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| RTAC Coordinator HandbookJune 2020 |   |

RTAC Coordinator Handbook

Table of Contents

[Introduction 3](#_Toc42055101)

[A. Purpose 3](#_Toc42055102)

[Job description 4](#_Toc42055103)

[Organizational Chart 6](#_Toc42055104)

[Required Duties 6](#_Toc42055105)

[A. Meetings- 6](#_Toc42055106)

[B. Reports 7](#_Toc42055107)

[Financial 7](#_Toc42055108)

[A. Contractor payment 7](#_Toc42055109)

[B. Expense Reimbursement 7](#_Toc42055110)

[Regional Support 8](#_Toc42055111)

[A. Regional Trauma Plan: 8](#_Toc42055112)

[B. Plan Development Template (insert link) 8](#_Toc42055113)

[C. BIS Assessment Template (insert link) 8](#_Toc42055114)

[D. Projects 8](#_Toc42055115)

[E. Organizational Membership 8](#_Toc42055116)

[Educational Opportunities 9](#_Toc42055117)

[A. Microsoft 9](#_Toc42055118)

[B. Leadership 9](#_Toc42055119)

[C. CarSeat Technician 9](#_Toc42055120)

[D. TOPIC Course 9](#_Toc42055121)

[Conclusion 9](#_Toc42055122)

[Appendix 10](#_Toc42055123)

[A. Regional Map 10](#_Toc42055124)

[B. Coalition Map 11](#_Toc42055125)

[ 12](#_Toc42055126)

# Introduction

## Purpose

As part of the Georgia Trauma Care Network, the GTCNC recognizes the benefits of Regional Systems of Care. In this they support the development and maintenance of Regional Trauma Advisory Committees. These RTACs will provide for structure that will enhance trauma capabilities and outcomes within their respective regions and work with other regions to provide for an overall improved state trauma system.

In support of the RTACs, the GTCNC has offered funding for their support. This funding is not guaranteed on an annual basis. In that the RTAC membership is voluntary and each of the volunteers is a part of their trauma care organization with limited time to dedicate to RTAC support, some RTACs choose to utilize their funding to provide for paid positions that support the coordination of the RTAC activities. The GTCNC supports this opportunity as it has shown a definite benefit across the state.

This handbook is written to provide guidance for individuals in these roles and to afford them the greatest opportunity for success in their endeavors.

# Job description

**Georgia Trauma Care Network Commission**

**Regional Trauma Advisory Committee Coordinator: Job Description**

Objective: Plans, coordinates, and oversees requested improvement activities for the Regional Trauma Advisory Committee (RTAC) and represents the goals and plans of the Georgia Trauma Care Network Commission (GTCNC). Performs needs-based assessments; to include performance studies, facilitation of organizational planning, resource networking, and awareness sessions with RTAC officers and committee members.

* System Advising Activities:
	+ Knows and understands all aspects of the Regional Trauma System and is able to advise on organizational aspects of such
	+ Analyzes various aspects of the Regional Trauma System and reports finding of issues, concerns, and benefits to the RTAC Chairman and the GTCNC Trauma System Planner along with possible solutions as the need arises
	+ Acts as liaison with outside organizations (hospitals, EMS providers, 911 dispatch centers and other agencies) to gather or report program-related information.
	+ Provides program, technical, and or administrative assistance to various stakeholders in the regional trauma system
	+ Works with their respective EMS Regional Director to ensure an alliance between the RTAC and the EMS Council and a common direction in trauma system management
* RTAC Coordinating Responsibilities:
	+ Facilitates RTAC meetings for their respective region and may assist in neighboring RTAC’s as needed
	+ Attends Regional EMS Council, Emergency Management, and other meetings as needed
	+ Works as an advisor to the RTAC subcommittees for their development needs
	+ Serves as a liaison between the RTAC and the GTCNC System Planner
	+ Coordinates with all parties to develop metrics that will then be implemented and continually utilized to assess the effectiveness of the RTAC’s programs
	+ Assembles and delivers reports on the status and progress of their RTAC system.
	+ Works closely with other RTAC coordinators to determine best practices and to foster development of inter-regional relationships and practices
	+ Develops knowledge of various databases to include but not limited to GEMSIS, Trauma Registry, and TQIP
	+ Assists with analysis of data to guide RTAC direction and toward reaching measurable goals established by the RTAC
	+ Coordinates and assists with training opportunities
* Program management:
	+ Manages projects as assigned by the RTAC Chairman or GTCNC Executive Director
	+ Manage and prepare budgetary items for defined RTAC projects
	+ Create and organize appropriate documentation
	+ Recommend and implement changes to activities as approved by the RTAC Chairman, the RTAC Sub-committees, and the GTCNC Trauma System Planner to better prioritize resource usage or improve outcomes
* Meeting and conference organization:
	+ Responsible for assisting the RTAC Chairman in organizing and running various meetings and conferences
	+ Finding, reserving, and handling the logistics of meeting
	+ Taking and publishing minutes as appropriate
* Required Understanding:
	+ Knowledge of the Georgia Trauma System
	+ Knowledge of the Regional Trauma System
	+ Ability to research and collect necessary information
	+ Ability to develop program metrics and provide assessments
	+ Ability to coordinate workshops and meetings
	+ Ability to prepare and present information in front of large groups
	+ Development and coordination of annual program budgets
* Preferred Qualifications:
	+ Bachelor’s degree in Healthcare, Business, Finance or other related field Experience with EMS / Trauma System / Health Emergency Preparedness/ Crisis Management/ Injury prevention systems (relevant professional experience may substitute for Bachelor’s Degree of least 5 years)
	+ Experience in regional trauma systems development, oversight and performance improvement programs
	+ Experience in grant writing
	+ Experience in evidence-based research initiatives
	+ Experience in conference planning
	+ Knowledge of national EMS / Trauma Systems best practices
	+ Experience in system design, planning, development and oversight preferably for trauma systems
	+ Extensive knowledge of trauma clinical care best practices and public health administration, including related laws and regulation
	+ Ability to use Microsoft Office to include Outlook, Excel, Power Point and Word

