State Designation Overview

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Getting Started

- Get Organized & Educated
  Gather documents from the DSHS website
  (Criteria Defined/Checklist)

- Allow yourself plenty of time to prepare
  - Application
  - Survey Preparation
Survey Coordination:  
http://www.tetaf.org

TETAF Contacts:  
Brenda Putz – bputz@tetaf.org  
Kathy Clayton – kclayton@tetaf.org
The Application

- Utilize data from your registry
- Submit current data
- Ensure multiple reviews of the application before submission

- Gather supporting Documents
  - Policies
  - Job Descriptions
The Site Survey

- Complete the Request for Survey
  - Discuss potential date range with leadership
  - TETAF will coordinate and set the date with the surveyor
  - Calendar meeting request sent to all

- An agenda will be sent to you 2 – 3 weeks before your survey
You will be given the surveyor contact information with the agenda. You may contact them at that time making lodging recommendations and providing a cell number.

Please do not discuss your program with them in advance.

They will make their own travel arrangements.

Meet them at the lobby at the pre-arranged time.

Treat them as your guests – Feed and Water them.
Surveys Components

- Opening Conference
- Facility Walk Thru and Staff Interviews
- Medical Record Review/Document and Policy Review
- Exit Conference
Hospital leadership, appropriate directors, medical staff, ancillary support directors, quality, EMS and RAC.

The surveyors will open and direct the meeting.

Scenario methodology is utilized.

Application will be reviewed.
Tour of the Facility

1. Start in the ED; follow the route of a patient
   • Ensure all equipment is present
   • Prep staff for possible interviews/Mock drill
   • Guidelines in all departments

2. Ancillary support
   • Lab/Blood Bank
   • Imaging
Facility Walk Thru

- OR
- PACU
- ICU

All units receiving/managing your patients
Medical Record Review

- Pull and tab the requested charts ahead of time if hard copy
- Set up computers for each surveyor if EMR (provide a navigator)
- PI documentation accessible, the surveyor will review
- Have PI meeting minutes available
- Have supporting documents available
- Have Registry data accessible
Policy and Document Review

- Manuals including policies and guidelines
- All Education Binders
- Meeting Agendas, Minutes, Attendance
- Statistics Reports
Two Phases

1. **Regulatory** – Potential Criteria deficiencies

2. **Consultative** – Surveyors review
   - Strengths
   - Weaknesses
   - Recommendations
   - This is an opportunity to begin your Corrective Action Plan.
Final Written Report

- Mailed within 30 days of survey.

- Two reports

  **Regulatory** – **Send to DSHS with Chart Reviews**
  The facility is responsible for forwarding the report to DSHS
  The facility can submit an action plan with the survey report

  **Consultative** – Internal hospital use only.
  Do not send to state.
Tricks of the Trade

- Be Prepared/Organized
- Utilize your Resources
  - TTCF
  - TETAF
  - RAC
  - DSHS
- Document!
- Be Honest
- Be Confident
- Ask Questions
- Take credit for all that you do
Success !!!