

**Purpose:**

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

**Procedure:**

PTSF staff select and assign surveyors for every Consultative Visit, Accreditation Survey, and Panel Review. Efforts are made to develop teams comprised of surveyors from trauma centers comparable to trauma centers being surveyed.

General Guidelines for Surveyor Selection

1. Geographic Restrictions:
  - A. Level I and Level II Trauma Centers: Surveyors must reside and work outside of Pennsylvania.
  - B. Level III Trauma Centers: At least one member of the survey team must work and reside outside of Pennsylvania.
  - C. Level IV Trauma Centers: 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. Surveyors who move out of the state meet eligibility requirements after three years but may not survey hospitals where they had previously worked.
4. There is no restriction to the number of times a surveyor may return to re-survey a hospital. This is limited only by an objection of the applicant hospital.
5. In-state surveyors must have previously participated in at least one PTSF survey to establish eligibility to serve as a surveyor.
6. Refer to Policy BD-106: Conflicts of Interest for additional clarifications.

Surveyor Qualifications

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

2. Emergency Medicine and Subspecialists:

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

3. Registered Nurse:

- A. Trauma Program Management or Trauma Performance Improvement experience.
- B. Minimum of three (3) years trauma experience.
- C. Clinical experience in ED or ICU preferred.
- D. Trauma center experience within the last five (5) years, which may include functioning in a consultative role.

Team Composition

Team composition based on trauma center level is noted below. The trauma surgeon will always function as the survey team lead while on site. If a trauma surgeon is not utilized, the emergency medicine physician will serve as the team lead.

	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  Additional surveyor options include TS, EM, NS, OS, or RN	A minimum of one surgeon and one registered nurse is required  Additional surveyor options include TS, EM, NS, OS, or RN	A minimum of one physician and one registered nurse is required  The physician surveyor may be a TS or EM. An RN from the PTSF staff may function as the registered nurse surveyor  Additional surveyor options include TS, EM, NS or OS
Initial Accreditation Survey	<u>Three-Member Team</u> TSL, RN, EM	<u>Three-Member Team</u> TSL, RN, EM	<u>Two-Member Team</u> TS or EM & RN
Provisional 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

	Level I & Level II Trauma Centers	Level III Trauma Centers	Level IV Trauma Centers
Accredited Trauma Centers Re-Accreditation Survey	<u>Three-Member Team</u> TSL, TS, RN  At the discretion of the PTSF Board of Directors, site surveys for one or two-year cycles may have additional team members based on the trauma program's significant issues.	<u>Three-Member Team</u> TSL, RN, EM  At the discretion of the PTSF Board of Directors, site surveys for one or two-year cycles may have additional team members based on the trauma program's significant issues.	<u>Two-Member Team</u> TS or EM & RN
Accredited Trauma Centers Mid-Cycle Panel Review	n/a	n/a	<u>Two-Member Team</u> TS or EM & RN
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 Level</u> for additional details.		
Accredited Trauma Centers Eligible for the Survey Process for Exemplary Trauma Centers	<u>Two-Member Team</u> TSL, RN  See policy AC-142: Level I, II and III Survey Process for Exemplary Trauma Centers for additional details.	<u>Two-Member Team</u> TSL, RN  See policy AC-142: Level I, II and III Survey Process for Exemplary Trauma Centers for additional details.	n/a

KEY:

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

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

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

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