

Purpose:

To describe the process utilized by the Pennsylvania Trauma Systems Foundation (PTSF) for issuing Certificates of Accreditation and determining their effective time periods.

Process:

1. Accreditation certificates will be issued according to predetermined timelines as approved by the PTSF Board of Directors (Board).
 - A. Accredited Trauma Centers:
 - i. Level I & II Adult or Pediatric Centers: Effective October 1st through September 30th for the awarded cycle length. (One, Two or Three Years)
 - ii. Level III & IV Adult Centers: Effective November 1st through October 31st for the awarded cycle length. (One, Two or Three Years)
 - B. New Trauma Centers:
 - i. Effective Dates: Certificates will be issued effective the first day of the second month following the deliberation meeting. Refer to table below for clarification.
 - ii. Expiration Dates: Certificates will expire
 1. Every new Trauma Center receives a one-year accreditation for the first cycle length. This is referred to as the 'Provisional Year'.
 2. Level I & II Adult or Pediatric Centers: Expire September 30th at midnight of the following year.
 3. Level III & IV Adult Centers: Expire October 31st at midnight of the following year.

Deliberation Schedule and Certificate Dates		
Site Survey Month	Deliberation Meeting	Certificate Effective Date for New Trauma Centers
<ul style="list-style-type: none"> ▪ December ▪ January ▪ February 	March	May 1 st
<ul style="list-style-type: none"> ▪ March ▪ April ▪ May ▪ June 	July	September 1 st
<ul style="list-style-type: none"> ▪ July ▪ August 	September	November 1 st
<ul style="list-style-type: none"> ▪ September ▪ October ▪ November 	December	February 1 st

Approved by PTSF Board of Directors:

Original Date: 03/22/2016

Revise Date:

Review Date: 04/01/2016

Juliet Altenburg, RN, MSN—Executive Director