

### **Purpose**

The purpose of the trauma registry educational visit is to validate, via inter-rater reliability processes, the data abstracted and submitted by each PA trauma registry to the Pennsylvania Trauma Systems Foundation's Pennsylvania Trauma Outcome Study (PTOS).

### **Background**

The trauma registry is considered to be the "back-bone" of any trauma program. The on-site registry educational visit provides continuing education to the trauma registry staff, suggestions/ideas for improving the trauma center's registry, as well as assuring consistent and accurate data abstraction to the PTOS across the Commonwealth of Pennsylvania.

Registry data is used in the following ways:

- Trauma Center performance improvement (PI) initiatives
- Utilization of services and systems at the institution level and state level
- Educational programs
- Research and comparison studies
- Public policy questions
- Site Survey accreditation process

The importance of accurate information cannot be over-emphasized. Inaccurate information can falsely reflect unexpected outcomes in the audit filters, and in patient care information. Since these are areas reviewed during the site survey process, the educational visits can be an important part of your preparation for internal meetings, PI initiatives and site surveys.

### **Preparation for Accredited Trauma Center Visit**

In preparation for the educational visit, the trauma registrar is contacted approximately 10-12 weeks prior to the anticipated date of the visit via e-mail. The purpose of this communication is to establish and confirm a date for the educational visit. Approximately 4 weeks prior to the date of the visit, the facility will be sent a formal letter via e-mail. This letter describes the visit in detail and informs the facility of the ten (10) PTOS records that have been selected for review.



The types of cases that are selected for review will have a common theme each year. For example:

- Penetrating trauma case
- Isolated head injury case
- Burn case

### **Preparation for Pursuing Trauma Center Visit**

In preparation for the educational visit, the trauma registrar is contacted approximately 10-12 weeks prior to the anticipated date of the visit via e-mail. The purpose of this communication is to establish and confirm a date for the educational visit. Approximately 4 weeks prior to the date of the visit, the facility will be sent a formal letter via e-mail. This letter describes the visit in detail and asks the facility to select five (5) medical records from their most recent data submissions to the PTOS. Selected records should represent all registrars at the facility.

The types of cases that are selected for review are as follows:

- Pediatric case
- Burn case
- Death case
- Penetrating trauma case
- Isolated head injury case

### **Educational Visit Format**

On the day of the educational visit, newly accredited trauma centers and trauma centers pursuing accreditation, will begin the day with accession review. In addition, the diagnostic index and Emergency Department log will also be requested to determine how accurately cases are being selected for placement in the trauma registry. For mature, accredited trauma centers, the diagnostic index and Emergency Department logs will be reviewed only if deemed necessary by the Foundation staff or requested by the facility; otherwise this part of the educational visit is not performed.

15 cases will be chosen from the diagnostic index and 10 from the ED log that appear to be cases which meet the criteria for submission to PTOS. Once the cases are identified, they are compared against the trauma registrar's trauma log, which contains all of the cases submitted by that registrar to the Foundation for inclusion in the PTOS. Any cases that are not matched between the diagnostic index, ED log, and trauma log are



researched by the registrar to determine why the case was not submitted to the Foundation. If it is determined that the case qualifies for submission, the registrar will abstract the data and submit it to the Foundation immediately.

The majority of the day involves the inter-rater reliability process, or medical record review. Five (5) records that were chosen by the facility will be reviewed in detail by Foundation staff for pursuing trauma centers, and ten (10) records that were chosen by the Foundation will be reviewed in detail by Foundation staff for accredited trauma centers.

The data that the registrar has submitted for the cases selected is downloaded into the Foundation's Educational Visit Software prior to the day of the visit and is utilized for the inter-rater reliability review. The facility must provide a registrar, or other appropriate staff member, to navigate the medical record for Foundation staff during the inter-rater reliability review. With the help of the chart navigator, Foundation staff verifies each data element with the documentation contained in each medical record for accuracy and completeness. Foundation staff insures that the data definitions for each data element in the PTOS Operational Manual are being followed. If discrepancies are noted between what the registrar has submitted and what is contained in the record, they are presented to the registrar during the summary session at the end of the day. During this meeting, the registrar and Foundation staff review the discrepancies and resolve any issues. Any discrepancies that remain are corrected by the registrar and re-submitted to the Foundation. The summary meeting is also a time for the registrar(s) to ask questions pertaining to the abstraction of data to be included in the PTOS, and often times other members of the trauma program, such as the Trauma Program Coordinator and Trauma Program Medical Director, are present during the summary meeting.

### **Post Visit Process**

Once the educational visit has concluded, the registrar receives a written report and report card from Foundation staff detailing the findings from the visit. These reports are sent via e-mail within 5 business days of the registry educational visit.

### **Educational Visit Frequency and Accuracy**

In accordance with Policy No. AC-130, Trauma Centers pursuing accreditation for the very first time are required to schedule a ½ day session in the fall the year prior to survey, and a full day session in the spring during the year of survey for their trauma registry and associated staff. This will take place at the hospital. There is a fee associated with both of these visits.



## Policy TR-106 Trauma Registry Educational Visits

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Hospitals seeking accreditation that have been in pursuit for over a year will be required to have a registry educational visit once a year until they have a successful site survey and are accredited as a practicing trauma center. Once accreditation has been established, a registry educational visit will be conducted a year later.

If a data accuracy score of 96% and above is achieved, accredited trauma centers will not be required to have another registry educational visit until five years later. **It is important to note here, that an educational visit may be requested by a facility at any time.**

The following criteria were developed to determine if a mature, accredited trauma center will require a visit within two years of their previous visit, or if the visit will be five years from the previous visit. No facility will go more than five years without a visit.

The criteria are as follows:

- Two year visit: reports shows less than 96% accuracy.
- Five year visit: reports shows greater than 96% accuracy.

An action plan will be required in the following two instances:

- The educational report shows less than 96% accuracy
- The timeliness of submission of PTOS qualifying patients is below the percent listed in Standard 5 for two consecutive quarters as determined by the Foundation

Action plans should specifically address the issues and provide a timeline and means of resolution.

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