

BIOSKETCH
 (Must be signed by the nominee)

This document and attachments will be sent to NCTTRAC members during the voting process.

I, Phillip Angelo, hereby nominate Phillip Angelo
Nominator Full Name Nominee Full Name

for the position of NCTTRAC Board Secretary for the following term Present through August 2025.

Nominee Information:

Facility Name: Baylor Scott & White - Grapevine

Address: 1650 W. College Street, Grapevine TX 76051

Email: _____ Phone: _____

Examples of NCTTRAC Involvement: Active participant in the Trauma Committee, previous Chair Elect and Chair of the Trauma Committee, active participant in REPC committee as well. Previous Board member (as trauma committee chair).

Credentials: RN, BSN, TCRN

Current Status (Please check one)

Employee of NCTTRAC Member *Documented Representative of NCTTRAC Member

NCTTRAC Member Organization: Baylor Scott & White - Grapevine

Employment Position or Type of *Documented Representation: Director of Trauma - Primary voting rep

*(*Attach an endorsement letter from the Member Organization detailing your affiliation)*

Relevant experience in emergency healthcare systems (trauma, EMS, acute care) management and/or development. *(Attach additional pages if necessary.)*

40+ years of EMS/Healthcare experience, 10+ years as a trauma program manager/director, 15+ years AF flight nurse

Resume/CV attached? *(Please check one)* Yes No

By signing this form, I acknowledge my acceptance of this nomination.

Signed:  Date: 12/3/2024

Please ensure this completed form and any attachments are submitted along with the nomination statement from a documented representative of a NCTTRAC Member Organization in good standing. Submit completed forms by email to admin@ncttrac.org or fax (817) 608-0399.

-----NCTTRAC STAFF USE ONLY-----

Staff Verification Note: verified

Verified by: HO Date: 12/30/24

Revision Date: 4/19/2024

Board of Directors (Secretary) Responsibilities

1.1. Secretary

- 1.1.1. The Secretary is confirmed as a member of the Board and the Executive Committee of the Board of Directors after election/appointment by their respective committee/organization and ratification by the Board. The Secretary has responsibilities that include, but are not limited, to:
 - 1.1.1.1. Works with staff to coordinate meeting notification correspondence and support to include meeting location, date, time and agenda.
 - 1.1.1.2. The Secretary is familiar with and refers to, for guidance, the most current edition of "Robert's Rules of Order".
 - 1.1.1.3. The Secretary shall be responsible for determining a quorum at each Board and General Membership Meeting.
 - 1.1.1.4. The Secretary shall be responsible for the minutes and records of all general membership and Board Meetings.
 - 1.1.1.5. The Secretary provides oversight and certification, as appropriate, for all voting actions at each Board and General Membership Meeting.
 - 1.1.1.6. The Secretary shall have check signing privileges according to the Transactions of the Organization SOP.
 - 1.1.1.7. The Secretary may represent NCTTRAC at Governor's EMS and Trauma Advisory Council (GETAC) Meetings and other meetings, as necessary.
 - 1.1.1.8. The Secretary is obligated to communicate appropriate information to whatever audience may be warranted, based on information received.
 - 1.1.1.9. The Secretary, as an officer of the Board, participates in the hiring, termination, disciplinary actions, and/or performance evaluations of the Executive Director.
- 1.1.2. Term of Office
 - 1.1.2.1. The duration of the Secretary term shall be two years. Nominations for Secretary shall come from General Membership. The nominee for Secretary must be a documented representative of a NCTTRAC member organization in good standing. In the event the Secretary is unable to fulfill the term, there shall be an election at the next eligible General Membership Meeting to replace the Secretary for the remainder of the unfulfilled term.
- 1.1.3. Requirements of the Board Member
 - 1.1.3.1. Each Officer and Director must be a documented representative of a NCTTRAC member organization in good standing as defined in the Voting & Elections SOP.
 - 1.1.3.2. The Officers and Directors shall participate in accordance with the Membership & Active Participation SOP.
 - 1.1.3.3. All Officers, Directors and Standing Committee Charis Elect are required to review and complete the DSHS Board Training requirement at least annually. This training and verification shall be completed within 30 days of elected or appointed participation on the Board.
- 1.1.4. Board of Directors Attendance Policies
 - 1.1.4.1. All officers and Directors are expected to attend all Board Meetings. At a minimum, all Officers and Directors are required to attend at least 50% of all Board meetings regardless of excused absences.
 - 1.1.4.1.1. At least 50% of the Board meetings that an Officer or Director attends must be attended in-person regardless of excused absences.
 - 1.1.4.1.2. All Officers and Directors are expected to attend the four General Membership Meetings in-person. These count towards the in-person attendance requirements identified above in 1.1.4.1.1. General Membership Meeting dates for the upcoming Fiscal Year will be identified in the August Board of Directors meeting.
 - 1.1.4.1.3. Attendance rosters will be maintained on a rolling two-year or individual fiscal year basis as appropriate to Officers/Directors terms of office.
 - 1.1.4.2. If an Officer or Director is unable to attend a Board meeting, they may request an excused absence. Excused absence requests should be conveyed to NCTTRAC Administration for review by the Executive Committee prior to the missed meeting.
 - 1.1.4.2.1. If an Officer or Director has two consecutive excused absences, NCTTRAC Administration will bring the situation to the Executive Committee's attention for discussion and resolution.

