

FOX VALLEY REGIONAL TRAUMA EXECUTIVE COUNCIL

	AGENDA
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X	MINUTES
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	INVITED TO ATTEND
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X	PRESENT
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MEETING OF: Fox Valley Executive Council
(RTAC) meeting

DATE: October 13, 2004

TIME: 5:00 pm

PLACE: Theda Clark Medical Center
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PRESIDING: Jim Piper

RECORDER: K.Stanislaus

NEXT MEETING: November 10, 2004
Wild Rose Community Memorial Hospital

Present:

EC Members: Jim Austad, Boris Berejan, Dan Fifield, Ray Georgen, Chris Hugo, Mark Kehrberg, Jim Piper, Dotty Rippl, Kelly Stanislaus, Diane Tyler, Ann Younger-Crandall

Other: Suzy Arter, Kris Bruehl, Mark Evers, Jeff Grimm, Cliff Lehman, Ron Molony, Marianne Peck, Theresa Pichelmeyer, Michelle Peters, Bob Sternhagen, Sharon St. Louis

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	J. Piper		<ul style="list-style-type: none"> Meeting called to order
Approval of Minutes from September meeting	J. Piper		<ul style="list-style-type: none"> Minutes approved
Running of a meeting vote	J. Piper	<ul style="list-style-type: none"> Document reviewed. Will be used for both Executive Council and General session. Document approved by vote. 	
Vice Chair position	J. Piper	<ul style="list-style-type: none"> Discussion about how to proceed with filling the Vice Chair position. It was decided to incorporate the Vice Chair position with the open 2005 positions 	

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<p>New Business</p> <p>Level 3 to 2 document</p>	<p>C. D'Huvetter, STAC member</p>	<ul style="list-style-type: none"> • The Level 3 to level 2 transition document was not approved by the STAC at the September STAC meeting. The STAC felt that a lot of work went into the preparation of the document, but was not approved for the following reasons: <ol style="list-style-type: none"> 1. This type of a document was not defined in the rules and regulations 2. Implementation would be difficult due to the nature of the information from an ACS consultation visit: strength vs weaknesses. A process on how to actualize the ACS information would add additional layers to the STAC or RTAC and the STAC/RTAC is not prepared for this at the time. 3. The document essentially met the verification criteria so the hospital should just become verified. • There is no longer a volume criteria or ISS criteria for a hospital to become verified so it was felt that there are no barriers for any hospital to become verified. A hospital can set up a trauma program with injury registry data and information from major trauma patients transferred. • Dr. Thomas Cogbill, Wisconsin ACS Chair, supports the decision of the STAC. For further discussion or information, you can reach him at email: thcogbil@gundluth.org or you may contact Dr. John Weigelt, Trauma Director Froedert, ACS reviewer, former STAC member at 414-805-8636 	
<p>Triage and transfer guidelines</p>	<p>J. Piper</p>	<ul style="list-style-type: none"> • Discussion about how to proceed with changes to the triage and transfer guidelines now that the above document was not approved. Will have the Medical Oversight make the changes and bring back for discussion at the General session. The document will be put up for vote at the November meeting. It was felt that this needed to be done in a timely fashion so that the new triage and transfer guidelines by could be sent out to the medical directors for signature January 1st, 2005. This would allow time for processing and then forwarding to Dennis at the 	

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Open Executive Council positions for 2005		<p>state. This would not want to jeopardize the grant monies.</p> <ul style="list-style-type: none"> • There was also a discussion about the FVMCA and the guidelines. The state only recognizes the Medical Director signatures. Will proceed with the document to the November FVMCA meeting for approval. • Open Executive Council positions for 2005: <ul style="list-style-type: none"> • Prehospital provider-Jim Austad • Trauma Coordinator • Hospital Administrator • Members at Large - 2 positions • Fox Valley Medical Control Authority- changes with change in Medical Director position • All people interested should send their resume or CV, along with a letter of interest to Jim Piper by the start of the November meeting. • All interested parties will introduce themselves at the November meeting. • The vote will take place at the December meeting. 	
RTAC Coordinator Position	K. Stanislaus	<ul style="list-style-type: none"> • The RTAC will be receiving \$50,000 to hire an RTAC Coordinator for 2005. The EC discussed combining the RTAC Secretary and RTAC Coordinator positions. A template a job description is attached. There are options for hiring: <ol style="list-style-type: none"> 1. A hospital or the fiscal agent can hire the coordinator as an employee and be paid for the position/benefits, etc... 2. The coordinator can be hired as an independent contractor- pay is given to do the job and the lump sum is based on benefits, salaries, etc... It is the person's responsibility to file all the tax paperwork. The person can be paid in a lump sum, monthly, biweekly, whatever the RTAC decides. 3. The person can pay \$130.00 extra to become a limited liability corporation and then is hired the same as in number 2 	

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		<p>above.</p> <ul style="list-style-type: none"> • A subcommittee will meet before the November meeting to put together a job description and discuss the options for hiring. The group will bring the recommendations forward in November. Jim Piper, Dan Fifield and Kelly Stanislaus agreed to help. All are welcome to attend. The meeting date and time will be sent out. 	
Remaining agenda	J. Piper	<ul style="list-style-type: none"> • The remaining agenda is tabled for the next meeting. 	
Announcement	R. Georgen	<ul style="list-style-type: none"> • Theda Clark Medical Center has been recently reverified as a Level II Trauma Center by the ACS for three additional years. 	
Agenda for next meeting:	J.Piper	<ol style="list-style-type: none"> 1. Triage and transfer guidelines 2. Open EC positions 3. RTAC Coordinator position 4. Template for policies 5. EMS participation with RTAC 6. Review of the bylaws 7. Review of goals for 2004 8. Budget 	
Next Steps		<ul style="list-style-type: none"> • The next meeting is planned for Wednesday, November 10, 2004 at 5pm at Wild Rose Community Memorial Hospital 	
Adjournment			