

Division:	Fellowship Engagement	Ref. No.	POL-3004
Department:	Professional Standards		
Title:	Australia and New Zealand Trauma Verification Program		

1. PURPOSE AND SCOPE

This policy outlines the procedures of the Australia and New Zealand (ANZ) Trauma Verification Program.

2. KEYWORDS

ANZ Trauma Verification Program, quality assurance, trauma, trauma service

3. BODY OF POLICY

The Trauma Verification Program is a system of benchmark and review of trauma services in hospitals in Australia and New Zealand. A multidisciplinary team of trauma-experienced clinicians visit the hospital by invitation to assess and measure that hospital's capacity to manage trauma.

There are four types of verification visits: Consultative, Formal Verification, Renewal Verification and Focus visit after provisional verification. It is strongly recommended that hospitals undergo a Consultative Trauma Verification review first as preparation for the Formal Verification Review.

A Consultative review enables a hospital to benchmark its trauma resources and service provision against the current set of Model Resource Criteria and so better clarify that hospital's readiness for a Formal review. It also allows a hospital to address any deficiencies that a Consultative visit may identify, prior to Formal Verification. It is recommended that a Formal Verification review be conducted within 18 months of a Consultative review.

A Formal Verification visit is a rigorous review of the hospital's trauma care. Successful verification means that no critical deficiencies in trauma care were identified. Upon successful verification, a certificate is awarded to the hospital as evidence of their attainment. This certificate is valid for four years.

Reverification is an option for a hospital that has undergone a formal review and obtained full verification and requests another verification visit within the validity of the Trauma Verification certificate. There is no obligation for hospital to accept a return verification review, but it is highly recommended to ensure the hospital's ongoing commitment to quality trauma care. As a smaller team is required, the cost for Reverification is the same as for a consultative visit.

A hospital may be awarded Provisional Verification if, during a Formal Verification review, a hospital is found to have criteria deficiencies that are within that hospital's capacity to address within 12 months from receipt the Formal Verification written report. A return visit to the hospital (Focus visit) to sight evidence of the correction of the criteria deficiencies may be required. The return visit will be conducted by a smaller team (one - two members), which will include at least one member of the original team involved. The Focus visit is usually accomplished no later than one year from the time of the notification of the results of the initial review and is associated with a cost to the hospital. If the hospital can provide written evidence of correcting critical deficiencies a Focus visit may not be necessary.

After Consultative, Formal Trauma Verification or Reverification, a written report is delivered to the hospital. The report highlights strengths and weaknesses of the hospital's trauma service and makes suggestions for improvement. If the Trauma Verification Subcommittee is satisfied that a hospital has met the standards at a Formal Verification visit or within 12 months of Provisional Verification, a certificate may be issued which is valid for 4 years from the date of approval.

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The Trauma Verification Program does not designate levels of trauma service provision. Designation of hospitals to various categories of trauma services is managed by the relevant jurisdictional Department of Health.

3.1. Protection of College Copyright and Preservation of Intellectual Property

The authority requesting and paying for any Verification visit and the Royal Australasian College of Surgeons have joint copyright and ownership of any Verification report that results following a Verification visit. The Australasian Trauma Verification Program will not disclose any such report outside the Trauma Verification Subcommittee, the College Trauma Committee and the Australasian Trauma Verification Program office without first obtaining approval from the institution that was reviewed and the authority requesting the review.

3.2. Financial Aspects of the Australasian Trauma Verification Program

The Trauma Verification Program aims to be a financially self-sustaining project. This is dependant on the number of hospitals which undertake a review each year and then continue with ongoing Verification reviews. Prices for each type of review are set after a periodic costing analysis which includes all ongoing costs associated with the administration of the program.

The program funds a Project Officer who provides project and administrative support.

3.3. Hospital Confidentiality

As a member of the Trauma Verification Site Review Team, it is likely that a reviewer will be exposed to sensitive patient and commercial information. Upon agreeing to participate in a site review, all team members are required to sign the Trauma Verification *Confidentiality Agreement for Reviewers*.

3.4. Conflict of Interest

The Trauma Verification Subcommittee has a responsibility to manage, reduce or eliminate any actual or potential conflicts of interest that may occur as a result of membership of the Site Review Team. All reviewers are given a copy of the *Trauma Verification Conflict of Interest* policy when they are invited to participate in a review and must declare any potential conflict of interest prior to accepting the role of reviewer.

Participating hospitals will be asked to give permission for the use of any information they provide in the Pre Review Questionnaire and/or from the contents of the final report for the generation of reports and/or academic publications/presentations that relate to the Trauma Verification Program. Any information used for such activities will be presented in a hospital format in which hospitals, their employees and patients will be de-identified.

3.5. Reviewer Entitlements

3.5.1. Travel and Accommodation

Travel and accommodation entitlements for people and observers taking part in Australasian Trauma Verification reviews or other business are subject to the requirements outlined in the College's Travel and Accommodation Policy. Flights over 3 hours may incur a business class airfare. Payment of Reviewers

3.5.2. Payment of Reviewers

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The scheduled Trauma Verification review fee includes provision for a reviewer payment for each participant. The rate of payment is defined within the Trauma Verification procedure document.

3.5.3. Continuing Professional Development (CPD) Points

Fellows of the College are entitled and encouraged to claim CPD points for their time as part of a Verification visit. CPD points are to be claimed under Category Two: Clinical Governance and Quality Improvement at the rate of one point for every hour spent partaking in Verification reviews.

3.6. GOVERNANCE

The Australasian Trauma Verification Program has the following governance measures:

- Evaluates and measures the efficiency of the program by using a process of feedback from hospitals and reviewers
- Adheres to policies for Subcommittee and team members conflict of interest
- Follows guidelines for team composition
- Follows documented process of selection and training of team members and team leaders
- Generates regular reports of its activities to the Trauma Committee, the College Council and Executive, participating Colleges and Trauma Societies.

4. ASSOCIATED DOCUMENTS

Australasian Trauma Verification Program – Review Process (procedure)

Trauma Verification Subcommittee Terms of Reference

Approver Chief Executive Officer
Authoriser Professional Development and Standards Committee

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