



TRAUMA SYSTEM ORGANIZATION AND MANAGEMENT

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

I. Purpose

The purpose of this policy is to define the responsibilities related to the organization and management of the Santa Clara County Emergency Medical Services (EMS) Trauma System.

II. The Santa Clara County EMS Agency (Agency)

- A. The EMS Agency (Agency) is responsible for the oversight and management of the Trauma System including, but not limited to: planning, implementation, and evaluation.
- B. Areas of responsibility include, but are not limited to:
 - 1. Assessment/determining trauma-related needs and resources.
 - 2. Trauma system design and planning.
 - 3. Submission of the Annual Trauma Plan update to the State.
 - 4. Trauma Center designation and monitoring.
 - 5. Maintaining a Trauma Registry and assuring compliance of data collection.
 - 6. Submission of the Santa Clara County trauma data to the California EMS Information System on a quarterly basis.
 - 7. Maintain the Santa Clara County Data Dictionary with annual updates consistent with State and National guidelines.
 - 8. Monitoring the compliance of the system which may include:
 - a. Scheduled audits of patient care.
 - b. Periodic site visits.
 - c. Formal site evaluations by a committee appointed by the Agency.
 - 9. Evaluating the system.



III. Personnel

- A. The EMS Director is responsible for administering and overseeing the trauma system, including:
 - 1. Allocating clinical resources necessary for the agency and its personnel to appropriately monitor the system.
 - 2. Developing performance based agreements with designated trauma centers.

- B. The EMS Medical Director is responsible for the medical control, clinical operations, and management of the trauma system, including:
 - 1. Assuring that prehospital care providers are adequately trained in trauma care.
 - 2. Developing field treatment protocols including the management of the trauma patient.
 - 3. Developing trauma triage and destination policies.
 - 4. Coordinating trauma system quality improvement.
 - 5. Monitoring clinical compliance.

- C. The Trauma Service Medical Director at each Trauma Center is responsible for organizing and managing the equipment, facilities and personnel at that center, and is responsible to comply with statute and regulation, and County policy.

IV. Standing Committees

The following committees provide advice to and assist in the management of the EMS system which includes Trauma Care:

- A. Emergency Medical Care Committee
- B. Trauma Care System Quality Improvement Committee
- C. Trauma Care System Quality Improvement Executive Committee
- D. Regional Trauma Coordinating Committee
- E. Medical Control Advisory Committee
- F. Trauma Registry Users Group
- G. Prehospital Care System Quality Improvement Committee