

**Policy:**

It is the policy of the Pennsylvania Trauma Systems Foundation (PTSF) to identify criteria for site surveyor selection that assures appropriate expertise and supports the PTSF conflict of interest policy.

**Team Composition:**

PTSF staff will strive to develop teams comprised of surveyors from like level Trauma centers that are being surveyed. Team composition based on trauma center level is noted below.

	Level I & Level II Trauma Centers	Level III Trauma Centers	Level IV Trauma Centers*
Consultative Visit**	A minimum of one surgeon and one registered nurse is required (surgeon functions as team leader)  Additional surveyor options include: TS, EM, NS, OS, RN or other subspecialist	A minimum of one surgeon and one registered nurse is required (surgeon functions as team leader)  Additional surveyor options include: TS, EM, NS, OS, RN or other subspecialist	A minimum of one physician is required—TS or EM (physician functions as team leader)  Additional surveyor options include: TS, EM, NS, OS, RN or other subspecialist  An RN from the PTSF staff will function as the registered nurse surveyor
New Applicant Accreditation Survey	<u>Four-Member Team</u> TSL, TS, RN, EM	<u>Three-Member Team</u> TSL, RN, EM	<u>Two-Member Team</u> TS or EM & RN (physician functions as team leader)
Accredited Trauma Centers (Re-Accreditation)	<u>Three-Member Core Team</u> TSL, TS, RN  **At the discretion of the PTSF Board of Directors, site surveys for one or two-year cycles may have a fourth team member (TS, EM, NS or OS) based on the trauma program's significant issues.	<u>Three-Member Team</u> TSL, EM, RN  **At the discretion of the PTSF Board of Directors, site surveys for one or two-year cycles may have a fourth team member (TS or EM) based on the trauma program's significant issues.	<u>Two-Member Team</u> TS or EM & RN (physician functions as team leader)
Accredited Trauma Centers Applying for a different level (higher or lower)	Team Composition will be determined by the PTSF Board of Directors with consideration for the trauma center's accreditation cycle history. See policy AC-138: <u>Process for Elevating Trauma Center Accreditation</u> for additional details.		

\*Level IV Trauma Centers: When possible, the specialty of the Team Leader will match the specialty of the TPMD at the institution.

\*\*Refer to fee schedule for consultative survey details; Consultative survey expenses are based on the total number of surveyors.

**KEY:**

TSL – Trauma Surgeon Team Leader  
 TS—Trauma Surgeon  
 RN—Registered Nurse

EM—Emergency Medicine Physician  
 NS—Neurosurgeon  
 OS—Orthopedic Surgeon

### General Guidelines:

1. Geographic Restrictions:
  - a. Level I and Level II Trauma Centers:
    - i. Surveyors must reside and work outside of Pennsylvania.
  - b. Level III Trauma Centers:
    - i. At least one member of the survey team must work and reside outside of Pennsylvania.
  - c. Level IV Trauma Centers:
    - i. The survey team may work/reside in Pennsylvania.
2. There will be no business or patient care relationship or any potential conflict of interest between the surveyor and/or the surveyor's place of employment and the applicant/applicant healthcare facility being surveyed.
3. In-state surveyors must work/reside at least 100 miles from the applicant hospital.
4. Surveyors who move from the state meet eligibility requirements after three years, but not in the competitive market where they had previously worked or lived.
5. There is no restriction in the number of times a surveyor may return to re-survey an applicant hospital. This is limited only by an objection of the applicant hospital.
6. Refer to Policy BD-106: Conflicts of Interest for additional clarifications.

### Surveyor Qualifications:

#### Surgeons:

- Board Certified (in accordance with PTSF Standards)
- Minimum of five years trauma experience, after completing residency
- For the Trauma Surgeon Team Leader: Previous PTSF survey experience preferred. If this is not possible, previous survey experience with another organization or state is required
- Trauma center experience within the last five (5) years, which may include functioning in a consultative role

#### Emergency Medicine and Subspecialists:

- Board Certified (in accordance with PTSF Standards)
- Minimum of five years of subspecialty experience in a trauma center
- Trauma center experience within the last five (5) years, which may include functioning in a consultative role

#### Registered Nurse:

- Trauma Program Management or Trauma Performance Improvement experience
- Minimum of the three years trauma experience
- Clinical experience in ED or ICU preferred
- Trauma center experience within the last five (5) years, which may include functioning in a consultative role

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Approved by PTSF Board of Directors:

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