# Trauma Case Review Meeting Minutes Guideline

## [[HOSPITAL NAME]]

### Tertiary Case Review Meeting Minutes

[[DATE]]

**Attendance:** [[LIST MEETING ATTENDEES: Name and Role]]

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| --- | --- | --- |
| **Topic** | **Discussion** | **Action** |
| **Case Identifier** (e.g., *MRN 95472246*)  ***Reason for Review***  What issues were identified by the TPM/TMD?  Examples:   * Missed PI Metric * Transfer Delays * Slow decision-making? * Deviated from standard of care/practice management guideline? * Learning opportunities? * Imaging issues: timelines, appropriateness * Late recognition of an injury? * Failed procedure? * Lack of resources? * Challenging/unusual case? * Complaint or staff concern? | **Case summary**  Briefly summarize the case: History of injury and mechanism, EMS course, TTA/No TTA, initial VS, ED course, disposition, ED LOS, in-patient course (if applicable). If the case is presented with slides, it can be attached to the minutes and referenced in lieu of re-typing the summary.  **Discussion:**  Provide a synopsis of the discussion by the attendees. Considerations for discussion:   * What went well? * Was standard of care /practice management guideline followed   (i.e., ATLS, CALS, TNCC, RTTDC)? If not, what deviated and why?   * Were policies followed (e.g., TTA, transfer, admit)? * What circumstances existed at the time? (multiple patients, demands on staff, weather, etc.) * Were there delays? * Is additional training needed? * What are the opportunities for improvement? (Include all opportunities, not just those associated with a performance metric.) * If the same patient were to present tomorrow, would they want to see anything happen differently? What did the providers think of the case and care provided? Document the conversations or point of views that took place between the committee members. | **Action Plans**  If opportunities were identified in the discussion, what actions need to be undertaken to yield a different result or impact change?  Examples:   * Provide education about… * Create practice management guideline for… * Follow up with [[department]] to… * Follow up with receiving hospital regarding… * Refer [[POLICY]] to trauma medical director w/ recommendation to… * Refer for peer review or individual counseling. |