



March 12, 2018

Dear COTS partner,

This notice is being sent to you to announce the **RE-rollout plan for the EMS Time-Out**. The training information (videos and guidelines) was developed and/or supported by all COTS committees, the Central Ohio Hospital Council, and the Central Ohio Fire Chiefs.

The following activities will occur in **April and May of 2018**.

Please engage your staff in learning the process by completing the following steps:

1. Watch the EMS Time-Out Training Videos – links below.
<http://bit.ly/2FxyyTN> (Handoff Process)
<http://bit.ly/2p832ER> ("Why" Process)
2. Review the MIST mnemonic - attached
3. Review the process for reporting issues using the feedback form – attached
4. Make MIST teaching materials for your ED based upon your individual needs (use MIST template). Examples may include MIST posters or pocket cards.

**This training should take place during the months of April and May
with a go-Live date June 1, 2018.**

We are anxious to see the positive effects and increased safety for our patients. There is great interest in other areas of Ohio and at the national level as a "Best Practice".

There will be another follow-up study for comparison to the initial study completed last summer. This will occur after the **RE-education** and **RE-roll-out**.

For questions, please contact your EMS coordinator, ED Manager, or Vickie Graymire, COTS Performance Improvement Coordinator at vgraymire@centralohiotraumasystem.org.

Sincerely,

A handwritten signature in cursive script that reads "Sherri Kovach".

Sherri Kovach