

POSITION SUMMARY

The Manager of Accreditation 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, achieving, and maintaining compliance with standards of accreditation.

REPORTS

Reports directly to the Director of Accreditation.

KEY 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 the PTSF staff by managing post-deliberations action items including action plans, board panels, 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 Accreditation 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 Foundation 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 of 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. The Accreditation Team serves as staff liaisons to the Standards Committee, Policy and Procedures Committee, Injury Prevention Committee and Level III and IV Workgroup.

Job Description: Manager of Accreditation

- 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 or requested.

QUALIFICATIONS

Required Qualifications

- 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—SharePoint, Word, Excel, Outlook, PowerPoint, and Teams.
- Pennsylvania resident or willing to financially support frequent in-state/in-person activities.
- Valid driver's license.

Preferred Qualifications

- 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.
- Experience with TraumaHQ powered by IQVIA

WORK ENVIRONMENT

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

Please submit your interest here: [Manager of Accreditation Candidate Initial Interest Form Survey](#)