

PTSF Employment Opportunity Accreditation Specialist

The Pennsylvania Trauma Systems Foundation (PTSF) is seeking a passionate and skilled registered nurse to participate in trauma accreditation and educational activities. This is an exciting opportunity to contribute to meaningful work at the state and national level as the PTSF continues to lead in advancing trauma care nationally as a premiere trauma system.

Key responsibilities of the Accreditation Specialist include facilitating the accreditation process, collaborating with surveyors, participating in site survey reviews, and supporting the PTSF's committees. Vital attributes of this team member will include excellent written and verbal communications skills, attention to regulatory detail, a willingness to travel, and a desire to influence care of trauma patients through work with trauma centers.

This position requires travel; however, there is the ability to work remotely when not involved in in-person commitments. Pennsylvania residency is strongly preferred due to occasional travel for in-person hospital and PTSF meetings.

PTSF offers excellent benefits including:

- Telecommuting
- Paid time off
- Flexible scheduling
- Health, vision, dental, life, and long-term disability options
- Employee health and wellness programs
- Employer retirement fund (401K) contributions without a staff match
- Professional development including tuition reimbursement, professional memberships, and conference attendance
- Salary range \$75,000 - \$115,000

PTSF was created in 1985 as part of the EMS Act to optimize trauma patient care in Pennsylvania through the accreditation of hospitals as trauma centers. Pennsylvania's trauma system currently has more than 50 trauma centers accredited at four different levels with multiple hospitals pursuing accreditation.

Please submit your interest here: <https://forms.office.com/r/auDHi3EhZd>

Reports to: Director of Accreditation
Direct Reports: None

FLSA Status: Full-Time, Exempt

Position Summary: The Accreditation Specialist works under the direction of the Director of Accreditation and is responsible for managing the trauma center development, accreditation, and Board of Directors accreditation deliberations process for a designated group of hospitals. Areas of focus include project management, communication, and hospital education with achieving and maintaining compliance with standards of accreditation.

- Duties and Responsibilities:**
- Accreditation Support: Manages aspects of the trauma center development, application, and accreditation process for assigned hospitals in collaboration with Accreditation Team including but not limited to:
 - Site Surveys
 - Presurvey: Scheduling, logistics, educating, reviewing the survey application, and selecting medical records.
 - Survey: Leading trauma surveys (consultative and accreditation).
 - Post Survey: Writing professional accreditation reports, supporting hospitals and PTSF staff with conducting post deliberations action items including but not limited to action plans, board panels, hospital requests for reconsiderations and appeals.
 - Coordinating Site Surveyor logistics and communication.
 - Developing and maintaining accreditation resources.
 - Board of Directors: Prepares deliberation documents and serves as a resource to the PTSF Board of Directors during the accreditation deliberation process.
 - Hospitals and Trauma Center Support: Serve as a resource for hospitals and accredited trauma centers.
 - Education: Provides onboarding support for new trauma program staff, including but not limited to Accreditation process and New Trauma Program Nurse Leader Orientation.
 - Trauma Center Development: Supports inquiring hospitals in understanding PTSF requirements for accreditation, conducting periodic meetings and assuring all hospital contacts are current.
 - Software Utilization: Works collaboratively with PTSF staff and external vendors to revise and maintain computer software used in the site survey process including the survey application and site surveyor software. Ensures trauma center staff are notified and trained appropriately in collaboration with fellow staff members.
 - PTSF Functions:
 - Policies: Reviews and updates current policies as assigned regarding the trauma center accreditation process and recommends changes, as necessary.
 - Strategic Recommendations: Recommends new strategies for trauma center accreditation based on industry trends.

- Committees: Acts as the liaison or active participant to PTSF or other organizational committees as assigned, working with the committee chair to advance the goals of the committee.
- Outreach: Represents PTSF as requested to outside organizations with a focus on trauma systems, trauma center development, standards, and accreditation with the goal of achieving PTSF strategic priorities.
- Performs other duties as assigned.

Job Specifications &
Required Skills:

Required:

- Bachelor’s degree.
- RN licensure.
- A minimum of five years of nursing experience working in a trauma center/system.
- Proven skills in project management with the ability to work with staff and committees in developing and completing multiple simultaneous projects in a timely fashion.
- Demonstrated interpersonal, written, and verbal communication skills including the ability to give formal presentations to varying types and sizes of audiences.
- Strong problem-solving, and customer service skills.
- A desire to be a high-functioning team member emphasizing ethical values and integrity.
- Proficient use of Microsoft Office Suite—specifically SharePoint, Word, Excel, Outlook, PowerPoint, and Teams.
- Valid driver’s license.

Preferred:

- Master’s degree.
- Knowledge of the Pennsylvania and/or American College of Surgeons accreditation process.
- Knowledge in trauma center/trauma system performance improvement with the ability to educate new and existing trauma centers on methods of optimizing care and operations.
- Membership and active involvement in relevant professional organizations.
- Pennsylvania Residency strongly preferred.

Equipment Operated:

- Routine office equipment—computer, telephone, copier, audio visual equipment.
- Automobile/vehicle.
- When not traveling for hospital visits and meetings, remote work from home is acceptable although the PTSF office located in Camp Hill PA can be utilized for work duties if preferred.

Working Conditions &
Physical Demands:

- Must be able to sit, stand, walk, and drive as needed.
- General non-smoking office environment.
- Travel required.