



East Central (4) Regional Trauma Advisory Board  
Saint Francis Hospital Muskogee  
300 Rockefeller Drive  
Muskogee, OK 74401  
November 17<sup>th</sup>, 2022 @ 1:00 pm

MINUTES

- I. Call to Order.....Mike Cates, Chair  
The meeting was called to order by Chairperson Mike Cates at 1:03 pm.
- II. Welcome and Introductions.....Mike Cates, Chair  
None at this time.
- III. Roll Call..... Kim Walton, Secretary/Treasurer  
Roll call was taken with quorum of the Board Members met. See attached sheet for complete attendance.
- IV. Approval of Minutes – August 18<sup>th</sup>, 2022..... Mike Cates, Chair  
A motion to approve minutes as written was made by Mike Cates and seconded by Ozalena Martinez. There was no discussion and the motion passed after an unanimous roll call.
- V. Reports/Updates
  - A. Emergency Systems quarterly activity report.....Lori Strider  
Lori Strider introduced Tessa Cleary-Smith as the new EMS Administrator. The following positions are still open at OSDH; EMS Administrator II, Epidemiologist II/III, and Statistician.  
Regulatory inspections still continue and are unannounced.  
Development consults are still being done for our licensed agencies. Our key focus as of this year has been development of a rules compliant medical director involved quality assurance/quality improvement process for all agencies who received deficiencies.  
Two Regional OTEP has been completed this year for Region 2 and Region 4.  
There is a T3 Working Group from the Medical Direction/Coordination Committee that met on October 12, 2022 and are currently planning a future meeting in the next 2-3 weeks that will compare what Oklahoma uses to the national standards for prehospital triage. We have been selected to put together a new State EMS Plan Workgroup. The workgroup is a strategic planning project funded by the National Highway Traffic Safety Administration (NHTSA). The National Association of State EMS Officials (NASEMSO) is contracted with NHTSA to complete three strategic planning meetings before the end of 2022 to update some of the dated assessment documents, and then the findings will be presented to NHTSA.



41 Reminder: All cases must be reported to OKEMSIS by the end of the following month  
 42 after date of service. All September cases should be entered by the end of October  
 43 2022. Dates for Trauma Fund to remember are: Hospital Trauma Fund Application  
 44 deadline 11-30-22 and EMS/Physician Trauma Fund Application deadline 12-15-22.  
 45 Physician Trauma Fund training is scheduled for 11-9-22 and EMS Trauma Fund  
 46 Application training is 11-16-22. Claims for July 1- December 31, 2021 is being reviewed  
 47 at this time. Critical Dates (Claims January 1, 2022, to June 30, 2022): 02/10/2023 – Data  
 48 Error Reports and Transfer Feedback Reports uploaded to facilities OSDH BOX account,  
 49 03/01/2023 – All incomplete/corrections deadline, 03/17/2023 – Major Trauma Case  
 50 List uploaded to facilities OSDH BOX Account – Last opportunity to make corrections –  
 51 must submit a Review Request Form listing each case to make corrections/additions on,  
 52 and 04/05/2023 – Final Deadline before Summary Sheet emailed to Hospital  
 53 Administrator’s.  
 54 Reminder: Check monthly Compliance Report and verify number of cases submitted  
 55 into Trauma Registry. All cases through September 2022 should be entered by the end  
 56 of October 2022. If you have a discrepancy, please send an email to  
 57 esystems@health.ok.gov and put in the subject line “Trauma Registry” and the concern  
 58 for missing cases. A staff member will contact you to troubleshoot the discrepancy. If  
 59 there are no trauma cases for each month, email ESystems stating you have no cases for  
 60 that month. By doing this, you will eliminate receiving an email with a reminder to  
 61 submit your data.  
 62 Oklahoma Emergency Response Systems Stabilization and Improvement Revolving Fund  
 63 (OERSSIRF):Reviews were completed on October 6<sup>th</sup> and contracts went out on October  
 64 11<sup>th</sup>. If you applied for trauma fund and were awarded a contract, you should have  
 65 received something in the mail. Also, all awards are posted on the OSDH Emergency  
 66 Systems website.  
 67 OTERAC: discussion and vote to remove Chapter 642, discussion and vote to approve  
 68 new language for Chapter 643, discussion and vote to approve chapter 645, and  
 69 discussion and vote to approve Oklahoma trauma system assessment by the American  
 70 College of Surgeon, or other entities pending availability of funding. Next OTERAC  
 71 meeting is February 1, 2023, at 1:00 pm in Tulsa. At the James O Goodwin Health  
 72 Center, Tulsa City-County Health Department, 5051 South 129th East Avenue, Tulsa, OK  
 73 74134  
 74 B. Regional Planning Committee quarterly activity report.....Mark Forrest  
 75 No report at this time.  
 76 C. Quality Improvement Committee quarterly activity report..... Dr. James Campbell  
 77 Dr. James Campbell gave a summary of the last CQI meeting. The committee reviewed  
 78 11 cases, which 20 letters were sent out to the agencies; 3 of the 20 letters were for  
 79 good jobs. The committee accepted 4 response letters. 8 Members were present for this  
 80 meeting and the next meeting is scheduled for January 4<sup>th</sup>, 2023 on TEAMS. The  
 81 committee ask for help getting records back in a timely manner so the cases can be  
 82 reviewed. Patient prioritization was asked to be put on all patient records.  
 83



84 D. Regional Medical Response System quarterly activity report.....Sam Murray  
85 Sam stated they are watching the RSV/flu/COVID/Ebola patients in the State and OSDH  
86 is still working on the Recovery Plan.

