

**Purpose:**

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

**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 1 through September 30 for the awarded cycle length. (One, Two or Three Years)
    - ii. Level III & IV Adult Centers: Effective November 1 through October 31 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 as the 'Provisional Year'.
      2. Level I & II Adult or Pediatric Centers: Expire September 30 at midnight of the following year.
      3. Level III & IV Adult Centers: Expire October 31 at midnight of the following year.

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

Approved by PTSF Board of Directors:

Original Date: 03/22/2016

Revise Date:

Review Date: 04/01/2016; 07.01.2019

*Juliet Altenburg, RN, MSN—Executive Director*