

Purpose:

The Pennsylvania TQIP (PA-TQIP) Collaborative (“Collaborative”) exists to support trauma programs across the Commonwealth in improving patient outcomes through shared learning, benchmarking, and coordinated quality initiatives. The PA TQIP Collaborative follows the motto of “no center left behind” as high performers and low performers collaborate to improve trauma care.

1. Membership Structure

A. Participating Sites

- i. Per Standards of Accreditation, all Adult Level I, II and III and Pediatric Levels I and II participate in TQIP; eligible centers (Adult Level I and II) submit to the Collaborative.
- ii. Each PA-TQIP participating trauma program/site may designate up to four (4) individuals as official Collaborative members.
- iii. The four-member limit is intended to maintain equitable representation across trauma programs of varying sizes.
- iv. These individuals should represent a mix of clinical, quality, and leadership roles appropriate to the site’s trauma program structure. While not required, it is recommended to consider the TPMD, TPM, PIC, and Registrar for membership within these allotted seats.
- v. Each TQIP site must submit its list of designated members to the Pennsylvania Trauma Systems Foundation (PTSF) annually or upon any change in personnel.

- B. Guests can be invited to PA-TQIP Collaborative meetings for specific content or specific meetings. Depending on content and materials presented, confidentiality agreements will be considered, if applicable, by PTSF Liaisons.

2. Confidentiality Requirements

A. Annual Confidentiality Agreement

- i. All Collaborative members are required to annually sign Pennsylvania Trauma Quality Improvement Program (PA-TQIP) Meeting Confidentiality Policy and Agreement prior to participating in any meetings, data reviews, or shared learning activities.
 - a. Members who have not completed the confidentiality agreement will not be permitted to attend Collaborative meetings or access Collaborative materials.
 - b. Members agree to maintain confidentiality of all meeting content and materials, regardless of in-person or virtual attendance.
- ii. Secure Participation in Virtual Meetings
 - a. Members must join all virtual Collaborative meetings from a secure, private location to protect the confidentiality of TQIP data, discussions, and shared documents.
 - b. Recording, screen capturing, or redistributing meeting content is strictly prohibited.
 - c. Confidentiality of Shared Materials: All materials shared through the Collaborative—including but not limited to agendas, presentations, dashboards, case reviews, and benchmarking data—are confidential and may not be distributed outside the member’s trauma program leadership without explicit permission from PTSF.

3. Leadership Structure

- A. PA-TQIP operates under the sponsorship of PTSF. Refer to PTST Policy BD-109 Non-Board Committee Membership for additional details.
- B. The PTSF pays the American College of Surgeons (ACS) annual Collaborative membership fees, which are set by the ACS.
- C. Each trauma program is still responsible for paying for any individual membership fees.

4. Composition of Leadership: The Collaborative is jointly led by a leadership team consisting of:

- A. Two (2) elected representatives from the Pennsylvania Committee on Trauma (PA-COT)
- B. Two (2) elected representatives from the Pennsylvania Trauma Nurses Advisory Council (PATNAC)
- C. Consistent with the ACS TQIP Cooperation Agreement, PTSF designates specific staff to support the Collaborative. PTSF staff ("WHEREAS the Collaborative's activities are segregated from the PTSF's accreditation and other activities, and accordingly the PTSF designates specific staff to support and facilitate the Collaborative and maintains confidentiality policies and procedures related to Collaborative activities" - from the American College of Surgeons Trauma Quality Improvement Program Cooperation Agreement).
 - i. Two PTSF staff members will receive the waived registration fee (exhibit A in the Collaborative Cooperation Agreement). PTSF shall be responsible for registration fees for additional PTSF staff and travel costs for any staff members, as per PTSF policies.
 - ii. PTSF staff liaisons are from the PIPS and/or Registry Teams.

5. Leadership Responsibilities: Leadership members are responsible for:

- A. Setting Collaborative meeting agendas
- B. Facilitating discussions and educational sessions
- C. Coordinating with PTSF data needs, meeting logistics, and statewide quality initiatives
- D. Ensuring adherence to confidentiality and participation standards

6. Leadership involvement with PTSF Outcomes Committee:

Leadership members are given honorary seats as members on the PTSF Outcomes Committee for their leadership term. While they historically were also leadership of the Outcomes Committee, after January 2027, they will be given honorary membership within the committee and allowed to serve in leadership roles within the Outcomes Committee but not obligated to do so. However, if neither the Outcomes chair, nor the Outcomes vice chair is part of the PA TQIP Collaborative Leadership team, a leadership team member will be invited to all Outcomes Leadership meetings for collaboration.

7. Leadership Terms & Rotation

- A. Term Length: Leadership members serve four-year terms.
- B. Staggered Rotation: To ensure continuity and balanced representation:
 - i. One of the two PA-COT leadership positions rotates off in even years, followed by
 - ii. One of the two PATNAC leadership positions rotates off the following year, in odd years. This alternating cycle ensures that only 1/4 of the leadership team transitions in any given year.

8. Election Process

- A. Each organization (PA-COT and PATNAC) is responsible for its own internal nomination and election process.
- B. Names of elected leaders must be submitted to PTSF no later than 30 days prior to the start of the new term.
- C. PTSF liaisons will coordinate with PA-COT and PATNAC when the appropriate term limits are reached.
- D. In the event a leadership seat is vacated prior to the conclusion of a term, the respective organization (PA-COT or PATNAC) shall provide a new appointment within 30 days. The replacement member shall complete the remainder of the vacated term.

9. Submission, Participation & Expectations

- A. TQIP submission is required by Adult Level I, II and III and Pediatric Level I and II Trauma Centers within Pennsylvania.
- B. Submission to the PA-TQIP Collaborative is required (and limited to) Level I and II Adult Trauma Centers.
- C. PA TQIP Collaborative meetings are open Adult Level I, II and III and Pediatric Level I and II Trauma Centers within Pennsylvania.
- D. Each trauma program must use the risk-adjusted benchmarking reports to determine whether there are opportunities for improvement in patient care and registry data quality.

10. Professional Conduct

- A. Members are expected to engage respectfully, maintain confidentiality, and contribute constructively to discussions. Members are expected to refer to and follow membership guidelines as detailed in PTSF Policy BD-109 Non-Board Committee Membership.
- B. Data shared within the Collaborative is for quality improvement purposes only and must not be used for punitive, competitive, or advertising purposes. Refer to the Pennsylvania Trauma Quality Improvement Program (PA-TQIP) Meeting Confidentiality Policy and Agreement.

11. Meetings

- A. PTSF generally hosts quarterly virtual meetings. PTSF provides virtual platforms and administrative support.
- B. ACS TQIP provides meeting space for statewide collaboratives at the National TQIP Conference. The PA-TQIP will meet in person there in odd-numbered years at a minimum.
- C. PTSF provides meeting space for the PA-TQIP to meet in person as a component of the PTSF annual conference in even-numbered years at a minimum.

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

Original Date: 7/16/2026

Revise Date:

Review Date: