

1. Purpose

Pennsylvania Trauma Outcome Study (PTOS) data is made available to researchers to facilitate trauma systems research and trauma outcomes studies and ultimately improve trauma care in the Commonwealth of Pennsylvania and beyond.

This policy outlines the process for requesting access to data from the Pennsylvania Trauma Systems Foundation (PTSF) Central Site. Please refer to the [PTOS Data Application and Data Use Agreement](#) for additional details and requirements.

2. Requesting Data

All requestors must complete and submit a PTOS Data Application and Data Use Agreement. This application and agreement can be accessed from the [PTSF Website](#). All components of the application and agreement must be thoroughly reviewed and completed. Completed applications and agreements are to be submitted to the PTSF Trauma Data Analyst and PTSF Director of Trauma Registry.

3. Review and Approval

The PTSF Trauma Data Analyst initially reviews the completed application and agreement to ensure the following:

- A. Completed data application
- B. Signature of support from the Trauma Medical Director included if the research is being conducted by staff at an Accredited Trauma Center
- C. Letter from the Internal Review Board (IRB) showing evidence of review and support specific to the study included

Communication between the primary investigator and PTSF staff may be conducted to ensure the data requested is clear and appropriate.

Proposals are subject to review by the PTSF Research Committee prior to PTSF approval and release of any data. Mentoring can also be provided by the PTSF Research Committee.

If the application is approved, the PTSF President will sign the PTOS Data Application and Data Use Agreement. The fully executed agreement will be returned to the primary investigator.

4. Receiving Requested Data

Once a fully executed PTOS Data Application and Data Use Agreement are in place, the PTSF Trauma Data Analyst will work to generate a csv file containing the requested data. Please allow approximately 2 weeks between agreement execution and availability of data. Timing will depend on the extent of the data requested.

Requested data will be provided only to individuals listed within the fully executed PTOS Data Application and Data Use Agreement. Data will be distributed via Google Drive or other agreed upon secure file transfer software.

5. Data Retention and Disposal

Within thirty (30) days of completing the PTSF-approved research project described in the PTOS Data Application, which must occur no later than two years from the receipt of data, the requestor must submit the data destruction attestation form PTSF certifying the destruction and discontinued use of the data, including any and all original files, copies made of the files, any derivatives or subsets of the files and any manipulated files.

Original Date: September 2025

Review Date:

Revise Date:

Amy Kempinski, MSN, RN, CEN, TCRN —President