

APPROVED: Signature On File In EMS Office  
Executive Director  
  
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Medical Director

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**TRAUMA CENTER DESIGNATION PROCESS**

I. **AUTHORITY**

Division 2.5, California Health and Safety Code, Sections 1798.162, 1798.163, 1798.165.  
California Code of Regulations Section 100255.

II. **DEFINITIONS**

A. "Trauma Center" or "designated trauma center" means a licensed hospital, accredited by the Joint Commission on Accreditation of Healthcare Organizations, which has been designated as a Level I, II, III, or IV trauma center and/or Level I or II pediatric trauma center by the local EMS agency, in accordance with California Trauma Care System Regulations

III. **PURPOSE**

To define the process by which hospitals will be designated as trauma centers.

IV. **POLICY**

A. Level II trauma centers

1. Mountain Valley EMS will use a request for proposal(s) process for designation of level II trauma centers. The process will be structured to allow an application by any interested Receiving Facility in the area for which a Level II trauma center is to be designated.
2. Submitted proposals will be reviewed by Mountain-Valley EMS Agency staff for completeness and compliance with minimum requirements. Mountain-Valley EMS Agency will offer applicants whose proposals are incomplete or not fully compliant an opportunity to revise the proposal prior to its review by the Trauma Proposal Review Team.
3. The Trauma Proposal Review Team, which reviews the written proposals and conducts site visits, will include a trauma surgeon(s), emergency physicians(s), trauma nurse coordinator(s), and/or hospital administrator(s), EMS agency administrator(s), and/or similar experts as necessary. It will consist of individuals who:

- a. Have previous expertise in trauma center and trauma care system operation.
  - b. Understand the multi-disciplinary nature of trauma care.
  - c. Have no known conflicts of interest.
  - d. Are from outside of Mountain-Valley EMS Agency region.
4. Based on the recommendation(s) of the Trauma Proposal Review Team, the Board of Directors will designate the Level II trauma center(s). The Board's preliminary decision may be appealed to an appeal committee consisting of the Health Officers of the counties in the service area. The committee will review the appeal and make recommendation to the Board of Directors whose decisions will be final. Grounds for appeals are limited to alleged failure to follow the RFP process and criteria and conflicts of interest.
  5. Mountain-Valley EMS Agency will execute a contract with the designated facility based on the proposal. If Mountain-Valley EMS Agency and the facility are unable to mutually agree on a contract, the designation may be withdrawn and offered to another Receiving Facility.

B. Level III and Level IV trauma centers

1. Mountain-Valley EMS Agency will use an application process for designation of level III and Level IV trauma centers. The process will be structured to allow an application by any interested receiving facility in the Mountain-Valley EMS Agency area.
2. Submitted application will be reviewed by Mountain-Valley EMS Agency staff for completeness and compliance with minimum requirements. Mountain-Valley EMS Agency will offer applicants whose proposals are incomplete or not fully compliant an opportunity to revise the proposal prior to its review by the Trauma Proposal Review Team. The goal of this process is to promote participation in the system by all interested facilities.
3. The Trauma Proposal Review Team, which reviews the written proposals and conducts site visits, will include a trauma surgeon(s), emergency physicians(s), trauma nurse coordinator(s), and/or hospital administrator(s), EMS agency administrator(s), and/or similar experts as necessary. It will consist of individuals who:
  - a. Have previous expertise in trauma center and trauma care system operation.
  - b. Understand the multi-disciplinary nature of trauma care.
  - c. Have no known conflicts of interest.

4. Based on the recommendation(s) of the Trauma Proposal Review Team, the Board of Directors will designate the Level III and Level IV trauma center(s). The Board's preliminary decision may be appealed to an appeal committee consisting of the Health Officers of the counties in the service areas. The committee will review the appeal and make recommendation to the Board of Directors whose decisions will be final. Grounds for appeals are limited to alleged failure to follow the RFP process and criteria and conflicts of interest.
5. Mountain-Valley EMS Agency will execute a contract with the designated facility based on the proposal.