

**Department of Health  
Trauma Transport  
Protocols Manual  
December, 2004**

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# Introduction and Purpose of Manual

Florida law requires emergency medical services (EMS) providers to develop obtain department approval of and implement protocols governing assessment and transportation of trauma victims.

This manual outlines the requirements for all aspects of the Trauma Transport Protocols (TTPs). All licensed EMS providers and trauma agencies are required to comply with section 64J and other Administrative Code Rules, *Chapter 395, Part II, and 401, Florida Statutes*. If there is an approved trauma agency in the trauma service area, the agency may develop uniform TTPs.

# Organization of TTPs and General Instructions

## Procedural Submission Requirements:

(1) Where should TTPs be submitted?

Department of Health  
Bureau of Emergency Medical Services (EMS)  
4052 Bald Cypress Way, Bin C-18  
Tallahassee, Florida 32399-1738

(2) When should TTPs be submitted?

Procedures for timely submission of TTPs are included in Section 1 of this manual.

(3) Who should submit TTPs?

Submission and approval of TTPs is a condition of initial licensure for emergency medical transportation services. TTPs shall be submitted, revised or updated for the following reasons or conditions:

- (a) Applying for initial licensure as an EMS provider.
- (b) A change in medical directors for the EMS provider.
- (c) A change in ownership of the EMS provider.
- (d) A change in hospital destination for the routine transport of trauma alert patients.
- (e) Any change in EMS providers or health care facilities that will impact transportation requirements.

# Section 1

## Organizational Sequence of TTPs

### Requirements:

Each section of the TTPs shall be included in the following order and sequence:

- (1) Dispatch Procedures
- (2) Trauma Patient Assessment
  - (a) Adult
  - (b) Pediatric
- (3) Trauma Destination Requirements
- (4) Transfer of Patient Care Information
- (5) Trauma Alert Procedures
- (6) Trauma Transport Procedures
- (7) Emergency Inter-facility Transfers
- (8) Medical Director Attestation

## Section 2

# DOH Requirements for TTPs Review and Approval

- (1) TTPs shall be approved by the EMS provider's or trauma agency's medical director prior to submission to the department for approval. The medical director must review and sign prior to submission to the department.
- (2) Revisions to TTPs :
  - (a) Revisions must be submitted to the department and to the trauma agency if one exists, for approval at least 60 days prior to the proposed TTPs revisions. The department shall, within 30 days of receipt; review the EMS provider's proposed revised TTPs to determine compliance with *section 64J-2.003, F.A.C.* If there are any errors or omissions, the department shall request corrections or additional information from the EMS provider.
  - (b) The EMS provider or trauma agency shall submit the requested corrections or information within 15 days of receipt of the notice of errors or omissions to avoid possible legal action by the department.
  - (c) The department shall consider the TTPs complete upon receipt of the corrections or additional information.
  - (d) The EMS provider or trauma agency may implement proposed changes to TTPs and submit a request for department approval within 30 days after a change is implemented if a delay in approval would have an adverse impact on the delivery of patient care, as documented by the medical director. Changes in TTPs submitted to the department after implementation by the EMS provider will be reviewed by the department in accordance with paragraphs (2)(a)-(c) of this section.
- (3) After the department review of the submitted TTPs, each EMS provider or trauma agency shall include a copy of the letters sent to the hospitals' chief executive officers advising them of their plans to transport trauma patients to their hospital.
- (4) The department shall issue a letter of approval to the EMS provider or trauma agency upon determination that the TTPs are in compliance with *section 64J-2.003, F.A.C.*
- (5) The department shall issue a letter of denial if requested corrections or additions are not submitted within 15 days of receipt of the notice of errors or omissions and will be referred for possible legal action. The letter shall specify the deficiencies in the protocols and shall include notification of any right to a hearing, *section 120.57, F.S.*

## **Section 3**

# **Dispatch Requirements**

### **Requirements for Soliciting Information:**

- (1) The TTPs shall include a description of the system that allows the public and other agencies to notify the provider that emergency medical services are needed. The agency responsible for operating the system shall be identified. A description of the information to be solicited from the individual requesting emergency medical assistance in order to determine the number of patients, location of the incident, and extent and severity of reported injuries shall be included.

