



Instructions

Complete an updated EDAP or SEDP Pediatric Plan for your facility using the checklist below. Refer to the EMS Administrative Code sections for EDAP or SEDP in this application packet.

Use the tabs provided by the EMSC office to organize your application.

<p>For each requirement outlined below, select the response(s) as directed and attach supporting documentation.</p> <p><input type="checkbox"/> Submit an organizational chart identifying the administrative relationships among all departments in the hospital, including the Emergency Department (ED) and Department of Pediatrics.</p> <p><input type="checkbox"/> Submit an organizational chart identifying the organizational/reporting structure of the ED physician, nursing, and ancillary services.</p>
<p>Review EMS Administrative Code 515.4000 a, 1 and 2 or 515.4010 a, 1 and 2 for the physician staff qualifications and continuing medical education and submit each of the following.</p> <p><input type="checkbox"/> A policy (s) that incorporates the physician qualifications and CME requirements.</p> <p><input type="checkbox"/> A completed CREDENTIALS OF EMERGENCY DEPARTMENT PHYSICIANS Form.</p> <p><input type="checkbox"/> A completed CREDENTIALS OF FAST TRACK PHYSICIANS Form.</p> <p><input type="checkbox"/> The curriculum vitae for the ED medical director (that states their role as the ED medical director).</p> <p><input type="checkbox"/> A current one-month physician schedule for the ED.</p> <p><input type="checkbox"/> For EDAP physicians who meet alternate criteria, enclose the following: 1) a letter(s) verifying hours worked by this/these physicians, 2) a copy of current AHA PALS or ACEP-AAP APLS certification, and 3) copies of 16 hours of pediatric CME completion over the past two years.</p>
<p>Review EMS Administrative Code 515.4000 or 515.4010 a, 3, for the ED Physician coverage and submit: (NOTE: For SEDP Hospitals, NP/CNS/PA ED coverage is allowed.)</p> <p><input type="checkbox"/> A policy that incorporates this requirement.</p>
<p>Review EMS Administrative Code 515.4000 or 515.4010 a, 4, for ED Consultation and submit:</p> <p><input type="checkbox"/> A one month on-call schedule identifying availability of board certified/board prepared pediatricians or pediatric emergency medicine physicians, or documentation verifying 24-hour telephone consultation.</p>
<p>Review EMS Administrative Code 515.4000 or 515.4010 a, 5, for ED Physician Back-up and submit:</p> <p><input type="checkbox"/> A policy that incorporates this requirement.</p>
<p>Review EMS Administrative Code 515.4000 or 515.4010 a, 6, for On Call Specialty Physician Response Time and submit:</p> <p><input type="checkbox"/> A policy that incorporates this requirement.</p>
<p>Review EMS Administrative Code 515.4000 or 515.4010 b, 1 and 2 for Nurse Practitioner, Clinical Nurse Specialist, and Physician Assistant qualifications and continuing medical education and submit each of the following:</p> <p><input type="checkbox"/> A policy that incorporates this requirement.</p> <p><input type="checkbox"/> A completed CREDENTIALS OF EMERGENCY DEPARTMENT NURSE PRACTITIONER, CLINICAL NURSE SPECIALIST, AND PHYSICIAN ASSISTANT Form.</p> <p><input type="checkbox"/> A current one-month nurse practitioner/clinical nurse specialist/physician assistant schedule.</p> <p><input type="checkbox"/> For nurse practitioners who meet alternate criteria, enclose the following: 1) letter(s) verifying hours worked by this/these nurse practitioners, 2) copies of current AHA PALS or ACEP-AAP APLS certification, 3) copies of 16 hours of pediatric CME completion over the past two years.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Documentation that nurse practitioners/clinical nurse specialists/physicians assistants are not utilized in the ED.</p>
<p>Review EMS Administrative Code 515.4000 or 515.4010 c, 1 and 2 for Nursing qualifications and continuing education and submit each of the following:</p> <p><input type="checkbox"/> A policy that incorporates this requirement.</p> <p><input type="checkbox"/> A completed CREDENTIALS OF EMERGENCY DEPARTMENT NURSING STAFF Form.</p> <p><input type="checkbox"/> A one-month Registered Nurse staffing schedule for the emergency department.</p>



Review EMS Administrative Code 515.4000 or 515.4010 d, 1, for inter-facility transfer and submit each of the following:

- An interfacility transfer policy that addresses pediatric transfers and includes all of the components defined in Section 515.4000 or 515.4010 d, 1.
- A copy (s) of our current written transfer agreements (that cover pediatric patients) with hospitals that provide pediatric specialty services, pediatric intensive care, and burn care not available at this facility.

