

Accreditation Coordinator Announcement

The Pennsylvania Trauma Systems Foundation (PTSF) is seeking an Accreditation Coordinator to independently manage specialized functions critical to PTSF's accreditation and deliberation operations and to contribute to our mission of optimal outcomes for every injured patient.

About the Role

As the Accreditation Coordinator, you will support PTSF's accreditation operations, manage accreditation survey travel logistics, facilitate critical communications with external stakeholders, and contribute to a variety of PTSF functions.

Key Responsibilities

- Coordinate all aspects of travel for the survey schedule
- Provide various external stakeholders with excellent customer service
- Support the PTSF Board of Directors with various aspects of the deliberation process
- Perform accurate edits and reviews of accreditation materials
- Track trauma center developments to include staff changes, operations, and various PTSF reports

Qualifications

- High school diploma or equivalent
- Five years of project management experience
- Exceptional communication skills, organizational abilities, and astute time management competencies
- Advanced Microsoft Office Suite proficiency
- Experience with virtual meeting platforms and document management systems
- Strong attention to detail and ability to manage multiple priorities

What We Offer

- Full-time, non-exempt role with a salary range of \$50,500-\$65,000
- Flexible remote work arrangement with optional office space
- Regular business hours (M-F) with occasional evening events
- Benefit options include health, vision, dental, life insurance, short and long-term disability options, health and wellness benefits, and paid vacation, sick, personal and holiday time
- Employee retirement fund (401K) contributions
- Professional development opportunities

To apply, please submit your resume and cover letter detailing your relevant experience and why you're excited to join the Pennsylvania Trauma Systems Foundation to Courtney Moraites at CMoraites@ptsf.org

PTSF is an equal opportunity employer and values diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

POSITION SUMMARY

The Accreditation Coordinator independently manages specialized functions critical to the Pennsylvania Trauma Systems Foundation (PTSF) accreditation and deliberation operations. This position exercises significant discretion and independent judgement while collaborating with other accreditation team members including the Director of Accreditation and Managers of Accreditation. The Accreditation Coordinator represents PTSF professionally, advancing its mission and vision through strategic relationship building with customers and stakeholders.

REPORTS

Reports directly to the Director of Accreditation.

KEY RESPONSIBILITIES

- Accreditation Operations: Coordinates activities of the accreditation process in collaboration with Accreditation Team including but not limited to
 - Accreditation Survey Scheduling
 - Organizes communications and arrangements with hospitals
 - Manages survey day schedules for PTSF staff, surveyors, and hospitals
 - Maintain logistic documents
 - Support the Accreditation Team
 - Maintain Outlook Calendars related to survey activities
 - Maintain accreditation process logs
 - Manage and coordinate travel logistics
 - Maintain and submit expense documents
 - Organizes preparation of survey packets
 - Support the Surveyors
 - Establish and foster relationships and maintain communications
 - Maintain current CV, biographies, and contact information
 - Obtain and track required contracts and related documentation
 - Manage and coordinate travel logistics
 - Manage orientation scheduling
 - Facilitate survey application log-in communications
 - Support the PTSF Board of Directors Deliberation Process
 - Organizes preparation of deliberation packets, including redaction
 - Maintain post-deliberation documentation
 - Review of deliberation reports
 - Manage hospital accreditation certificates
 - Facilitate deliberation outcome communications
 - Manages receipt and tracking of hospital changes, variances, alternate pathways, action plans, and surveyor assignments
 - Coordinate the maintenance of accreditation resources such as but not limited to manuals and templates documents

Job Description: Accreditation Coordinator

- Manages resources/supplies needed for accreditation
- PTSF Functions:
 - Committees:
 - Acts as the liaison for the PTSF Policy and Procedure Committee including maintaining document versions, website, and communications
 - Coordinates the conflict-of-interest process and maintain documents for the Conflict-of-Interest Committee
 - Support the Accreditation Team with committees as requested
 - Manages annual committee volunteer request and maintain committee member rosters
 - Coordinates accreditation related to PTSF conference and educational needs, as assigned
 - Manages trauma center diversion report process
 - Coordinates Accreditation sections of PTSF website; including maps
 - Maintains PTSF directory and email groups
 - Works collaboratively with PTSF staff and external vendors
 - Performs other duties as assigned or requested

QUALIFICATIONS

Required Qualifications

- High school diploma or equivalent
- Five years' previous experience involving project management
- Robust organizational skills including multi-tasking and time management
- Proficient use of Microsoft Office Suite—SharePoint, Word, Excel, Outlook, PowerPoint, Bookings, Forms, Planner, Teams; Adobe Creative Suite—Acrobat and InDesign
- Demonstrated interpersonal, verbal, and written communication skills
- Strong problem-solving abilities including leveraging technology to enhance existing workflows
- Excellent attention to detail
- Ability to work independently and within a team
- Ability to promote and facilitate change management
- Capable of delivering excellent customer service to Board members, surveyors, hospital staff, stakeholders and PTSF staff
- Pennsylvania resident or willing to support expenses related to frequent in-state/in-person PTSF activities

Preferred Qualifications

- Degree or certifications in project management or healthcare related fields
- Experience in the healthcare arena, or trauma center-related experience
- Pennsylvania resident.

WORK ENVIRONMENT

- Remote work with optional on-site office
- Full-time, exempt: Monday through Friday, daytime business hours, with rare evening work for special events, meetings, and conferences



Job Description: Accreditation Coordinator

- Routine office equipment utilization
- Must be able to sit, stand, walk, and drive as required by the job duties
- Position requires consistent use of fingers, hands, and arms for keyboarding and phone work
- Occasional travel required
- Must comply with all hospital or meeting venue safety plans