

SAN JOAQUIN COUNTY
EMERGENCY MEDICAL SERVICES AGENCY

TITLE: Trauma Center Designation

EMS Policy No. 4710

PURPOSE:

The purpose of this policy is to establish the process for designating trauma centers in San Joaquin County.

AUTHORITY:

Health and Safety Code, Division 2.5, Sections 1797.220, 1798, 1798.162, 1798.163, 1798.164, 1798.165, 1798.168, 1798.170, and 1798.172. California Code of Regulations, Title 22, Division 9, Chapter 7.

DEFINITIONS:

- A. "SJCEMSA" means the San Joaquin County Emergency Medical Services Agency.

POLICY:

- I. The San Joaquin County Emergency Medical Services Agency shall issue a request for proposal (RFP) for designating a sole level III trauma center to serve San Joaquin County requiring a commitment from the selected hospital to achieve level II trauma center standards within a specified timeframe.
- II. An RFP document shall be sent by certified mail to all licensed acute care hospitals in San Joaquin County. Hospitals interested in applying and competing for designation as the sole level III trauma center serving San Joaquin County will be required to submit a letter of interest and the trauma center application fee by a specified date and time. Thereafter, all communication regarding the designation process will be conducted only with those hospitals that have submitted a letter of interest and an application fee. The RFP shall include:
- A. Introduction and background regarding San Joaquin County trauma system.
- B. General information and instructions about trauma center designation including eligibility for application, primary service area, fees, and statements that SJCEMSA does not guarantee a minimum number of trauma patients or trauma patient payer sources.
- C. A list of level II and level III trauma center standards. Applicants will be required to describe their current compliance with these criteria or indicate plans to achieve compliance with any level III criteria within 3 months of nomination for designation.

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- D. A list of trauma center conditions and requirements which the applicant will be required to accept.
 - E. A proposed contract between the hospital and the San Joaquin County EMS Agency to be completed when the hospital has been selected. Applicants will be required to indicate their acceptance of the contract or to submit alternative language for any clause which they are unwilling to accept.
 - F. A schedule of fees for trauma center application and ongoing designation/contract monitoring.
 - G. A statement that the San Joaquin County EMS Agency may abbreviate RFP steps or timeframes if only one hospital submits a letter of interest and application fee.
- III. SJCEMSA will host a mandatory meeting with interested hospitals prior to the submission of proposals to answer questions and clarify any requirements.
- IV. Interested hospitals shall have up to sixty days (60) days to submit an original and six copies of their proposal to the SJCEMSA. Other submission requirements will be outlined in the RFP document.
- V. The San Joaquin County EMS Agency will assemble a team to review the proposals and conduct site visits of each interested hospital. The review team will consist of members with expertise suitable for the evaluation of a trauma center proposal such as a trauma surgeon(s), emergency physician(s), trauma program manager(s), hospital administrator(s), EMS Agency administrator(s), and /or individuals with similar qualifications. The proposal review process will include a site visit for the purpose of confirming the information submitted and for evaluating the hospital's capability and commitment to serve as a trauma center. The review team will evaluate the proposals using criteria that includes but is not limited to the following:
- A. Compliance with minimum level III trauma center standards.
 - B. Quality and scope of service.
 - C. Applicant's demonstrated commitment to the care of major trauma patients.
 - D. Demonstration of ability to provide level III trauma services based upon meeting defined objectively measured criteria (as opposed to a written plan to provide such services).
 - E. Location of the hospital within the trauma service area.
- VI. Trauma Center Selection Process:
- A. The review team will report its findings and recommendation to the EMS

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Agency. This report will include:

1. Whether a hospital is recommended to be selected for trauma center designation, and;
 2. A recommended corrective action plan that lists any deficiencies that must be remedied for a hospital to meet trauma center requirements.
- B. The San Joaquin EMS Agency shall evaluate the review team's findings and issue a preliminary decision that shall:
1. Affirm the findings and recommendation of the review team.
 2. Issue an alternate recommendation.
 3. Reject all proposals.

VII. Appeals Process:

- A. Notices of findings and copies of reports specific to each applicant will be sent to the appropriate applicant. Applicants will have ten (10) days to submit an appeal from the day of receipt of the EMS Agency's decision to affirm the findings and recommendation of the review team or issue an alternate recommendation. A decision of the San Joaquin County EMS Agency to reject all proposals is not appealable. Grounds for appeal are limited to alleged administrative failure of the EMS agency or review team to follow the RFP or proposal review process. The expert judgment or analyses provided by the review team is not subject to appeal.
- B. A final decision on any appeal shall be made upon review by an independent attorney selected by the Office of the County Counsel. This independent attorney must have no allegiance or affiliation with any hospital within the County or to any member of the review team. All decisions are final and cannot be appealed further.
- C. An applicant requesting an appeal shall pay the established appeal fee which shall be used by the County to cover all costs associated with the appeal process.

VIII. Designation:

- A. Following the completion of any appeal, the EMS Agency's preliminary decision and the findings and recommendation of the review team shall be presented to the San Joaquin County Board of Supervisors for a final decision on trauma center designation and contract approval.

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