

FOR HOSPITALS PURSUING TRAUMA CENTER ACCREDITATION:

- The education fee is invoiced on the date that the Pennsylvania Trauma Systems Foundation (PTSF) receives the letter of intent (LOI). The fee is prorated in the first year and billed annually until the pursuing hospital becomes accredited.
 - The annual fee is \$3,820.00
 - The prorated fee, based upon the receipt of the LOI, is as follows:
 - January through March \$3,820.00
 - April through June.....\$2,865.00
 - July through September.....\$1,910.00
 - October through December..... \$955.00
 - The education fee is no longer invoiced once the pursuing hospital becomes accredited. Accredited trauma centers pay a participation fee, which includes PTSF support and education.
 - Prorated refunds are not offered if a hospital withdraws from pursuit.

INCLUDED:

- The table below lists many required and optional educational offerings. Additional offerings may be added at the request of hospital staff and/or at the discretion of PTSF staff.

ADDITIONAL INFORMATION:

- **Grant opportunities**—critical access hospitals (CAH) may be eligible for waived or discounted fees based upon availability of grant funding provided to the PTSF by the Medicare Rural Hospital Flexibility Grant Program administered through the Pennsylvania Office of Rural Health. Contact the PTSF President for details. The grant period covers September 1 through August 31.
- **For additional information**—See policy AC-130: Process for Becoming an Accredited Trauma Center.

Note: PTSF staff may provide education in-person, as web-based education, via video conferencing, or telephone, as appropriate and determined by PTSF staff. Contact a staff member for more information.

TOPIC(S)	DETAILS/FREQUENCY	CONTACT(S)
Introduction to Trauma Center Development: Meet and Greet	This optional two-hour session is for a hospital considering trauma center pursuit and may be completed before LOI submission. Target audience members include hospital leadership, administration, potential trauma program leaders, and/or specialty services. It can be completed in person or remotely. This session includes the following topics: ▪ What Does it Mean to be a Trauma Center? ▪ The Trauma System in Pennsylvania ▪ Role of the American College of Surgeons ▪ Role of the PTSF ▪ Trauma Center Levels ▪ Standards of Accreditation ▪ Trauma Center Pursuit Process	Darlene Gondell Director of Accreditation dgondell@ptsf.org
Welcome to PA Trauma	This optional 60-minute recorded webinar, available on the PTSF Knowledge Connex Website, is designed for anyone involved in a trauma program, including new Trauma Program Managers (TPM), Trauma Program Medical Directors (TPMD), Trauma Performance Improvement Coordinators (PIC), Trauma Registrars, hospital administrators and other trauma center team members. The webinar provides an introduction to the PTSF, trauma program operations, and the trauma accreditation process. Topics include: ▪ The Trauma System in Pennsylvania ▪ The Role of PTSF and PTSF Staff Members ▪ Components of a Trauma Program ▪ Brief Accreditation Overview ▪ Hot Topics in Trauma ▪ Trauma Resources Hospitals pursuing trauma accreditation must submit their LOI and pay the education fees before accessing the webinar.	Darlene Gondell Director of Accreditation dgondell@ptsf.org

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Trauma Pursuit Process: Guidance and Education	Ongoing, regular check-ins with trauma program leadership, as well as meetings upon request, may be scheduled with PTSF staff for support including: ▪ Trauma Program Development ▪ Education ▪ Guidance with Achieving Compliance with PTSF Standards of Accreditation ▪ Assistance in Completing Application for Survey (AFS)	Darlene Gondell Director of Accreditation dgondell@ptsf.org
New Trauma Program Nurse Leader Orientation	This optional half-day session is a detailed orientation for new trauma program nurse leaders from accredited hospitals or those pursuing trauma center accreditation. The orientation is offered twice a year and includes: ▪ PTSF History ▪ Overview of Trauma Registry ▪ Overview of Performance Improvement ▪ Overview of Accreditation/Survey Visits ▪ Trauma Hot Topics Appropriate audience members include TPM, Nurse Registrars, Trauma PI Nurses, and other Nurse Leaders within the trauma program. PTSF staff members serve as faculty for the session.	Amy Oliveros Administrative Assistant aoliveros@ptsf.org

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Site Survey Accreditation Preparation	This required 60-minute recorded webinar helps to prepare the hospital for a pending site survey or consultative visit and is available on the PTSF Knowledge Connex Website. This session includes: ▪ Overview of Site Survey Accreditation Process ▪ Site Survey or Consultative Visit Preparation ▪ Site Survey Schedule ▪ Site Survey Logistics ▪ Deliberation Process and Outcomes Pursuing Centers: A minimum of one (1) session is required within the first year of submitting a Letter of Request to pursue trauma center accreditation. Attendees at a minimum include TPM and TPMD. Accredited Trauma Centers: Required with trauma program staff turnover for all new TPM and TPMD within one year of the next survey. Recommend participation by the Trauma PIC.	Darlene Gondell Director of Accreditation dgondell@ptsf.org
Panel Review Accreditation Preparation	This required recorded webinar helps to prepare the hospital for a pending panel review and includes: ▪ Overview of Panel Review Accreditation Process ▪ Panel Review Preparation ▪ Panel Review Contents ▪ Deliberation Process and Outcomes Accredited Trauma Centers: Required prior to first Panel Review and with trauma program staff turnover for all new TPM and TPMD within one year of the next panel review. Recommend participation by the Trauma PIC. PTSF Staff will provide access to this recording.	Darlene Gondell Director of Accreditation dgondell@ptsf.org