Review EMS Administrative Code 515.4000 or 515.4010 d, 2, for suspected child abuse and neglect and submit each of the following:

- A policy that incorporates this requirement.
- An overview of your child abuse/neglect screening process, including screening questions within the electronic medical record (EMR).

Review EMS Administrative Code 515.4000 or 515.4010 d, 3, for treatment guidelines and submit:

- All pediatric treatment/care guidelines.

Review EMS Administrative Code 515.4000 or 515.4010 d, 4, for Latex-allergy policy and submit:

- A copy of the latex-free policy that addresses latex allergies and the availability of latex free equipment and supplies.

Review EMS Administrative Code 515.4000 or 515.4010 d, 5, for Disaster Preparedness and submit each of the following:

- A copy of the Hospital Pediatric Disaster Preparedness Checklist that has been completed by the disaster/emergency management coordinator.
- A decontamination plan or policy that incorporates pediatric components.
- An evacuation plan or policy that incorporates pediatric components, including unit specific plans, policies, or considerations for the pediatric unit, pediatric intensive care unit, newborn nursery, and/or NICU (as applicable).
- A reunification plan or policy that incorporates pediatric components.
- A Multi-Year Training and Exercise Plan (MYTEP) that minimally addresses a three-year timeframe.

Review EMS Administrative Code 515.4000 or 515.4010 e, 1, for quality improvement activities and the multidisciplinary quality improvement committee and submit:

- A policy (or other formal document) that outlines the overall emergency department quality improvement program and identifies the integration of pediatric QI activities into the emergency department quality program. Components that need to be included in the policy:
 - Description of the quality improvement process.
 - Responsible multidisciplinary committee and committee membership. NOTE: Committee composition needs to extend beyond physician/nursing to include other essential disciplines, such as pediatrics, social services, respiratory therapy, and other services.
 - Pediatric clinical indicators/monitors and/or outcome analysis, including the required EDAP/SEDP monitors: pediatric deaths, pediatric interfacility transfers, child abuse/neglect cases, and critically ill, and injured children in need of stabilization. Include any other pediatric quality and safety priorities of the institution.
 - Feedback processes, target timeframes for closure of issues, follow-up mechanisms, and loop closure.

Review EMS Administrative Code 515.4000 or 515.4010 e, 2, for the Pediatric Physician Champion and submit:

- A curriculum vitae for the Pediatric Physician Champion (that states their role as the Pediatric Physician Champion).

Review EMS Administrative Code 515.4000 or 515.4010 e, 3, for the Pediatric Quality Coordinator (PQC) responsibilities and submit each of the following:

- A resume for the Pediatric Quality Coordinator (that states their role as the PQC).
- A job description or formal document for the PQC that includes:
 - Allocation of appropriate time and resources by the hospital to fulfill the PQC responsibilities.
 - Responsibilities of the PQC as outlined in 515.4000 or 515.4010, e, 3, A-E.
- Documentation detailing the participation of the PQC in the Regional Pediatric QI Committee and in Regional QI activities, and how that impacts pediatric quality care in the ED.



Review EMS Administrative Code 515.4000 or 515.4010 f, for the list of Emergency Department Equipment Requirements and submit:

- A completed checklist indicating all equipment is present.

Using the equipment list in the application, place an "X" next to each equipment item currently available. If equipment/supply items are not available, a plan for securing the items must be identified, i.e., submission of a purchase order to assure the item is on order or a waiver must be submitted for each item. **Requests for waiver must include the criteria by which compliance is considered to be a hardship, how quickly the item can be accessed if maintained elsewhere in the hospital, and a demonstration of how there will be no reduction in the provision of medical care.**