



MONTANA EMERGENCY MEDICAL SERVICES FOR CHILDREN (EMSC)

PEDIATRIC PREPARED AND PEDIATRIC CAPABLE

RENEWAL Application Instructions

Follow these instructions to complete the application process:

Request a Montana Pediatric Recognition Renewal application packet from the Montana Emergency Medical Services for Children Program:

Robin Suzor,
Montana EMS for Children,
1400 Broadway, C314A,
PO Box 202951,
Helena MT 59620,
or call (406) 444-0901 or email rsuzor@mt.gov.

The application packet will include the following:

- Demographic Information Form (DIF);
- Criteria Checklists (Renewal Recognition);
- Hospital Pediatric Disaster Preparedness Toolkit; and the
- Cultural Humility Assessment.

Instructions:

1. Complete the DIF enclosed in the application packet and return it as directed.
2. Schedule a meeting for your facility's Recognition Renewal Site Visit. We will contact you directly to help facilitate a site review.
3. Provide documentation requested by the MT EMSC Team at the time of their visit to your facility i.e., Checklists and Cultural Humility Assessments. We will review the checklists with your team at the site visit. Please provide copies of the completed criteria.
4. Prepare the Presentation on the Pediatric PI/QI Project.
5. Review reports provided by the MT EMSC Team after conclusion of visit and provide any additionally requested documentation as directed.

If you have questions, please contact Robin Suzor, MT EMS for Children Program Manager at rsuzor@mt.gov or (406) 444-0901.

MONTANA EMERGENCY MEDICAL SERVICES FOR CHILDREN (EMSC) CHILD READY MT PROJECT

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MT EMSC Team Visit Procedure

Following receipt of Demographic Information Form, the hospital will be contacted to schedule a visit with the MT EMSC Team.

The site visit will include an assessment of the Facility's Emergency Department, any other Pediatric Specific areas and a meeting with the following individuals (if applicable):

- A. the Hospital's Chief Administrative/Executive Officer or designee
- B. the EMS Medical Services including Medical Direction
- C. The Nursing Leadership; and
- D. Medical Providers

In preparation for the site visit, facility staff shall compile pertinent information to verify the checklist. Prepare short presentation regarding the Facility's Pediatric Program Improvement/Quality Improvement Project.

One Pediatric QI/PI Project completed (see list of options or choose one specific to your facility and present at the Pediatric Facility Recognition Renewal Site Visit. **
Includes presentation at site visit on process, result, future implications.**

Hospital personnel, including the Pediatric Champion, shall be prepared to lead the MT Team on a physical tour of the Emergency Department and any associated areas. The Team may ask questions of staff to further verify the information provided in the checklist.

The MT EMSC Team will be approved by the Montana EMSC/Child Ready MT Advisory Committee. All team members will be well versed in the responsibilities, expectations, process and assessment of facility recognition.

Upon request, the Team will sign a confidentiality agreement provided by the hospital concerning any HIPAA-related issues they may encounter during their site visit.

The Facility will sign a disclosure agreement for Pediatric Recognition Promotions including Pediatric Readiness.

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Post-Site Visit Procedure

Following the site visit, the hospital shall receive the MT EMSC Team Renewal Recognition Report. Those facilities meeting all criteria will receive a notice of formal recognition for their hospital's pediatric capabilities.

Facilities still needing to meet some of the guidelines will be provided with resources to assist in meeting the criteria for Pediatric Facility Renewal Recognition from the Montana EMS for Children.

Facilities submitting appropriate documentation to verify meeting the guidelines will receive a notice of formal recognition for their hospital's pediatric capabilities. Formal recognition could include a formal presentation to the Hospital Board and media opportunities.

The Montana EMS for Children program will add the facility to the list of facilities approved in the Pediatrics Facility Recognition Section of the Montana Division of Emergency Medical Services Systems website, and will provide notification to the Montana EMS community through appropriate means.

Facilities may opt out of the facility recognition process at any time by contacting the Montana EMS for Children program as indicated in the initial application packet.

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EMERGENCY DEPARTMENTS:

PEDIATRIC PREPARED AND PEDIATRIC CAPABLE

Renewal Process

Recognition in the Pediatric Facility Recognition Program shall be valid for a minimum of 3 years. The facility will agree to respond to requests from the Montana EMS for Children program for Facility Recognition during this period as necessary.

The re-verification process will begin approximately 1-2 months prior to the end of the certification period.

Withdrawal of recognition status may occur at any time, should a hospital choose voluntarily to withdraw. In this situation, the hospital shall notify the Montana EMS for Children program at least 60 days prior to withdrawal.