

Colorado Department of Public Health and Environment Emergency Medical and Trauma Services Section Trauma Program Policies and Procedures		
Subject: Designation Review Committee		
Date: 3/7/06	<input checked="" type="checkbox"/> XX Replacement page(s)	of part _____
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**SUMMARY**

This document shall govern the convening and operation of the Designation Review Committee (DRC), a committee convened by the EMTS Section, Colorado Department of Public Health and Environment (“the Department”).

**POLICIES AND PROCEDURES**

**Purpose:**

The purpose of the DRC is to provide a recommendation to the Department on the designation of each Level III-V facility reviewed pursuant to applicable statutes and rules in Colorado. The DRC shall have access to a summary of the findings at the previous review (if applicable), the facility’s application with any proprietary material extracted; a summary of the site review findings; the recommendations of the site reviewers and any plan of correction submitted by the facility. The DRC shall not have access to the scoring tool as completed by the site review team.

In addition, the DRC shall advise the Department on process issues identified through the site review and designation process of Level III-V trauma centers.

**Membership:**

Membership shall be in accordance with the rules as stated in 6 CCR 1015-4, Chapter Three. There will be nine members, appointed by the Department upon the recommendation of the State Emergency Medical and Trauma Services Advisory Council (SEMTAC) to serve for terms of three years.

For the purposes of initial appointments, three (3) members will be appointed for one (1) year, three (3) members will be appointed for two (2) years, and three (3) members will be appointed for three (3) years. Initial terms will be chosen by drawing.

At the discretion of the chair, any member who has three absences during a calendar year shall be deemed to have vacated the membership and the Department shall fill such vacancy for the remainder of the un-expired term. Members are strongly encouraged to notify either the staff or the DRC chair as early as possible regarding an anticipated absence. This is necessary to assure that enough members will be in attendance to conduct official business. Members may participate through electronic means and be considered as present for attendance purposes.

**Officers, Duties and Elections:**

Elected officers of the DRC shall be the Chairperson and the Vice Chairperson. Elections shall be held yearly for these offices. Officers may hold the position for more than one consecutive term. The officers shall be elected by majority vote of the ballots cast for the office.

**Responsibilities of the Chairperson:**

1. Preside at all meetings of the DRC and assure that the policies of the DRC are followed.
2. Work to assure smooth communication between the DRC, SEMTAC and the Department.

The Vice Chairperson will serve in the absence of the Chairperson and assume the above responsibilities.

The Chairperson or Vice Chairperson may be removed from office by consent of the committee if the officer has not or cannot fulfill his/her responsibilities. If an officer is removed at a meeting, an election for a successor shall take place at the same meeting without previous notice of the election. In the absence of both the chair and the vice chair at any meeting in which a quorum is present, the members present may elect a chair to serve for that meeting only so that business may continue.

#### Responsibilities of the Department:

1. Record, maintain and distribute accurate minutes of all DRC meetings;
2. Monitor attendance of committee members;
3. Receive resignations and written notices of impending vacancies;
4. Receive general communications for the committee;
5. Maintain an accurate and up-to-date list of members of the DRC;
6. Make the minutes available to the public through the Department;
7. Distribute to DRC members the minutes of the previous meetings, the agenda of any DRC meetings and any supplemental materials necessary for such meetings at least five working days prior to such meetings.
8. Provide a replacement secretary, if for some reason, the secretary is unable to attend a meeting.
9. Report on DRC recommendations and department actions to SEMTAC as part of the Trauma Program Report.

#### Meetings:

Meetings shall be subject to all current statutes and rules relating to the conduct of open meetings. The DRC shall hear public testimony in a manner as prescribed by the Department. There will be, at a minimum, an opportunity for input from any party during the discussion period prior to a vote.

The DRC shall meet monthly or as otherwise necessary as determined by the Department in consultation with the Chairperson. All meetings will be available via teleconferencing. There will be no reimbursement of travel expenses; however, the Department will reimburse the long distance charges of appointed members, if the expenses are submitted on a signed Department reimbursement form. Should meetings requiring travel be deemed necessary, mileage will be paid at the prevailing rate paid by the Department.

A quorum shall be the majority of the appointed members and must be established at the beginning of all meetings in order for business to be conducted. There must be a quorum remaining in attendance, either by phone or in person, for any vote taken.

Any meeting may be cancelled by the Chairperson in consultation with the Department, a minimum of three working days prior to the meeting, if the Chairperson determines there will be no quorum present at the meeting or when there are no decision items on the agenda.

#### Voting:

At least one half of the members of the DRC (a quorum) must be present for any vote to be held. All recommendations from the DRC to the Department shall be adopted by majority vote of the DRC in attendance (either in person or via teleconference). During the voting process, the chair will request a voice vote on items and will ask for people abstaining to identify themselves. If the vote is unanimous, there will be no e-mail vote required. If the vote is not unanimous, the chair will request that members present record their votes on paper and that members attending via teleconference forward an e-mail to [grace.sandeno@state.co.us](mailto:grace.sandeno@state.co.us) to confirm their vote. To the extent possible, staff will work to have a live e-mail account available during the meeting to confirm the vote.

In the case of election of officers, the vote shall be conducted by written vote on ballots to be supplied by the Department either in person or via e-mail. If no candidate receives a majority of the votes cast, another ballot shall be taken. If further ballot needs to be cast to determine a majority winner, it shall

be between the two candidates receiving the highest number of votes on the immediate preceding ballot.

**Conflict of Interest:**

No member of the DRC shall be permitted to vote on items brought before the DRC, for which direct personal, organizational or financial conflict of interest exists, such as the member works at the facility, has a contract with the facility or is involved in some official capacity at the facility. If a potential conflict of interest exists, the member shall declare the potential conflict of interest BEFORE the beginning of public discussion. The committee shall decide whether such conflict, in fact, exists and whether the member should vote on that issue.

No individual member shall make a statement of policy that purports to be that of the DRC unless the DRC shall have adopted such policy, but no one shall be prohibited from stating his or her personal opinions, provided they are clearly identified as such.

**Policy Regarding Facilities Having Fully Met All Criteria**

It is the policy of this committee to give an automatic recommendation to the Department for any facility with a review reflecting full compliance with all standards. The Designation Review Committee will not consider such a facility as a decision item on its agenda; however, the Department will report on the designation of such facilities at the subsequent DRC meeting.

**Policy on Plans of Correction**

It is the policy of this committee to review, or at least to have available to committee members, the plan of correction for any facility being considered on an agenda. The plan of correction will address each item identified as deficient or met with reservation. The plan of correction will be submitted to the Department as required in rule and will be forwarded, with any appropriate supporting material, to DRC members at least two days prior to the day of the meeting.

**Revision of policies:**

These policies and procedures may be amended by the Department with the consent of the DRC at one of its regularly scheduled meetings.

Approved by Grace Sandeno Title: Trauma Program Director Date: 2/7/07

Approved by D. B. Kybernd Title: EMTS Section Chief Date: 3/7/07

Approved by \_\_\_\_\_ Title: Chair, DRC Date: \_\_\_\_\_