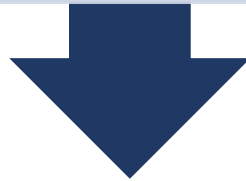




PPMC Trauma Hours Database Information for Employees

Create an **Initial Employee Entry** in the Trauma Hours Database

Employees responsible for completing trauma hours must have a profile in the database in order to receive e-mails to log hours. To create a profile, complete an **Initial Employee Entry** form **using this link**. To prevent the creation of duplicate profiles, please consult your manager prior to creating a profile.



Log Trauma Hours via Monthly E-mailed Links

Personalized links for logging trauma hours in the database will be e-mailed **on the first Monday of each month** to every employee with an active profile in the database. If you do not have trauma hours to claim for a given month, just click on the link in the e-mail and select "No hours to log." on the form.



Trauma Hours Compliance is Tracked by your Manager or CNS

You are responsible for logging your required # of trauma hours into the database during each calendar year, January 1 through December 31. It is important to keep your own records (certificates, certification cards, CE documents, etc.) of hours completed and claimed. Please visit the **UPHS Trauma Hours page** of the PACE website for further details.

Frequently Asked Questions:

Where can I view the UPHS Policy on Trauma Hours?	From a computer on the UPHS network the policy can be viewed via this link . Appendix A outlines requirements per unit and professional role.
What counts as trauma hours?	The UPHS Policy above and this information sheet outline what qualifies as trauma hours. Per policy, successfully completed ACLS or PALS 2-day provider courses qualify for 4 trauma hours, and successfully completed 1-day recertification courses qualify for 2 trauma hours.
Can I search in the database for the number of trauma hours I have logged during the year?	No. All employees are encouraged to keep their own record of the hours that they have accrued and logged in the database. If you are unsure of the trauma hours that you have logged, please consult your manager.
After a profile is created, when will I start to receive e-mails to log trauma hours?	Following the creation of an employee profile, the employee will start receiving monthly e-mails to log their trauma hours on the first Monday of every month as long as their e-mail address was entered correctly in the profile.
Can I share my trauma hours link with a colleague so they can log their hours?	No. The monthly link e-mailed for logging trauma hours is individualized to the employee and linked to their profile in the database. Any employee who is not receiving a monthly trauma hours logging e-mail should consult their manager.
Can I use my link more than once in one month?	No. The monthly link e-mailed for logging trauma hours is for one-time use.
What should I do if I or my manager created a profile in the database but I am not receiving monthly e-mails?	If an employee is not receiving e-mails they likely (a) do not have a profile in the database, (b) have a profile with a missing/misspelled/incorrect e-mail address, or (c) are getting their e-mails to a Spam/Junk folder. Please consult your manager who can contact PACE if additional assistance is required.
What should I do if I transfer from one position or unit to another and still have a trauma hour requirement?	Please consult your manager so that your profile associated with your former position/unit can be deactivated. When you start in your new position/unit requiring trauma hours, a new profile will need to be created with the new unit selected from the dropdown menu on the profile form.
What should I do if I leave my role/position and no longer have a trauma hour requirement?	Please consult your manager so that your profile can be deactivated and thereafter you will no longer receive the monthly e-mails.
Can I log all of my trauma hours for the year all at once?	Yes. When you click on the monthly link to log your trauma hours, you have the option to log one entry or multiple entries in one form. If you have no hours to log for a month, just click on the link in the e-mail and select "No hours to enter."