



Job Description
MANAGER OF ACCREDITATION

Reports to: Director of Accreditation

FLSA Status: Full-Time, Exempt

Position Summary: The Manager of Accreditation works under the direction of the Director of Accreditation and is responsible for managing the trauma center accreditation and deliberation process. This includes educating hospitals during the developmental phase of trauma center accreditation pursuit and during times of change in trauma center leadership. Areas of focus include project management, communication and education with achieving, and maintaining, compliance with standards of accreditation.

- Duties and / Responsibilities:**
- Manages aspects of the trauma center accreditation process under the direction of the Director of Accreditation including but not limited to: scheduling, reviewing the electronic applications and performing in-person hospital visits to conduct trauma site surveys (consultative and accreditation).
 - Supports the PTSF Director of Accreditation and Board of Directors during the accreditation deliberation process.
 - Works in conjunction with the Director of Accreditation to prepare accreditation reports for trauma centers.
 - Establishes and fosters relationships with site surveyors (in and out-of-state) and develops/maintains a tracking system for use by office staff.
 - Establishes relationships with hospital staff providing support to resolve identified issues.
 - Develops and revises accreditation manuals/publications.
 - Monitors current national/state practices involving trauma center accreditation/designation and implements new strategies based on industry trends.
 - Acts as the liaison for PTSF committees as assigned, working with the committee chairman to advance the goals of the committee.
 - Works collaboratively with PTSF staff and external vendors.

ADDITIONAL RESPONSIBILITIES

- Supports organizations that further the mission and vision of PTSF.
- Ensures that hospitals, staff, board members, PTSF staff and other relevant agencies are diplomatically informed, heard and responded to in regard to PTSF related matters.
- Performs other duties as assigned/requested.

- Job Specifications & Required Skills:**
- Required
- Bachelor’s degree.
 - RN licensure.
 - A minimum of five years of 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 which places an emphasis on ethical values and integrity.



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- Proficient use of Microsoft Office Suite—WORD, Excel, Outlook, PowerPoint and Access.
- Valid PA driver's license.

Preferred

- Master's degree.
- Knowledge of the Pennsylvania and/or ACS accreditation process.
- Membership and active involvement in relevant professional organizations.

- Equipment Operated:
- Routine office equipment—computer, telephone, copier/FAX, audio visual equipment.
 - Automobile/vehicle.

- Working Conditions & Physical Demands:
- Must be able to sit, stand, walk and drive as needed.
 - General non-smoking office environment.
 - Frequent travel required.