



## **ARKANSAS DEPARTMENT OF HEALTH**

### **ARKANSAS TRAUMA SURVEYOR CREDENTIALING PROCESS**

#### **I. Requirements for Arkansas Department of Health (ADH) Trauma Surveyors**

1. Active employment in a designated or verified trauma program ( the ADH Trauma Section representative, who is not a Trauma Surveyor, must be a current employee of the Trauma Section and have a regular working relationship with the Trauma Advisory Council);
2. Familiarity with a state designation or national verification process; previous site survey experience is preferable but not mandatory;
3. Completion of ADH-sanctioned credentialing course (see Section II. below);
4. Attestation of familiarity with the “Arkansas Trauma System Rules and Regulations,” promulgated by the Arkansas Board of Health;
5. Successful (as determined by the ADH Trauma Section Chief) completion of a site survey in the State of Arkansas;
6. Surgeons must be fellows of the American College of Surgeons or members of the American College of Osteopathic Surgeons or approved by the Trauma Section;
7. Emergency physician (pediatric emergency physician for pediatric specialty facility) who currently works in a designated trauma center and who is Board-certified in EM or approved by the Trauma Section;
8. Trauma Program Managers/Coordinators should be Registered Nurses with responsibility for monitoring and evaluating nursing care of trauma patients and for the coordination of the QI and patient safety programs of the trauma center in conjunction with the TMD.

## **II. ADH-sanctioned Credentialing Course**

1. Shall be provided by a representative of the ADH Trauma Section (e.g., the ADH Trauma Medical Consultant);
2. Prospective Surveyor will review the history of the Arkansas Trauma System and the legislation and rules leading to the present system;
3. Prospective Surveyor will review and become familiar with the current “Arkansas Trauma System Rules and Regulations,” promulgated by the Arkansas Board of Health;
4. Prospective Surveyor will review and become familiar with the “Frequently Asked Questions” document (recommended by the Trauma Advisory Council and approved by ADH);
5. Prospective Surveyor will review and become familiar with the “Hospital Pre-review Questionnaire”;
6. Prospective Surveyor will review and become familiar with the “Surveyor Checklist” for hospital designation visits;
7. Prospective Surveyor will understand the process of scheduling site surveys, completing the report for the Site Survey and Assessment Panel, and the fee structure for site surveys;
8. Prospective Surveyors will understand the conflict of interest policy. (Note: Successful completion of this credentialing course will result in the individual being designated a Surveyor Candidate. Successful completion of one site survey will result in the Surveyor Candidate attaining full designation status as an Arkansas Trauma Surveyor.)

## **III. Other Responsibilities of Trauma Surveyors**

1. Once credentialed and selected for a site survey, the Trauma Surveyor will do the following:
  - a. Receive the survey material and provide the ADH Trauma Section with contact information (e-mail to your state trauma nurse coordinator (TNC), and

- b. Sign an affidavit certifying that he/she has received the above training, been provided with the pertinent survey materials, and has no political, competitive, and/or financial conflict of interest with the hospital under review. This should be e-mailed to your TNC or faxed to the ADH Trauma Section at (501) 280-4729.