



Montana EMSC Pediatric Facility Recognition Application



Application Instructions

Follow these instructions to complete the application process:

1. Request the Montana Pediatric Facility Recognition Application Forms from the EMSC Program Manager at Kelly.little@mt.gov or by calling 406-444-0901.

The Application Forms include the following:

1. **Demographic Information Form**
2. **Pediatric Facility Recognition Criteria** and
3. **Pediatric Disaster Preparedness Checklist.**

2. The EMSC Program manager will review your returned Application Forms.
 - a. If any part of the Application is missing/incomplete, the EMSC Program Manager will contact the Facility to obtain the missing information.
3. The team assigned to perform your Facility's EMSC Survey will review the completed Application Forms. The team will schedule a site visit if all documentation is in order.
4. If the team determines additional information or activities are required before conducting a site visit, the EMSC Program Manager will forward a gap analysis and instruction for re-applying once the gaps have been addressed.

Visit Procedure

1. The site visit will include an assessment of the Facility's emergency department and a meeting with the following individuals:
 - a. The Hospital's Chief Administrative/Executive Officer or designee
 - b. Representation from the Local EMS service, including the service's medical director, if the service is an ALS service.
 - c. Nursing leadership and relevant ED staff
2. Facility staff shall prepare data/material for checklist verification in preparation for the site visit.
3. Prepare a short presentation regarding the Facility's history and county demographics, including children's census information, pediatric patient data, diagnosis, etc.



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4. Hospital personnel shall be prepared to lead the Survey Team on a physical emergency department tour.
 - a. Upon request, the Survey Team will sign a confidentiality agreement provided by the hospital concerning any HIPAA-related issues they may encounter during their site visit.

Post-Site Visit Procedure

1. The Survey Team will send the Facility a report outlining its findings and recommendations within 30 days of the site visit.
2. If the Facility meets all pediatric readiness criteria, the EMS for Children Program Coordinator will mail a letter and certificate describing the Facility's accomplishment and pediatric capability.
3. The EMS for Children Program will add the Facility to the [Pediatrics Facility Recognition Section](#) website and announce new recognitions at the next quarterly EMSC Advisory Committee Meetings.

Renewal Process

1. The term of a Pediatric Facility Recognition is three years.
2. Approximately six months before the Facility's Pediatric Recognition expires, the EMS for Children Program Coordinator will contact the Facility with instructions on completing the renewal process.
3. Withdrawal of recognition status may occur at any time should a facility decide to terminate its pediatric recognition.
 - a. In this situation, the hospital shall notify the Montana EMSC program at least 60 days before withdrawal.

If you have questions, please contact Kelly Little, EMSC Program Manager, at kelly.little@mt.gov (406) 444-0901.



MONTANA
EMS, TRAUMA SYSTEMS &
INJURY PREVENTION PROGRAM