### **Requirements for Dispatching Emergency Vehicle:**

- (1) A description must be included describing the methods used to ensure that the appropriately staffed and equipped EMS vehicle most readily available is identified and dispatched to the location of the incident.

### **Requirements for Emergency Agency Assistance:**

- (1) A description of the criteria and process used to request additional EMS air or ground vehicles and/or other emergency response agencies shall be included.

### **Requirements for Transport Assistance:**

- (1) The TTPs must identify the criteria used to include and differentiate between ground and air ambulance services when transport assistance is requested. The TTPs must identify from what agencies assistance can be requested and the process used for obtaining assistance. In the event that air transport is not available within the service area of the provider, the TTPs should state that air ambulance service is not available.

## **Section 4**

# **Trauma Patient Assessment for Adult and Pediatric**

### **Requirements for Adult and Pediatric Assessment:**

- (1) The adult and pediatric trauma scorecard assessment shall be documented in accordance with the requirements of *sections 64J-2.004 and 64J-2.005, F.A.C.*



## Section 5

### Trauma Destination Requirements

**Requirements:**

- (1) All trauma alert patients must be transported to a Trauma Center or Pediatric Trauma Center nearest the location of the incident if the incident is within 30 minutes by ground or air transport or within 50 miles by air transport. The medical director shall identify any exceptions to this standard in the EMS provider's or trauma agency's TTPs with explanation and justification.
- (2) All hospitals to which trauma patients are routinely transported must meet state and federal emergency access to care laws and be capable of delivering care commensurate with the patient's medical needs.
- (3) If there are situations where the EMS provider's medical director has determined it would be in the best medical interest of the trauma alert patient to be transported to a hospital other than those specified in paragraph (1) above, a list of such situations must be identified in the TTPs.
- (4) The EMS provider must submit documentation to the department that all hospitals, trauma centers to which the EMS provider routinely transports have been provided a copy of the TTPs which the EMS provider will follow to determine trauma transport destinations submitted upon initial licensure and after revisions of the TTPs.
- (5) A list of trauma centers and hospitals to which the EMS provider routinely transports adult and pediatric trauma alert patients must be identified in the TTPs.

## **Section 6**

# **Transfer of Patient Care Information**

### **Requirements:**

- (1) The EMS transporting provider must include in the TTPs, requirements and procedures to be followed by EMTs and paramedics for completion of the patient care record as defined under section *64J-2.001(9), F.A.C.*, and required under section *64J-2.004, F.A.C.*, and the trauma information as required under section *64J-2.002(5), F.A.C.*, and the delivery of such information in writing with the trauma patient to a trauma center, or hospital at the time the patient is presented for care.

## **Section 7**

# **Emergency Inter-facility Transfer Procedures**

### **Requirements:**

- (1) The EMS provider must have in place, as part of its TTPs, procedures for the rapid emergency inter-facility transfer of a trauma alert patient. The provider must be available within 30 minutes of receiving a call from the requesting hospital to provide inter-facility emergency medical service transfer of a trauma alert patient. The medical director shall identify any exceptions to this standard in the EMS provider's TTPs with explanation and justification. If an EMS provider does not provide inter-facility transfer services that shall be documented in the TTPs.

# Section 8

## Attestation of Medical Director's Participation, Review, and Approval of TTPs

**Requirement:**

(1) The following statement of certification shall be included in the TTPs.

"As the medical director of the **(Name of EMS Provider or Trauma Agency)**, I developed and/or directed the development of the trauma transport protocols presented in this document."

_____	_____	_____
Print Name of Medical Director	Signature of Medical Director	Approval Date

\_\_\_\_\_

M.D./D.O. License Number