

### FOR HOSPITAL'S PURSUING TRAUMA CENTER ACCREDITATION:

- The Education Fee is invoiced on the date that the Letter of Intent (LOI) is received by PTSF. The fee is prorated in the first year and billed annually until the pursuing hospital becomes accredited.
  - The annual fee is \$3,000.
  - The prorated fee, based upon the receipt of the LOI, is as follows:
    - January through March ..... \$3,000.00
    - April through June ..... \$2,250.00
    - July through September ..... \$1,500.00
    - October through December ..... \$750.00
  - Once accredited, the Education Fee is no longer invoiced. Accredited trauma centers pay a Participation Fee that includes PTSF support and education.
  - Prorated refunds are not offered when a hospital withdraws from pursuit.

### WHAT'S INCLUDED:

- Many required and optional educational offerings are listed in the table below. Additional offerings may be added at the request of hospital staff and/or the discretion of PTSF staff.

### ADDITIONAL INFORMATION:

- **Grant opportunities**—Critical Access Hospitals (CAH) may be eligible for waived or discounted fees based upon availability of grant funding provided to PTSF by the Medicare Rural Hospital Flexibility Grant Program administered through the Pennsylvania Office of Rural Health. Contact **Juliet Altenburg, Executive Director**, for details.
- **For further information**—See policy AC-130, Process for Becoming an Accredited Trauma Center

# EDUCATION FEE SCHEDULE

## 2023

*Note: The offerings below may be provided in-person, as web-based education, via video conferencing, or telephone, as appropriate and determined by PTSF staff. Contact staff for more information.*

TOPIC(S)	DETAILS/FREQUENCY	CONTACT(S)
Introduction to Trauma Center Development: Meet and Greet	<p>This <b>optional</b> 2-hour session is for a hospital considering trauma center pursuit and may be completed before Letter of Intent (LOI) submission. Target audience includes hospital leadership, administration, potential trauma program leaders and/or specialty services. This session includes the following topics:</p> <ul style="list-style-type: none"> <li>▪ What does it mean to be a Trauma Center?</li> <li>▪ The Trauma System in Pennsylvania</li> <li>▪ Role of the American College of Surgeons</li> <li>▪ Role of the PTSF</li> <li>▪ Trauma Center Levels</li> <li>▪ Standards of Accreditation</li> <li>▪ Trauma Center Pursuit Process</li> </ul>	<p>Anna Over            Manager of Trauma Center Development  <a href="mailto:aover@ptsf.org">aover@ptsf.org</a></p>
Welcome to PA Trauma	<p>After receipt of a Letter of Intent (LOI), this <b>optional</b> session, designed for new Trauma Program Managers and Trauma Program Medical Directors, serves as an introduction for trauma program leadership to the PTSF team and provides an overview of the following:</p> <ul style="list-style-type: none"> <li>▪ The Trauma System in Pennsylvania</li> <li>▪ The Role of the PTSF and PTSF staff members</li> <li>▪ Components of a Trauma Program</li> <li>▪ Brief Accreditation Overview</li> <li>▪ Hot topics in Trauma</li> <li>▪ Trauma Resources</li> </ul>	<p>Anna Over            Manager of Trauma Center Development  <a href="mailto:aover@ptsf.org">aover@ptsf.org</a></p>

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Trauma Pursuit Process: Guidance & Education	<p>Ongoing, regular check-ins with trauma program leadership, as well as meetings upon request, can be scheduled with the PTSF staff for support including:</p> <ul style="list-style-type: none"> <li>▪ Trauma program development</li> <li>▪ Education</li> <li>▪ Guidance with achieving compliance with PTFS Standards of Accreditation</li> <li>▪ Assistance in completing Application for Survey (AFS)</li> </ul>	Anna Over Manager of Trauma Center Development aover@ptsf.org
New Trauma Program Nurse Leader Orientation	<p>This <b>optional</b> half-day session offers a detailed orientation for new Trauma Program Nurse Leaders from accredited hospitals or those pursuing trauma center accreditation. The orientation is offered twice a year and includes:</p> <ul style="list-style-type: none"> <li>▪ PTSF history</li> <li>▪ Overview of Trauma Registry</li> <li>▪ Overview of Performance Improvement</li> <li>▪ Overview of Accreditation / Survey Visits</li> <li>▪ Alphabet Soup of Trauma Resources</li> <li>▪ Trauma Program Roles and Expectations</li> <li>▪ Trauma Hot Topics</li> </ul> <p>Appropriate audience includes Trauma Program Managers, Nurse Registrars, Trauma Performance Improvement Nurses, and other Nurse Leaders within the trauma program. PTSF staff members serve as faculty for the session.</p>	Anna Over Manager of Trauma Center Development aover@ptsf.org



