The meeting was called to order at 10:00 AM with twenty-five committee members and four committee member designees present. Dr. Walker thanked everyone for joining today’s call and encouraged members to sign in to ensure meeting attendance credit.

**Approval of October 23, 2023 Meeting Minutes: (00:01:29)**

Dr. Walker asked for a motion to approve the previous meeting minutes.

**MOTION GTCNC TRAUMA ADMINISTRATORS COMMITTEE 2024-01-01:**

**Motion to approve October 23, 2023, meeting minutes as submitted.**

**MOTION BY:** Ross Kemp

**SECOND BY:** Shelly Harrell

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion ***PASSED*** with no objections nor abstentions

**GTC Updates (00:03:49)**

***Presented by Elizabeth Atkins***

After the meeting minutes approval, Dr. Walker asked Elizabeth Atkins to provide any Georgia Trauma Commission updates:

* The $61 million Trauma Stabilization Proposal, which emphasizes the need for additional funding due to the growth of the trauma system, has gained attention among key legislators. Discussions are scheduled at the Senate Health and Human Services and the Lieutenant Governor’s Office. Representative Matt Hatchett, overseeing appropriations, is also involved. Talking points are being prepared and distributed to government affairs contacts for broader support (**ATTACHMENT A**).
* The following contract year's FY 2025 Performance-Based Pay Criteria were reviewed by the Committee in October and approved by the full Commission in November. The FY 2025 committee attendance tracking starts January 1st.. This is a gentle reminder that these quarterly committee meetings are tied to performance-based pay metrics for each calendar year. Trauma Administrators are required to attend 75% of Trauma Administrator Committee meetings. If you cannot participate in the meetings, you may appoint a designee to attend in your place. The designee must complete the meeting sign-in to obtain attendance credit.
* The Georgia Trauma Commission is funding an AIS 2008 coding course to help meet the prerequisites required by the American College of Surgeons 2022 Greybook Standards. As a trauma center verification requirement, the new standards require a center to have at least one certified coder on its registry team. The AIS 2008 education course is the content required to sit and pass the certification. Registration will be sent to the GCTE Registry Subcommittee as soon as the details are finalized. The course will be held in Forsyth, Georgia, on February 29th and March 1st. We are also looking to fund an AIS 2015 update course within the year.
* The Trauma Center Annual Actual Use Report (**ATTACHMENT B**) will be required starting FY 2025. The report will be used so that funded centers can provide information on how Georgia Trauma Commission readiness funding is allocated among categories such as trauma-related training, performance improvement, outreach, personnel, equipment, or other expenses within the fiscal year. The goal is to enhance transparency, demonstrate accountability, and provide legislators with comprehensive insights into how funds are utilized. The report will be included with the FY 2025 contracts sent out on June 1st. The report due date will be noted in the trauma center contract.

For the following agenda topics, committee members were encouraged to join the Mentimeter to vote and provide feedback (**ATTACHMENT C**).

**August Committee Meeting Date (00:23:22)**

***Presented by Dr. Patrice Walker***

A survey was conducted to determine the preferred August committee meeting date between August 12th at 10:00 AM or August 19th at 10:00 AM. The majority of committee members favored August 19th at 10:00 AM. A calendar invite will be sent to committee members to reserve the meeting date.

**TCAA Finance Workgroup Feedback (00:28:56)**

***Presented by Dr. Patrice Walker***

A survey was conducted to seek feedback on the upcoming May TCAA Finance Workshop for trauma administrators:

* The top three refresher topics noted by the committee were:
1. Establishing charges/fees for trauma response/activations
2. Improving reimbursement for trauma
3. Claims example (e.g. trauma activations +/- critical care)
* For the May meeting topics, members expressed interest in the trauma finance team development, activation charges, trauma finance dashboard, etc.
* Elizabeth Atkins proposed an option to provide a recording of trauma activation charges to prepare for the May meeting.
* It was clarified that the May Finance Workshop would be exclusive to trauma administrators.

**Trauma Center Patient Safety Organization (PSO) Current Partnerships (00:37:54)**

***Presented by Elizabeth Atkins and Gina Solomon***

A survey was conducted to obtain feedback from centers that currently use or are a part of a Patient Safety Organization (PSO). A PSO works with healthcare providers to help them improve patient safety and healthcare quality and encourage a safety culture. PSOs analyze data voluntarily reported by providers and provide feedback to promote learning and minimize patient risk. PSOs are registered and certified by the Agency for Healthcare Research and Quality (AHRQ) on behalf of the Department of Health and Human Services. Gina Solomon advised that the Georgia Quality Improvement Program (GQIP) is submitting an application to become a Patient Safety Organization to provide extra federal protection for case reviews during closed sessions. Currently, case reviews are submitted voluntarily by trauma centers.

Most Committee members noted they either work with a PSO or have their own PSO. The Georgia Trauma Commission may contact centers currently working with a PSO to ensure alignment between GQIP and the trauma centers.

**TQIP Attendance Feedback (00:51:33)**

***Presented by Dr. Patrice Walker***

Dr. Walker briefly discussed the benefits of attending the Trauma Quality Improvement Program (TQIP) conference as an administrator. This past TQIP conference had an administrator track and hosted administrative-related meetings in one day. Dr. Walker encouraged committee members to consider participating in future TQIP conferences, which include attendees from all over the nation. The next TQIP conference will be in Denver, Colorado, November 12-14, 2024.

**Summary of Meeting and Action Items (00:54:40)**

***Presented by Dr. Patrice Walker***

* Liz Atkins will send the $61 million Trauma Stabilization Proposal talking points (**ATTACHMENT A**).
* The Georgia Trauma Commission is funding an AIS 2008 coding course from February 29- March 1, 2024, in Forsyth, Georgia. The GCTE Registry Subcommittee will receive the registration information for the course.
* The Trauma Center Actual Use Report for FY 2025 (**ATTACHMENT B**) was reviewed.
* Committee members provided feedback on various topics using Mentimeter (**ATTACHMENT C**)
	+ The August Committee meeting date was voted on and confirmed for Monday, August 19th, at 10:00 AM.
	+ The Finance Workshop feedback will be sent to TCAA to curate a presentation for May that will meet our needs.
	+ Patient Safety Organization participation and partnerships were discussed.

The next committee meeting is scheduled for Monday, May 20, 2024, at 1:00 PM in-person at Chateau Elan in Braselton, Georgia.

The meeting adjourned at 10:56 AM.

 *Minutes Respectfully Submitted by Gabriela Saye*