

## The Trauma Service and Emergency Department Service Level Agreement

The aim of this agreement is to foster good work relationships between the ED and the Trauma Service, with a clear understanding of the respective responsibilities in providing the highest level of care to the Trauma patient.

### ED responsibility

1. The Emergency department will be responsible for notification of the Trauma Service of the impending arrival of a trauma patient. This will be in the form of a 'Trauma Team Stand-by ED' or 'Trauma Team Required ED' page.
2. The ED Staff Specialist (EDSS) or Registrar will assume the role of Trauma Team Leader and perform duties as per 'Trauma Team Roles' Guideline.
3. The ED Team Leader will actively involve the Trauma Service in the Trauma Team and be receptive to opinion, suggestion and advice.
4. The EDSS or Registrar will be responsible for notifying Surgical Trauma Consultant on call of patients fulfilling criteria for 'Early Notification Protocol' or 'Trauma Consultant Presence Policy'.
5. The EDSS and/or Registrar will support the Trauma Service in managing inter-hospital Trauma transfers accepted initially to the ED.

### Trauma Registrar Responsibilities

1. Attend immediately in person to all 'Trauma Team Required ED' pages.
2. Attend in person or by phone (if unavailable) to all 'Trauma Team Stand-by ED' pages within 20 minutes
3. Perform role of Torso doctor in Trauma Team.
4. Responsible for documentation, secondary survey and facilitating investigation (CT requests, clearing cervical spine, arranging subspeciality consultation etc), management (suturing, POP casts etc) and admission of patients likely to be admitted.
5. Responsible for discussing patient admission and further management with Surgical Trauma Consultant on call and documenting such in medical record.
6. Responsible for ensuring Surgical Fellow attendance according to 'Surgical Fellow Response to Trauma' guideline.

### Surgical Trauma Consultant/Fellow Responsibilities

1. Be available for Surgical registrar support, ED request for support.
2. Respond in presence when criteria met to 'Early Notification Protocol' or 'Trauma Consultant Presence Policy'.
3. Co-ordinate care of patient once left ED to OT, HDU or wards.
4. To be the initial point of contact for all requests for inter-hospital transfer of Trauma patients.
5. To notify the relevant sub-specialities (ED, ICU, Neurosurgery etc) of all accepted inter-hospital transfers and ensure Trauma Consultant or Fellow and Trauma Registrar attendance on arrival of such.

### Revision and approval history

Date	Revision number	Contact Officer (Position)	Date for revision
06/02/12	2	Kate Curtis (Trauma CNC)	February 2016

*Approved by SGH Trauma Committee, Dr Trevor Chan(ED director) and Dr Mary Langcake(Trauma Director)*