

### Purpose:

To provide a mechanism for trauma centers to follow when seeking to elevate the trauma center's current accreditation level.

### Process:

To complete the process for elevating to a higher-level accredited trauma center, the following conditions *must* be met:

- Submission of a letter of request to the Pennsylvania Trauma Systems Foundation (PTSF) to apply for elevation of the current trauma accreditation level.
- Completion of the Application for Survey (AFS).
- Submission of all applicable fees. Reference: "Fee Schedule" posted annually ([www.ptsf.org](http://www.ptsf.org)) regarding application fees and site survey fees.
- Completion of the accreditation survey.
- PTSF Board of Directors (Board) deliberation and approval.

### Procedure:

#### 1. Letter of Request:

- A. A letter of request to apply for elevation of the current trauma accreditation level must be submitted to PTSF by July 1<sup>st</sup> of the year *prior* to the requested year of survey.
  - i. If the request is within the current survey cycle for the trauma center, the trauma center will be invoiced for the additional survey fee for the trauma center level which the center is applying.
  - ii. If the request is greater than one year prior to the current survey cycle, the trauma center will be invoiced for the total survey fee for the trauma center level which the center is applying.

2. A trauma center wishing to elevate from a Level II to a Level I trauma center during their normal survey cycle / anticipated survey year will follow the traditional accreditation survey process and schedule.

3. Trauma Centers wishing to elevate from a Level II to a Level I trauma center prior to their normal survey cycle / anticipated survey year may request a modified survey

#### A. Qualifications

- i. No significant issues on latest accreditation report.
- ii. The trauma center was granted an unconditional three-year accreditation status.

#### B. "Modified" Team Composition

- i. One Nurse Surveyor
- ii. One Physician Surveyor

C. Schedule/Expectations

- i. A focus on Residency, Research, and ICU Standards of Accreditation compliance.
- ii. A focused case review of patients who were transferred from the institution.

NOTE: *Level III and IV trauma programs are not eligible for a modified site survey visit.*

4. Application for Survey (AFS)

- A. The AFS submission deadline will be based on the accreditation survey date. Refer to the “Site Survey Guidebook” for additional details.
- B. PTSF staff will review the submitted AFS. If applicable, the institution will be notified to reconsider the higher-level accreditation visit and/or re-identify the survey to the typical reaccreditation level if the PTSF staff determines that the institution has not significantly met criteria for the higher-level pursuit.

5. Site Visit

- A. Site visits will be scheduled by PTSF staff at least six months in advance.
  - i. Level I, II & III surveys typically occur from March to June
  - ii. Level IV surveys typically occur from June to August
- B. If a trauma center has a conflict with the date of the site visit or the members of the site survey team, they will have two weeks to respond to the PTSF from the time of notification. No guarantees are given that changes can be made, but every effort will be made to accommodate requests (see Accreditation Policy AC-119: Surveyor Selection Criteria).
- C. The format of the survey day will adhere to the most current version of the “Site Survey Guidebook.”

6. Board Deliberation and Outcome

- A. Trauma centers that seek to upgrade trauma level status can be granted up to a three-year accreditation cycle based upon several criteria. Factors that determine the duration of accreditation include—but are not limited to—accreditation history, significant issue(s), overall compliance with Standards of Accreditation, current accreditation cycle (if applying for “upgrade” out-of-cycle), as well as the trauma level pursued by the proposed upgrade site visit. (This is also referenced in policy AC-137.)
  - i. Trauma centers granted Level I accreditation (previously Level II) may be granted an immediate upgrade status based upon the accreditation deliberation decision. Pro-rated fees would apply.
- B. If an institution is not granted a level elevation, they may reapply the following year.

- C. Following Board deliberation meetings, a press release is issued by the PTSF announcing all the accredited trauma centers. This includes any newly accredited hospitals (AC-132: Media Notification Regarding Trauma Centers Status).

### 7. Miscellaneous

- A. PTSF's policy AC-119: Surveyor Selection Criteria) outlines site surveyor qualifications.
- B. Many questions related to the process of becoming a trauma center are further defined within the PTSF Accreditation Policies. These policies are available on the PTSF website at [www.ptsf.org](http://www.ptsf.org).

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Approved by PTSF Board of Directors:

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