Note: Please refer to the NCTTRAC Bylaws for Board position and organizational guidance.

PHILIP J. ANGELO III, BSN, RN, TCRN

PROFESSIONAL EXPERIENCE

BAYLOR SCOTT & WHITE – GRAPEVINE, GRAPEVINE, TX 10/2022-PRESENT *Regional Director of Trauma Services – 10/2022-Present*

- Operational oversight of hospital trauma program with 24/7 responsibilities including hiring, performance improvement, injury prevention, staff scheduling, fiscal management, and performance reviews
- Administrative oversight of two other Baylor Scott & White system trauma centers
- Assists Trauma Medical Director with developing and reviewing comprehensive practice management guidelines for the trauma program
- Provides leadership on various hospital-wide committees, including Trauma Executive Committee and Trauma Peer Review Committee
- Consults on various hospital-wide committees, including the critical care committee, Emergency Operations Committee, and the Emergency Department operations committee
- Actively participates in local, state and U.S. trauma activities through the North Central Texas Trauma Regional Advisory Council, the Baylor Scott & White Trauma Systems Committee, and the Trauma Center Association of America's military committee
- Actively participates in the Texas Trauma Quality Improvement Program (TQIP) initiatives to improve overall care of the trauma patient throughout the state
- Provides organizational and clinical leadership to physicians, nursing, and ancillary staff
- Promotes exceptional customer service and support patients, families, and staff in crisis

AVENTURA HOSPITAL AND MEDICAL CENTER, AVENTURA, FL 3/2019-10/2022 *Director of Trauma Services – 3/2019-10/2022*

- Operational oversight of hospital trauma and acute care surgery program with 24/7 responsibilities including hiring, performance improvement, injury prevention, staff scheduling, fiscal management, and performance reviews
- Successfully achieved American College of Surgeons Level II Trauma Verification
- Assisted Trauma Medical Director with developing and reviewing comprehensive practice management guidelines for the trauma program
- Provided leadership on various hospital-wide committees, including Trauma Operations & Systems Committee and Trauma Peer Review Committee
- Consulted on various hospital-wide committees, including the critical care committee, Emergency Operations Committee, and the Emergency Department operations committee
- Actively participated in local, state and U.S. trauma activities through the Florida Trauma Advisory Committee, Association of Florida Trauma Coordinators, the HCA Trauma Operations Group, and the Trauma Center Association of America's military committee
- Grew trauma program by evaluating patient population and injury patterns and adjusting trauma team activation criteria to ensure optimal timely patient evaluation and care
- Supported Trauma Medical Director by providing supportive documentation and financial data resulting in increasing both physician and Advanced Practice Provider coverage

- Increased trauma program revenue capture by establishing guidelines and procedures to ensure proper documentation supporting valid billing practices
- Actively participated in the Florida Trauma Advisory Committee's efforts to review and update state trauma statutes
- Actively participated in the Florida Trauma Quality Improvement Program (TQIP) initiatives to improve overall care of the trauma patient throughout the state
- Provides organizational and clinical leadership to physicians, nursing, and ancillary staff
- Promotes exceptional customer service and support patients, families, and staff in crisis

***NOVANT HEALTH PRESBYTERIAN MEDICAL CENTER, CHARLOTTE, NC 3/98-3/2019
Regional Trauma Program Manager – 4/2014-3/2019***