##

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# Organizational Chart

#####

# Required Duties

1. Meetings- A significant portion of the RTAC coordinators responsibilities surround networking and establishing relationships with the organizations in the state and their respective regions. As such the following meetings are essential for the coordinator to attend. The list is not all inclusive as other events will arise that will require attendance.

#### Regional

##### EMS Council

##### RTAC

##### Regional Emergency Preparedness Coalition

#### State

##### Quarterly GTC Meetings

##### Annual GTC Planning

##### Quarterly GTC EMS Subcommittee Meetings

## Reports

#### Monthly

##### Coordinator 1:1

##### The purpose of this report will be to have an overview of the coordinator’s activities monthly activities and will be due to coincide with a monthly call with the deputy director to consider future activities.

##### Financial Report-

##### A look at all the financial aspects of the RTAC to include operational and project expenses.

#### Quarterly

##### This report will be utilized for the reporting to the commission members and will be required the 3rd week of the month preceding the quarterly GTC meetings.

# Financial

## Contractor payment

Payment for services expense forms will be required the last week of the month for which the expenses occurred. Expenses will only be charged for actual hours worked and will be aligned with current contracts.

The commission will take all steps to assure timely processing with the understanding that the state office pays invoices on a net 30 basis, meaning invoices will be paid within 30 days.

## Expense Reimbursement

Expenses should be reviewed and approved by the RTAC

While there is a definite benefit to the organization for travel to be permitted for the coordinators, there must also be judicious use of this funding. With this in mind the following parameters exist.

#### Travel

While there is a definite benefit to the organization for travel to be permitted for the coordinators, there must also be judicious use of this funding. With this in mind the following parameters exist.

* 1. Travel expenses will be submitted to coincide with payment for services expenses. All travel reimbursements will follow state travel guidelines (insert link here) and will be submitted on provided templates.
	2. Overnight travel must be approved by the Deputy Director or appointee.
	3. Mileage and per diem will be payed-out according to current state travel guidelines. While this will not require prior-authorization, this budget will be assessed monthly to assure staying within the lines of the annual travel budget.
	4. Car rental will also require prior authorization with the consideration of cost effectiveness for mileage reimbursement for use of personal car and a car rental.

#### Business Expenses

* + 1. It is noted that additional expenses such as materials and office equipment does exist. Purchases should be discussed with and approved by the GTC deputy director prior to the purchase.

# Regional Support

## Regional Trauma Plan:

In congruence with the HRSA Model Trauma System Planning and Development document (insert link) and GTCNC Policy ( ) each RTAC should have a Regional Trauma Plan. This plan should be completed with input from stakeholders from across the region and on a basis of every 3-5 years. In conjunction with the plan, a regional assessment should be completed to outline the strengths and weaknesses of the regional trauma system and the plan then developed with these in mind to establish long and short term goals. These goals should align with the strategic plan of the GTCNC.

Regional plans should be unique in that each of the ten regions in the state are different regarding the challenges of trauma care. Though, to achieve a sense of uniformity, a plan template has been developed to ensure that all regions have the required aspects of the trauma plan.

## Plan Development Template (insert link)

## BIS Assessment Template (insert link)

## Projects

Projects and initiatives should be organized at the regional level by the RTAC Coordinator. This role is not intended to be the decision-making position. The coordinator should implement projects as directed from the GTCNC or as guided by their respective RTAC. All projects should be clearly defined with written goals, objectives, timeline, and cost analysis prior to implementation.

## Organizational Membership

Relationship building and networking is a key component of a successful RTAC. In this, the coordinator should be involved with various organizations in their region. Below is a suggested list of groups to be involved with. Additional details for these organizations can be found in the appendix.

EMS-C

Safe Kids

Coalition

GEMSA

# Educational Opportunities

Opportunities for self-improvement and professional development will be afforded as situations permit. Below is a list of possible courses for the coordinator to pursue. This list is certainly not comprehensive, and it is hoped that the coordinator will look for other opportunities and bring them back to the commission.

## Microsoft

Excel Project

Word Publisher

Powerpoint Visio

## Leadership

## CarSeat Technician

## TOPIC Course

# Conclusion

Regional Trauma Advisory Committee coordinators have proven to be a valuable resource and asset for both the commission and the EMS Councils that they serve. While this document can in no way solve all of the considerations for this role, it is intended to be a breathing document that will expand as the roles do the same. Hand in hand communication between RTAC and GTCNC leadership will be instrumental in making this a successful endeavor.

# Appendix

## Regional Map



## Coalition Map

## A close up of a map  Description automatically generated