



## TRAUMA CENTER DESIGNATION PROCESS

**Effective:** December 18, 2017  
**Replaces:** October 15, 2012  
**Review:** December 18, 2020

### I. Purpose

The purpose of this policy is to define the process that Santa Clara County uses to designate a trauma center.

### II. Trauma Center Designation

- A. Santa Clara County requires that all trauma centers are verified through the American College of Surgeons Committee on Trauma as a Level 1, 2, 3, or 4 Trauma Center.
- B. The EMS Agency will perform a needs assessment before designating any additional trauma centers.
- C. All designated trauma centers in Santa Clara County will participate in the Trauma System Quality Improvement process.

### III. Designation Process

- A. If the EMS Agency determines there is a need for an additional Trauma Center, the EMS Agency will release a Request for Proposal (RFP).
- B. A hospital requesting designation as a Trauma Center will apply to the Santa Clara County EMS Agency by sending a formal letter on hospital letterhead. The letter will:
  - 1. Describe the proposed service.
  - 2. Describe the commitment and backing for the designation by the hospital administration and physician staff through a letter of support signed by the Medical Staff Chief and the Hospital Chief Executive Officer.
  - 3. Provide a call panel listing coverage of the specialties and subspecialties for the care of the trauma patient.
  - 4. Identify the Trauma Medical Director and the Trauma Program Manager.
  - 5. List the proposed start date for the new service.



- C. After review of submitted documents, Santa Clara County EMS Agency will conduct a site review of the facility based on Title 22, Division 9, Chapter 7 Trauma regulations.
- D. Upon the completion of a satisfactory site review, Santa Clara County EMS will designate the hospital as a Level 1, 2, 3 or 4 trauma center and notify the State EMS Authority of the designation.
- E. The designated trauma center will have two (2) years from the date of designation to achieve verification from the American College of Surgeons as a Level 1, 2, 3, or 4 trauma center. The cost of the verification shall be borne by the facility requesting such verification.
- F. In the event that a designated or non-designated facility fails to meet the criteria for designation, the EMS Agency Medical Director may elect to issue a conditional designation that will be followed within six (6) to twelve (12) months by another evaluation of the deficient areas.
- G. Upon satisfactory completion of a second evaluation, the EMS Medical Director will authorize full designation of the Trauma Center.
- H. If the second evaluation is unsatisfactory, the EMS Agency Medical Director, in consultation with the EMS Director, may elect to continue conditional designation upon correction of the areas of deficiency or solicit an RFP from other hospitals.
- I. The Santa Clara County Board of Supervisors has the final approval authority to authorize additional trauma centers.
- J. The hospital will comply with all requirements found in the California Code of Regulations, Title 22, Division 9, Chapter 7, Articles 1 through 5, Sections 100236 through 100266.
- E. The hospital and the EMS Agency will enter into a contract for the designation of the Trauma Center.