- Operational oversight of hospital trauma and acute care surgery program with 24/7 responsibilities including hiring, performance improvement, injury prevention, staff scheduling, fiscal management, and performance reviews
- Successfully achieved Level III trauma center designation by developing program from the ground up based on American College of Surgeons (ACS) and N.C. Office of Emergency Medical Services (NCOEMS) Level II trauma center regulatory requirements
- Chosen as program lead to develop initiatives for system wide air and ground transport program growth
- Lead organizer for developing second Level III trauma program within hospital system
- Successfully led initiative to electronically transfer data from EHR directly into trauma registry, greatly improving trauma registrar productivity
- Developed Trauma Response Team RN position within trauma department leading to increased staff competency, improved trauma resuscitations and decreased documentation errors
- Assisted Trauma Medical Director with developing and reviewing comprehensive Practice Management Guidelines for the trauma program
- Provided leadership on various hospital-wide committees, including Multidisciplinary Trauma Systems & Operations Committee, Trauma Nurse Leader Committee and Trauma Peer Review Committee
- Consulted on various hospital-wide committees, including the Critical Care Best Practice Committee, Corporation Blood Management Committee, and the market-based Emergency Management Team
- Actively participated in regional and state-wide trauma activities through the Regional Trauma Advisory Committee and the State Trauma Advisory Committee
- Assisted in review and development of the state-specific trauma registry database
- Developed and managed trauma-specific nursing education modules

Supervisor, Centralized Staffing & Scheduling Office – 3/13-4/14

- Clinical supervision of market-based float pool staff with 24/7 responsibilities including interviewing, scheduling and performance reviews for approximately 250 nurses, nurse aides and technicians covering 5 different hospitals

Critical Care Transport Nurse – 2/00-3/13

- Staff nurse responsible for the care and transport of critically injured/ill patients ranging from neonates to elderly adults
- Developed policies and procedures for the management of patients during transport
- Developed comprehensive training and evaluation program for new staff members, ensuring optimal orientation and competency validation

Staff Nurse, Emergency Department – 3/98-2/00

156 AERO-MEDICAL EVACUATION SQUADRON, CHARLOTTE, NC 7/10-PRESENT
Flight Nurse/Flight Nurse Instructor/Examiner

- Responsible for the care and transport of injured soldiers
- Perform as Medical Crew Director (MCD) responsible for the overall supervision of patient care and management of Aero-Medical Evacuation (AE) Crew assigned to AE missions
- Directly responsible for the safety and medical well-being of patients on the aircraft and coordinating enplaning and deplaning procedures with supporting agencies, in matters of patient care, the decisions of the MCD are final
- Senior nurse evaluator for unit; responsible for ensuring all programs related to training and management of unit aircrew members meet Air Force standards
- Assists with training multiple civilian and military agencies in mass-casualty and hurricane evacuation procedures
- State deployment in support of emergent patient evacuation from Key West Medical Center during hurricane Irma
- Multiple deployments in support of Contingency Operation Enduring Freedom and Iraqi Freedom, ensuring the safe delivery of over 300 injured soldiers with various injuries to include multi-system trauma resulting from battle injuries
- Deployed in support of COVID-19 Contingency Operations ensuring the safe delivery of multiple COVID-19 infected personnel to higher levels of care

EDUCATION

Aspen University; Denver, Colorado
Master of Science in Nursing, Healthcare Administration (currently on hold)

Chamberlain College of Nursing; Downers Grove, Illinois
Bachelor of Science in Nursing (2011)

Carolinas College of Health Sciences; Charlotte, NC
Associate Degree in Nursing (1997)

LICENSURE AND CERTIFICATION

Registered Nurse (multi-state), Texas, State License # 1096601
Trauma Certified Registered Nurse (TCRN)
Trauma Nursing Core Course, Provider (TNCC)
Advanced Cardiac Life Support Certification (ACLS)
Basic Life Support Certification (BLS)
Pediatric Advanced Life Support (PALS)

PROFESSIONAL AFFILIATIONS

Trauma Center Association of America, Member

- TCAA Military Committee Member

American Trauma Society, Member

Society of Trauma Nurses, Member

North Texas Trauma Regional Advisory Council

- Trauma Committee Chair

AWARDS AND HONORS

Certificate of Achievement, Department of the Army (2016)

Air Force Achievement Medal (2014, 2016)

Dean's List, Chamberlain College of Nursing (2009-2011)