

## **PRACTICE GUIDELINE**

**Effective Date:** 11-24-09

**Manual Reference:** **Deaconess Trauma Services**

**TITLE:**       **TRAUMA NURSE SPECIALIST (TNS) SUSPENSION POLICY**

**PURPOSE:** To define the due process for TNS suspension at Deaconess Hospital as outlined in Illinois Administrative Code Part 515 Emergency Medical Services and Trauma Center Code Section 515.2200 suspension policy for trauma nurse specialist certification.

### **POLICY**

1. The responsible nursing administrator may recommend suspension of a TNS certification pending due process or may immediately suspend the TNS certification.
2. Except as allowed in subsection 10 of this Section, the responsible nursing administrator shall provide the TNS with a written explanation of the reason for the suspension; the terms, length, and condition of the suspension; and the date the suspension will commence, unless a hearing is requested. The procedure for requesting a hearing within 15 days through the Local System Review Board shall be provided to the TNS.
3. Failure to request a hearing within 15 days shall constitute a waiver of the right to a Local System Review Board hearing.
4. The trauma center shall designate the Local Review Board, consisting of at least three members, one of whom is the Trauma Nurse Specialist Course Coordinator (TNSCC) or hospital trauma coordinator, one of whom is a Trauma Nurse Specialist in a staff nurse position, and one of whom is a Registered Professional Nurse in an administrative position.
5. The hearing shall commence as soon as possible but at least within 21 days after receipt of a written request. The trauma center shall arrange for a certified shorthand reporter to make a stenographic record of that hearing and thereafter prepare a transcript of the proceedings. The transcript, all documents or materials received as evidence during the hearing and the Local Review Board's written decision shall be retained in the custody of the trauma center. The trauma center shall implement the decision of the Local Review Board unless that decision has been appealed to the State Emergency Medical Services Disciplinary Review Board.
6. The Local Review Board shall state in writing its decision to affirm, modify or reverse the suspension order. Such a decision shall be sent via certified mail or personal service to the responsible nursing administrator and the TNS who requested the hearing within 5 business days after the conclusion of the hearing.
7. The responsible nursing administrator shall notify the Department, in writing, within 5 business days after the Board's decision to either uphold, modify, or reverse the suspension of the individual. The notice shall include a statement detailing the duration and grounds for suspension.
8. If the Local Review Board affirms, reverses or modifies the responsible nursing administrator's suspension order, the TNS shall have an opportunity for review of

the Local Board's decision by the State Emergency Medical Services Disciplinary Review Board.

9. Requests by the TNS for review by the EMS Disciplinary Review Board shall be submitted in writing to the Chief of the Department's Division of Emergency Medical Services and Highway Safety within 10 days after receiving the Local Review Board's decision or the responsible nursing administrator's suspension order, whichever is applicable.
10. A responsible nursing administrator may immediately suspend an individual if he or she finds that the information in his or her possession indicates that the continuation in practice by the TNS would constitute an imminent danger to the trauma patient. The suspended TNS shall be issued an immediate verbal notification followed by a written suspension order from the responsible nursing administrator, which states the length, terms and basis for the suspension.
  - a. Within 24 hours following the commencement of the suspension, the responsible nursing administrator shall deliver to the Department, by messenger or telefax, a copy of the suspension order, including any written materials that relate to the responsible nursing administrator's decision to suspend the Trauma Nurse Specialist.
  - b. Within 24 hours following commencement of the suspension, the suspended Trauma Nurse Specialist may deliver to the Department, by messenger or telefax, a written response to the suspension order, including any written materials that the Trauma Nurse Specialist believes relate to that response.
  - c. Within 24 hours following receipt of the responsible nursing administrator's suspension order or the Trauma Nurse Specialist's written response, whichever is later, the Director or Director's designee shall determine whether the suspension should be stayed pending the Trauma Nurse Specialist's opportunity for hearing or review, or whether the suspension should continue during the course of that hearing or review. The Director or the Director's designee shall issue this determination to the responsible nursing administrator, who shall immediately notify the suspended Trauma Nurse Specialist. The suspension shall remain in effect during this period of review by the Director or the Director's designee.

<b>REVIEWED DATE</b>	<b>REVISED DATE</b>
November 2009	AUG 2016
October 2011	
August 2014	
Aug 2015	
July 2017	
Aug 2018	
May 2019	