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TOPIC(S)	DETAILS/FREQUENCY	CONTACT(S)
Site Survey / Accreditation Preparation	<p>This <b>required</b> session will help prepare the hospital for a pending Site Survey or Consultative visit and includes:</p> <ul style="list-style-type: none"> <li>▪ Overview of site survey/accreditation process</li> <li>▪ Site survey or Consultative Visit preparation</li> <li>▪ Site Survey Schedule</li> <li>▪ Site Survey Logistics</li> <li>▪ Deliberation Process and Outcomes</li> </ul> <p>A minimum of one (1) session is required within the first year of submitting a Letter of Request (LOR) to pursue trauma center accreditation. Attendees at a minimum include TPM and TPMD. Additional sessions are optional but highly recommended with trauma program staff turnover.</p>	<p>Amy Krichten            Director of Accreditation  <a href="mailto:akrichten@ptsf.org">akrichten@ptsf.org</a></p> <p>Darlene Gondell            Manager of Accreditation  <a href="mailto:dgondell@ptsf.org">dgondell@ptsf.org</a></p>
PI Part 1: PI Theory and Overview	<p>This is a 2-hour virtual session designed for the PI Staff at your Trauma Center including PI Coordinator(s), Trauma Program Manager and/or the Trauma Program Medical Director. This session includes an overview of:</p> <ul style="list-style-type: none"> <li>▪ Trauma PI</li> <li>▪ PI plan</li> <li>▪ PTSF Standards of Accreditation for PI</li> <li>▪ Event identification</li> <li>▪ Audit Filters</li> <li>▪ Levels of Review</li> <li>▪ Domain, Impact, Classification of events</li> <li>▪ Determination/Acceptability</li> <li>▪ Action plan development</li> <li>▪ Loop closure</li> <li>▪ Trauma PIPS Committees</li> <li>▪ Brief overview of PI documentation in Pa V5 Outcomes software</li> </ul> <p>Session(s) are optional but highly recommended, especially with trauma program staff turnover.</p>	<p>Rebecca Geyer            Director of Performance Improvement  <a href="mailto:rgeyer@ptsf.org">rgeyer@ptsf.org</a></p>

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PI Part 2: PI Implementation in Pa V5 Outcomes software	<p>This 3-hour virtual educational session provides a working knowledge of the PI software and is to be completed as a follow up to PI Part 1. This session includes hands-on training in:</p> <ul style="list-style-type: none"> <li>▪ Report Writer in Collector to run PI reports</li> <li>▪ Report Writer in Pa V5 Outcomes to run PI reports</li> <li>▪ Data drill down into case specifics from PI reports</li> <li>▪ PI documentation in Pa V5 Outcomes software</li> <li>▪ Action plan documentation</li> <li>▪ Loop closure documentation</li> </ul> <p>Session(s) are optional but highly recommended, especially with trauma program staff turnover.</p>	Rebecca Geyer Director of Performance Improvement rgeyer@ptsf.org
Pa V5 Outcomes Registry Webinar	<p>This <b>optional</b>, recorded session provides an overview of the Pa V5 Outcomes Software by the Software Manufacturer. Target audience includes the Trauma Program Manager and PI staff.</p> <p>The recorded webinar can be accessed at <a href="https://ptsf.centraisiteportal.com/">https://ptsf.centraisiteportal.com/</a> under the support tab and is entitled "Pa V5 Outcomes Registry-Training Video." Login information is required.</p>	Rebecca Geyer Director of Performance Improvement rgeyer@ptsf.org
Performance Improvement Guidance & Education	<p>Once a hospital submits a Letter of Intent (LOI) the PTSF can provide additional, as needed PI resources and education that includes:</p> <ul style="list-style-type: none"> <li>▪ PI plan development and implementation</li> <li>▪ Performance Improvement process for success</li> <li>▪ Action plan development and implementation review</li> <li>▪ Loop closure</li> <li>▪ Data quality management</li> <li>▪ Outcomes</li> </ul>	Rebecca Geyer Director of Performance Improvement rgeyer@ptsf.org

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Trauma Registry Abstraction Education: Virtual Trauma Registry Orientation	<p>This ½ day session is <b>required</b> for all registrars, recommended for Trauma Program Managers, and should occur at least one year prior to the site survey (accreditation or consultative visit). The following topics are covered:</p> <ul style="list-style-type: none"> <li>▪ Overview of PTSF Trauma Registry Operations</li> <li>▪ Basic PTOS abstraction processes, including data abstraction</li> </ul>	Lyndsey Diehl Director of Trauma Registry <a href="mailto:ldiehl@ptsf.org">ldiehl@ptsf.org</a>
Trauma Registry Abstraction Education: Interrater Reliability Audit	<p>This 1-day session is <b>mandatory</b> for registry staff and should occur the year of an accreditation site survey or consultative visit and includes the following topics:</p> <ul style="list-style-type: none"> <li>▪ Re-abstraction and evaluation of selected case records</li> <li>▪ Accession review to evaluate the process used to identify patients for PTOS inclusion</li> </ul> <p><u>Additionally:</u></p> <ul style="list-style-type: none"> <li>▪ This audit <b>re-occurs annually</b> until accreditation is achieved</li> <li>▪ This audit <b>occurs once</b> during the first year of accreditation.</li> </ul>	Lyndsey Diehl Director of Trauma Registry <a href="mailto:ldiehl@ptsf.org">ldiehl@ptsf.org</a>
On-Demand Web-based Education	<p>In addition to the above educational offerings, PTSF offers on-demand virtual educational resources on a variety of topics. These courses are pre-recorded and free to all Pennsylvania Accredited and Pursuing Trauma Centers.</p> <p>These additional offerings can be accessed at:  <a href="https://www.elearningconnex.com/ptsf/">https://www.elearningconnex.com/ptsf/</a>.</p> <p>After you select and register for a Course(s), you will receive an email containing login information within 48 hours. After registering, you have 60-days to complete.</p>	Lyndsey Diehl Director of Trauma Registry <a href="mailto:ldiehl@ptsf.org">ldiehl@ptsf.org</a>