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Trauma Nurse Specialist (TNS) Suspension Policy

Purpose: To define the due process for TNS suspension at Deaconess Midtown 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

Guidelines:

- A. The responsible nursing administrator may recommend suspension of a TNS certification pending due process or may immediately suspend the TNS certification
- B. Except as allowed in Subsection I below, the responsible nursing administrator shall provide the TNS with a written explanation of the reason for the suspension
 - a. This shall include the terms, length, and condition of the suspension, and the date the suspension will commence
 - i. The TNS has the right to request a hearing
 - 1. The procedure for requesting a hearing within 15 days through the Local System Review Board shall be provided to the TNS upon request
 - ii. Failure to request a hearing within 15 days shall constitute a waiver of the right to a Local System Review Board hearing
- C. Deaconess Regional Trauma Center shall designate the Local Review Board, consisting of at least 3 members
 - a. One shall be the Trauma Nurse Specialist Course Coordinator (TNSCC) or hospital trauma coordinator
 - b. One shall be a Trauma Nurse Specialist in a staff nurse position
 - c. One shall be a Registered Professional Nurse in an administrative position
- D. The hearing shall commence as soon as possible but at least within 21 days after receipt of written request for such hearing
 - a. Deaconess Regional Trauma Center shall arrange for a certified shorthand reporter to make a stenographic record of said hearing and thereafter prepare a transcript of the proceedings
 - i. 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

- b. 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
- E. The Local Review Board shall state in writing its decision to affirm, modify or reverse the suspension order
 - a. 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
- F. 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
 - a. The notice shall include a statement detailing the duration and grounds for suspension
- G. 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
- H. 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
- I. 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
 - a. The suspended TNS shall be issued an immediate verbal notification followed by a written suspension order from the responsible nursing administrator
 - i. Notification shall state the length, terms and basis for the suspension
 - b. Within 24 hours following the commencement of the suspension, the responsible nursing administrator shall deliver to the Department, by messenger or facsimile, a copy of the suspension order, including any written materials that relate to the responsible nursing administrator's decision to suspend the TNS
 - c. Within 24 hours following commencement of the suspension, the suspended TNS may deliver to the Department, by messenger or facsimile, a written response to the suspension order, including any written material that the TNS believes related to that response
 - d. Within 24 hours following receipt of the responsible nursing administrator's suspension order or the TNS written response, whichever is later, the Director or Director's designee shall determine whether the suspension should be

stayed pending the TNS opportunity for hearing or review, or whether the suspension should continue during the course of that hearing or review

- i. The Director or Director's designee shall issue this determination to the responsible nursing administrator, who shall immediately notify the suspended TNS
- ii. The suspension shall remain in effect during this period of review by the Director or Director's designee

References:

- Illinois Administrative Code Part 515 Emergency Medical Services and Trauma Center Code