

Purpose:

Pennsylvania Trauma Systems Foundation (PTSF) Committees are forums for individuals to exchange a variety of information in a confidential manner. Committees cultivate the creation of action items for approval by the PTSF Board of Directors. To ensure continuity and diversity among committee membership of non-board committees, this policy intends to promote professional balance and enable a variety of health care representatives to serve on committees. Non-board committees are comprised of both PTSF Board Members and non-board members.

Procedure:

1. Board members who serve on non-board committees have no term limits. Non-board members may serve no more than six consecutive years on a non-board committee with the exception of the Injury Prevention Committee which has no term limits
2. Committees include no more than one chair and one vice chair. Each committee must include at least one PTSF Board Representative for the purpose of reporting at PTSF Board of Directors meetings.
3. Committee chairs and vice chairs will serve no more than three consecutive years in each role and are approved by the PTSF Board Chair.
 - A. If a chair/vice chair is a PTSF Board Member, there are no limits to the number of years they may serve in that capacity.
 - B. Upon expiration of the chair position term limit the vice chair may assume the chair position.
 - C. To fill a vacant vice chair position, committee members who wish to serve in the vice chair position are notified to submit their interest in writing to the committee's PTSF Staff Liaison. The letter of interest should contain reasons why the candidate feels they warrant approval for a leadership position. A curriculum vitae shall accompany the letter. Preference is given to committee members who served on the committee more than two years and members who are from an institution that has not previously been represented in a chair position.
 - D. The immediate past chair of the committee may serve on the committee an additional three years.
4. Committee composition, including the number of members, is determined by the Chair, Co-Chair, Board Liaison, and PTSF Staff representative. In establishing committee membership, consideration should be given to balanced representation across trauma center levels, geographical regions, and system affiliations.

Committee members may not disclose committee participation in presentations, publications, or relevant professional work without the written consent of the PTSF President.

- A. Committee members must submit request no less than 30 days prior to expected use.
 - B. PTSF President will provide written response, indicating review and approval or reason for denial.
 - C. Legal Counsel may be consulted for consideration.
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5. The PTSF requests non-board committee member volunteer nominations annually from each PTSF accredited trauma center's trauma program manager/coordinator.
 - A. Trauma program managers/coordinators are encouraged to nominate any qualified hospital staff member interested in non-board committee membership.
 - B. Trauma program managers/coordinators must nominate existing non-board committee members annually if the individual wishes to continue their committee membership.

 6. Committee membership is:
 - A. Comprised of members from accredited trauma centers or organizations with seats on the PTSF Board. Additional trauma stakeholders within the commonwealth may serve on committees at the discretion of the PTSF Board Chair.
 - i. The following committees are restricted to members of accredited trauma centers: Diversity, Equity and Inclusion, Outcomes, Performance Improvement and Patient Safety, Registry, Research, and Standards.
 - ii. The following committees allow members from hospitals pursuing accreditation and partnering organizations: Injury Prevention Committee and Trauma Systems Development Committee.
 - B. Reviewed and realigned annually to assure diversity including trauma center levels, locations, representation of all accredited trauma centers, and skill set of members.
 - C. Approved by the PTSF Board of Directors Chair on an annual basis in collaboration with the committee chair and the PTSF Staff Liaison to the committee.

 7. Midterm committee vacancies are filled at the discretion of the committee chair, committee vice chair, and/or staff liaison.

 8. Committee members who change positions or no longer work within the Commonwealth of Pennsylvania may become ineligible to continue on a committee if their new position is no longer within the same scope of practice.

 9. Committee members must agree to:
 - A. Strive to attend and fully participate in all meetings.
 - B. Notify the PTSF Staff Liaison in advance of the committee meeting if unable to attend.
 - C. Prepare for the meeting by reading materials in advance.
 - D. Act with honesty and integrity.
 - E. Exercise due care, diligence, and skill to understand the financial, strategic, and other implications of decisions.
 - F. Act fairly and impartially. Avoid bias, discrimination, and personal or institutional gain when you discuss and vote on agenda items.
 - G. Ensure any possible conflicts of interest are disclosed or avoided in advance of the meeting to the committee chair or PTSF Staff Liaison.
 - H. Demonstrate respect for others by acting in a professional and courteous manner.
 - I. Use information appropriately. Ensure information gained as a member of a committee is only applied to proper purposes and is kept confidential.
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- J. Conduct any virtual meetings in a private, secure, and confidential setting. Ensure that no one will be able to see your computer screen or hear your conversations. It is prohibited to participate in a virtual meeting in a public setting. Only approved committee members may attend and participate in the meeting, unless approved by the committee chair.
 - K. Maintain confidentiality of meeting materials, discussions, and decisions until information is disseminated by PTSF Staff or the PTSF Board of Directors.
 - L. Audio recordings are prohibited.
 - M. Respect and support all decisions of the PTSF Board of Directors.
 - N. Comply with Policy IT 108 Artificial Intelligence Acceptable Use Policy when using AI tools in connection with committee work. Committee members may not use AI tools to process, transcribe, summarize, or analyze meeting content, documents or discussions without prior approval and in accordance with policy.
 - O. Obtain explicit consent from all meeting participants before activating any AI meeting assistant, recording or transcription tool during committee meetings. Use of AI meeting tools is prohibited during any committee discussion involving confidential trauma center data, personnel matters, accreditation decision, or Protected Health Information (PHI).
10. The committee chair or the PTSF Board Chair shall have the authority to dismiss a non-board committee member if the member does not conduct their affairs in accordance with the PTSF's *Policy BD-109 Non-Board Committee Membership*.
11. Procedures, as noted above, may be waived at the discretion of the PTSF Board of Directors as needed to further the best interest of the PTSF.

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

Original Date: 01/05/1990

Revise Date: 02/27/1998, 03/12/1998, 09/16/2009, 07/19/2018, 07/23/2020, 02/23/2024, 07/24/2025, 02/26/2026,

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