

**Purpose:**

To describe the process utilized by the Pennsylvania Trauma Systems Foundation (PTSF) for issuing Certificates of Accreditation and determining their effective dates.

**Process:**

1. Accreditation certificates will be issued according to predetermined timelines as approved by the PTSF Board of Directors (Board).
  - A. Accredited Trauma Centers:
    - i. Level I, II & III Adult or Pediatric Trauma Centers: Effective October 1 through September 30 for the awarded cycle length: one, two or three years.
    - ii. Level IV Adult Trauma Centers: Effective November 1 through October 31 for the awarded cycle length: one, two or four years.
      - a. The four-year cycle includes a mid-cycle panel review. Refer to AC-139 Level IV Trauma Center Mid-Cycle Panel Review policy.
  - B. New Trauma Centers:
    - i. Effective Dates of Accreditation:
      - a. First day of the second month following the date of the statewide press release if the PTSF Board meeting is less than two weeks before to the first day of the next month.  
For example, pursuing hospitals with a deliberation after July 15 will have the effective date of September 1.
      - b. First day of the first month following the date of the statewide press if the PTSF Board meeting is greater than or equal to two weeks before the first day of the next month.  
For example, a pursuing hospital with a deliberation before July 15 will have the effective date of August 1.
    - ii. Expiration Dates:
      - a. Every new Trauma Center receives a one-year accreditation for the first cycle length. This is referred to as the 'Provisional Year'.
        - (1.) Level I, II & III Adult or Pediatric Trauma Centers: Expire September 30 at midnight of the following year.
        - (2.) Level IV Adult Trauma Centers: Expire October 31 at midnight of the following year.

2. Accreditation certificates are signed by the PTSF President on behalf of the Board of Directors and sent electronically to the Trauma Program Manager (unless requested otherwise).

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Approved by PTSF Board of Directors and/or Executive Committee:

Original Date: 03/22/2016

Revise Date: 09/16/2021

Review Date: 04/01/2016, 07/01/2019, 09/16/2021, 02/13/2023, 1/16/2026