

Purpose:

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

Procedure:

1. Submit a Letter of Request (LOR) to the PTSF:
 - A. The LOR must communicate the intention for elevation of the current trauma accreditation level and request a survey. The LOR must be submitted to PTSF by July 1 of the year prior to the requested year of survey.
 - i. The LOR will initiate a survey fee.
 - a. The survey fee that must be paid is for the trauma center level for which the center is applying.
 - b. If the trauma center has previously paid the survey fee for the current trauma center level, the center will be invoiced with the remainder of the fees for the trauma center level which the center is applying (if a difference exists).
2. Determine survey type:
 - A. A trauma center requesting to elevate trauma center level during their normal survey cycle/anticipated survey year based on the current accreditation certificate will follow the traditional accreditation survey process and schedule.
 - B. A trauma center requesting to elevate trauma center level prior to their normal survey cycle/anticipated survey year based on the current accreditation certificate may request a modified survey.
 - i. Qualifications to request a modified elevation survey:
 - a. No significant issues on latest accreditation report.
 - b. The trauma center was granted an unconditional three-year accreditation status.
 - ii. "Modified" Team Composition:
 - a. One Nurse Surveyor
 - b. One Physician Surveyor
 - iii. Schedule/Expectations:
 - a. A focus on Residency, Research, and ICU Standards of Accreditation compliance.
 - b. A focused case review of patients who were transferred from the institution.
3. Complete the Application for Survey (AFS)
 - A. The AFS submission deadline will be based on the survey date and communicated within the Save the Date notice. Refer to the "Site Survey Guidebook" for additional details.
 - B. PTSF staff will review the submitted AFS. If the PTSF staff determines that the institution has not significantly met criteria for higher level trauma center pursuit, the institution will be notified to reconsider the request to elevate to a higher-level trauma center and/or re-identify the survey as a re-accreditation of the current trauma center level.

Policy AC-138

Process for Elevating Trauma Center Accreditation Level

4. Participate in a 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 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.”
NOTE: Trauma Centers wishing to elevate Trauma Center Accreditation Level may not utilize the virtual survey process; elevation surveys must occur on-site.

5. Board Deliberation and Outcome

- A. Trauma centers that seek to upgrade trauma center level can be granted up to a three-year survey cycle based upon several criteria.
 - i. Factors that determine the duration of accreditation include—but are not limited to:
 - a. accreditation history
 - b. significant issue(s)
 - c. overall compliance with the PTSF Standards of Accreditation
 - d. current accreditation cycle
 - e. trauma level pursued by the proposed upgrade site visit
- B. Trauma centers granted Level I accreditation (previously Level II) may be granted an immediate upgrade status based upon the accreditation deliberation decision. Pro-rated participation fees would apply.
- C. Trauma centers not granted elevation of trauma center level may reapply the following year.
- D. Following Board deliberation meetings, a press release is issued by the PTSF announcing all the accredited trauma centers. This includes any newly accredited hospitals and elevated trauma center levels (refer to policy AC-132: Media Notification Regarding Trauma Centers Status).

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

Original Date: 07/29/2015

Revise Date: 09/29/2017, 09/21/2018

Review Date: 04/01/2016, 07/01/2019, 08/20/2019, 09/16/2021, 02/13/2023