TOPIC(S)	DETAILS/FREQUENCY	CONTACT(S)
PI Part 1: PI Theory and Overview	This required, 90-minute recorded webinar is designed for the Performance Improvement Staff at your trauma center and is available on the PTSF Knowledge Connex Website. This session includes an overview of: ▪ Trauma PI ▪ PI Plan ▪ PTSF Standards of Accreditation for PI ▪ Event Identification ▪ Audit Filters ▪ Levels of Review ▪ Domain, Impact, and Classification of Events ▪ Determination/Acceptability ▪ Action Plan Development ▪ Loop Closure ▪ Trauma PIPS Committees ▪ Brief Overview of PI Documentation in TraumaHQ Trauma center representatives may also schedule this session via a live, virtual education session, for one or more individuals. PI Part 1 is required for new PI Coordinators and TPMs, at a minimum, within the first year of hire. This course is not required for TPMDs, although, it is recommended this course is taken within their first year of hire as well. ** This educational content includes software screenshots that will continue to be updated as software enhancements are rolled out. **	Rebecca Geyer Director of Performance Improvement rgeyer@ptsf.org Maggie Broadwell Performance Improvement Specialist mbroadwell@ptsf.org Schedule Here

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PI Part 2: PI Implementation in TraumaHQ, <i>powered by IQVIA™</i>	This optional two-hour virtual educational session provides a working knowledge of the PI portions of TraumaHQ <i>powered by IQVIA™</i> and is completed as a follow up to PI Part 1. This session includes hands-on training in: - Operational Reports to Run PI Reports - Data Drill Down into Case Specifics from PI Reports - PI Documentation in TraumaHQ - Action Plan Documentation - Loop Closure Documentation Session(s) are optional but highly recommended, especially given trauma program staff turnover.	Rebecca Geyer Director of Performance Improvement rgeyer@ptsf.org Maggie Broadwell Performance Improvement Specialist mbroadwell@ptsf.org Schedule Here
TraumaHQ, <i>powered by IQVIA™</i>	<u>TraumaHQ Educational Series</u> Over 30 individual pre-recorded short videos that include content covering both Registry and PIPS records, provide a closer look into the TraumaHQ platform, and how to document. ** All educational content will continue to be updated as software enhancements are rolled-out ** <u>Welcome to TraumaHQ</u> Once access to TraumaHQ is received, PTSF registry and PI staff will schedule a virtual, live demo of the TraumaHQ software.	Rebecca Geyer Director of Performance Improvement rgeyer@ptsf.org Lyndsey Diehl Director of Trauma Registry ldiehl@ptsf.org
Performance Improvement Guidance and Education	Once a hospital submits a LOI the PTSF can provide additional PI resources and education, as needed, which include: - PI Plan Development and Implementation - Performance Improvement Process for Success - Action Plan Development and Implementation Review - Loop Closure - Data Quality Management - Outcomes Available sessions can be booked as a PI visit (1 hour) and/or PI visit (30 minutes) as needed.	Rebecca Geyer Director of Performance Improvement rgeyer@ptsf.org Maggie Broadwell Performance Improvement Specialist mbroadwell@ptsf.org Schedule Here

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Trauma Registry Abstraction Education: Virtual Trauma Registry Orientation	This session is required for all registrars, recommended for TPMs, and should occur at least one year prior to the site survey (accreditation or consultative visit). The following topics are covered: - Overview of PTSF Trauma Registry Operations - Basic PTOS Abstraction Processes — Including Data Abstraction	Lyndsey Diehl Director of Trauma Registry ldiehl@ptsf.org
Trauma Registry Abstraction Education: Interrater Reliability Audit	This session is required for registry staff and should occur during the year of an accreditation site survey or consultative visit and includes the following topics: - Re-abstraction and Evaluation of Selected Case Records - Accession Review to Evaluate the Process Used to Identify Patients for PTOS Inclusion <u>Additionally:</u> - This audit re-occurs annually until accreditation is achieved. - This audit occurs once during the first year of accreditation.	Gabrielle Wenger Registry Specialist gwenger@ptsf.org
On-Demand Web-based Education	<u>KnowledgeConnex</u> In addition to the above educational offerings, PTSF offers on-demand virtual educational resources on a variety of topics. These courses are pre-recorded and free to all Pennsylvania accredited trauma centers and hospitals pursuing trauma accreditation. These additional offerings can be accessed at: https://www.elearningconnex.com/ptsf/. After you select and register for a course(s), you will receive an email containing login information within 48 hours. After registering, you have 60 days to complete.	Lyndsey Diehl Director of Trauma Registry ldiehl@ptsf.org