87 E. EMS for Children quarterly activity report.....Bobbie Keith  
88 Delores Welch introduced her replacement, Sarah Connally, as she is now retired. She  
89 then went over the slide presentation in the packet. The EMSC department is grant  
90 funded by the Department of Health Resources & Services Administration (HRSA). They  
91 completed a survey for the states EMS Agencies at the beginning of the year. Of the 129  
92 agencies, 58 responded. Of the agencies that responded, 17 out of 53 reported having a  
93 Pediatric Emergency Care Coordinator (PECC) and 20 of the 53 reported a minimum 1 to  
94 2 Skills testing on use of Pediatric specific equipment annually. The approximate 10  
95 minute online survey will be emailed out again in January 2023 to all EMS Agency  
96 contacts from last year. The survey will end and close March 31, 2023. The EMSC office  
97 asks that each EMS Agency email the current Name, Email, and Phone number to them  
98 at [EMSC@OUHSC.EDU](mailto:EMSC@OUHSC.EDU) of the person who will complete the survey. The EMSC office  
99 will be calling all agencies to confirm this information if they don't receive an email. The  
100 approximate 2.5 hour online National Pediatric Readiness Assessment, completed every  
101 5 years by all Hospital Emergency Dept. supervisors/managers, was completed between  
102 June and August 31, 2021, with about 85% response rate. A Survey Report, with their  
103 hospital's results and the National average for hospitals with a similar pediatric patient  
104 volume, was emailed to each person who completed a survey for their hospital. Every  
105 hospital's survey results are proprietary information to be seen by only their ED person  
106 who completed the survey and whoever they share with internally. A hypothetical  
107 example was given using The Children's Hospital at OU Health. The EMSC office will  
108 provide Free classes in Pediatric Advanced Life Support (PALS), Pediatric Evaluation  
109 Assessment, Recognition and Stabilization (PEARS), Advanced Cardiovascular Life  
110 Support (ACLS) and Basic Life Support (BLS) for AHA Certification, at any Hospital or EMS  
111 Agency in all RTAB Regions 1 through 6. If interested please contact Sarah Connally at  
112 [EMSC@OUHSC.EDU](mailto:EMSC@OUHSC.EDU) or 405-271-3307, Ext. 2.

113 A. Stroke..... Jennifer Thompson  
114 Jennifer had no new updates, but if anyone was interested in helping with the Stroke  
115 Plan to please contact her.  
116

117 **VI. Business:**

118 A. Discussion and ideas from committee for 2023 goals for RPC.....Mike Cates, Chair  
119 The committee discussed that the bylaws have not been updated since 2018, and the  
120 destination survey was low for the Trauma Plan. People were encouraged to participate  
121 in RPC. No items were mentioned for the RPC to review or to start working on.

122 B. Discussion, consideration, possible action, and vote to approve the 2023 Board  
123 Members, 2023 Officer Nominations, 2023 Committee Members and vote to  
124 .....Mike Cates, Chair  
125 1. Chair – Dr. James Campbell  
126 2. Vice-Chair – Mike Cates



127 3. Secretary/Treasurer – Tricia Fleming  
 128 A motion to approve the 2023 Board Members, 2023 Officer Nominations, and the  
 129 2023 Committee Members was made by Ozalena Martinez and seconded by Jeff  
 130 Jackson. There was no more discussion and the motion passed after an unanimous roll  
 131 call.  
 132 C. Discussion, consideration, possible action, and vote to approve the Dates, Times, and  
 133 Venues for 2023 Board Meetings.....Mike Cates, Chair  
 134 1. February 16<sup>th</sup>, or 23<sup>rd</sup>, 2023 - 1:00 pm – St Francis Muskogee Hospital  
 135 2. May 18<sup>th</sup>, 2023 - 1:00 pm - St Francis Muskogee Hospital  
 136 3. August 17<sup>th</sup>, 2023 - 1:00 pm - St Francis Muskogee Hospital  
 137 4. November 16<sup>th</sup>, 2023 – 1:00 pm - St Francis Muskogee Hospital  
 138 A motion to approve the 2023 Dates, Times, and Venues was made by Dr. James  
 139 Campbell and seconded by Mike Cates. There was no more discussion and the motion  
 140 passed after an unanimous roll call.  
 141

142 **VII.** New Business (for matters not reasonably anticipated 48 hours prior to the meeting)  
 143 None at this time.

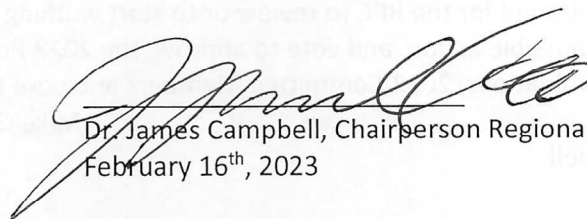
144  
 145 **VIII.** Next Meeting

- 146 A. Quality Improvement Committee
- 147 TBD
- 148 B. Regional Planning Committee
- 149 February 16<sup>th</sup>, 2023 – 10:00 am
- 150 Saint Francis Hospital Muskogee
- 151 C. Regional Trauma Advisory Board
- 152 February 16<sup>th</sup>, 2023 – 1:00 pm
- 153 Saint Francis Hospital Muskogee
- 154 D. Oklahoma Trauma and Emergency Response Advisory Council
- 155 February 1<sup>st</sup>, 2023 – Tulsa – 1:00 pm: location TBD

156 **IX.** Adjournment

157 A motion to adjourn was made by Tricia Fleming and seconded by Mike Cates. The meeting  
 158 adjourned at 1:42 pm.  
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161  
 162 Approved

163  
 164  
 165   
 166 Dr. James Campbell, Chairperson Regional 4 Trauma Advisory Board  
 167 February 16<sup>th</sup>, 2023  
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