

SCRTAC

2011 PI Data Collection Worksheet

Instructional Guide

Please use this document to guide you through data entry on the SCRTAC 2011 PI Data Collection Worksheet. If you have any further questions, please contact Dan Williams (dan@scratac.org or 608-576-1843)

It is important that you do NOT change the column format of the worksheet. Please do not add/delete columns, or make any other changes other than entering data in the required cells.

Column A: Date of ED Admission

- This is the date that the person 1st arrived in your ED
- This date may differ from the date of injury.
- Use the mm/dd/yyyy format

Column C: Patient Identifier

- Each qualifying patient should be identified by a number.
 - The number should be unique to that patient
 - The number should be HIPAA sensitive
- The number should be traceable by your hospital
- For example, last 4 of SSN, last 4 of MRN, or a random code created at your facility.

Column D: Was there a Trauma Activation at your hospital?

- Each hospital should have internal ‘Trauma Activations’
- Most hospitals have more than one level. We are asking you to determine if this was the highest level activation (2), a level other than the highest level (1), or no activation (0).

Column E: Was a Trauma Flow Sheet used?

- The Trauma Flow Sheet is the trauma recording sheet used in your ED, and is generally separate from the standard patient recording.
- If a Trauma Flow Sheet was used enter (1), and if no Trauma Flow Sheet was used enter (0).

Column F: EMS Agency Code or POV.

- If the patient was transported by an EMS agency, please enter the code number for that EMS agency.
 - The EMS Agency Code can be found on ‘Sheet #2’ of the SCRTAC PI Data Collection Worksheet
 - ‘Sheet 2’ can be opened by clicking on the ‘Sheet 2’ box at the bottom of the spread-sheet.
 - If the EMS agency that transported the patient to your hospital is not listed, please enter ‘9999999’ for (other).
 - Please email dan@scrtac the name and city of origin for the EMS agency that was not listed on Sheet 2.
 - Helicopter EMS agencies are listed on Sheet 2 and are highlighted in light-green
- If the patient was transported by means other than EMS, please enter ‘POV’ (personally owned vehicle).

Column H: Full EMS Report (hard-copy) available at time of patient transport

- If a full, state approved, EMS patient care report was left at the hospital prior to EMS departing the ED enter (1). If a full EMS report was not left at the hospital prior to EMS departing the ED enter (0).
 - You may have to look at date/time stamps on reports, etc. to obtain this information

Column I: Abbreviated EMS Report (hard-copy) available at time of patient transport

- If an abbreviated EMS patient care report was left at the hospital prior to EMS departing the ED enter (1). If an abbreviated EMS report was not left at the hospital prior to EMS departing the ED enter (0).
 - You may have to look at date/time stamps on reports, etc. to obtain this information
- It is possible that both a full and abbreviated EMS report was completed. If both were available prior to EMS departing the ED, enter both the full report and abbreviated report columns.

Column J: Full EMS Report accessible within 24 hours of ED admission?

- Some EMS agencies FAX, Scan/email, or hand-deliver their full EMS report at a later time. Others complete the full report with computer software that uploads to WARDS (Wisconsin Ambulance Run Data System).
- This column should not include Full EMS reports left at the ER prior to EMS departure.
- If the Full EMS Report was accessible within 24 hours of ED admission enter (1). If the Full EMS Report was not accessible within 24 hours of ED admission, or if there is no Full EMS Report, enter (0).
 - You may have to look at date/time stamps on reports, etc. to obtain this information

Column K: EMS Report of any kind available at time of data collection?

- Some EMS agencies FAX, Scan/email, or hand-deliver their EMS report at a later time. Others complete reports using computer software that uploads to WARDS (Wisconsin Ambulance Run Data System).
- This column should not include Full or Abbreviated EMS reports left at the ER prior to EMS departure.
- This column should not include Full or Abbreviated EMS reports that were accessible within 24 hours of ED admission.
- If any kind of EMS Report was accessible after 24 hours of ED admission (before your data collection) enter (1). If No EMS Report of any kind was accessible after 24 hours of ED admission, enter (0).
 - You may have to look at date/time stamps on reports, etc. to obtain this information

Column M: GCS recorded on the Full EMS Report, available at the time of EMS Transport?

- If the GCS is recorded on the Full EMS report (available prior to EMS departing the ER) and it is recorded as a total,

as well as broken down into the three components of Eyes=E, Voice=V, Motor=M... Enter (2).

- Example: GCS = 12, (E3, V4, M5)
- If the GCS is recorded on the Full EMS report (available prior to EMS departing the ER) and it is recorded as a total number only, enter (1)
 - Example: GCS= 12
- If the GCS is not recorded on the Full EMS report (available prior to EMS departing the ER), enter (0).
- Note: The GCS may be recorded in the narrative as well as in the fields of the EMS report.
 - Be sure to check both locations.
- If there was no Full EMS report (available prior to EMS departing the ER), enter (X)

Column N: GCS recorded on the Abbreviated EMS Report, available at the time of EMS transport?

- If the GCS is recorded on the Abbreviated EMS report (available prior to EMS departing the ER) and it is recorded as a total, as well as broken down into the three components of Eyes=E, Voice=V, Motor=M... Enter (2).
 - Example: GCS = 12, (E3, V4, M5)
- If the GCS is recorded on the Abbreviated EMS report (available prior to EMS departing the ER) and it is recorded as a total number only, enter (1)
 - Example: GCS= 12
- If the GCS is not recorded on the Abbreviated EMS report (available prior to EMS departing the ER), enter (0).
- Note: The GCS may be recorded in the narrative as well as in the fields of the EMS report.
 - Be sure to check both locations.
- If there was no Abbreviated EMS report (available prior to EMS departing the ER), enter (X)

Column O: GCS recorded on the EMS report made available within 24 hours?

- If the GCS is recorded on the EMS report (available within 24 hours) and it is recorded as a total, as well as broken

down into the three components of Eyes=E, Voice=V, Motor=M... Enter (2).

- Example: GCS = 12, (E3, V4, M5)
- If the GCS is recorded on the EMS report (available within 24 hours) and it is recorded as a total number only, enter (1)
 - Example: GCS= 12
- If the GCS is not recorded on the Abbreviated EMS report (available within 24 hours), enter (0).
- Note: The GCS may be recorded in the narrative as well as in the fields of the EMS report.
 - Be sure to check both locations.
- If there was no Abbreviated EMS report (available within 24 hours), enter (X)

Column Q: Was the patient transferred to a Trauma Center? (Level I or II)

- If the patient was transferred to a Level I Trauma Center enter (1)
- If the patient was transferred to a Level II Trauma Center enter (2)
- If the patient was not transferred to a Trauma Center enter (0) (ROCKFORD??)

Column R: Time to transfer to a Level I or II Trauma Center

- Enter the actual time in minutes
- (Time of ED admission) – (time of transfer) = Time to transfer

Column S: Time to transfer > 3 hours?

- If the value in Column R is > 180 minutes, enter (1)
- If the value in Column R is ≤ 180 minutes, enter (0)