

North Dakota EMS for Children
Pediatric Prepared
Voluntary Ambulance Recognition Program



June 8, 2015

Dear EMS Agency Administrator:

It is my pleasure to introduce a new voluntary statewide initiative sponsored by the North Dakota EMS for Children (EMSC) program: a recognition program for North Dakota EMS agencies who wish to demonstrate the work they do to go above and beyond for pediatric patients. Again, this program is **completely voluntary**.

Participating in this program provides an excellent opportunity for your agency to receive community and media recognition for your commitment to improving the delivery of emergency medical care to children.

Please note that your decision to participate in this program will in no way impact your licensure by the North Dakota Department of Health Division of EMS & Trauma.

If you and your organization are interested in participating in the Pediatric Prepared voluntary ambulance recognition program, please review this guide and send the attached application. Organizations that successfully complete the process will receive a certificate and decal to affix to their ambulances to recognize their accomplishments and commitments to North Dakota's children.

Should questions arise, please contact the EMS for Children program manager at (701) 328-2953 or epihlaja@nd.gov.

Sincerely,

Elizabeth Pihlaja, MPH
North Dakota EMS for Children Program Manager

Program Standards

The Pediatric Prepared voluntary ambulance recognition program features three required areas of participation in order to achieve recognition:

1. **Equipment.** Organizations must carry 100 percent of the recommended pediatric equipment according to the 2014 Joint Policy Statement *Equipment for Ground Ambulances*. Note that this list is more extensive than the equipment required by North Dakota regulations. A list of this equipment is included in the application (attached).
2. **Training.** Each member on the roster of the applying service must have two documented hours of pediatric-related training every year.
3. **Community.** Each applying service must perform at least one act or event of community outreach or education each year. Examples might include a bike rodeo, teddy bear/doll clinic, child car seat checks, or visits to schools or day cares. This outreach or education may target a variety of audiences (children, parents, teachers and more). If you would like to verify that your organization's event qualifies, please contact the North Dakota EMS for Children program manager. Any events submitted will be subject to the approval of the North Dakota EMS for Children program staff or the EMS for Children Advisory Committee. If an event is an annual or regular occurrence, or has been planned for the future, the EMS for Children program would appreciate notice of the event so a data bank of pediatric outreach and education being conducted across the state can be developed.

Frequently Asked Questions

Q: Is participation in this program mandatory?

A: No. This program is entirely voluntary.

Q: Does the Division of EMS & Trauma plan to mandate future participation?

A: No. This program is entirely voluntary.

Q: What are the benefits of participating?

A: Participation in this program will help you and your organization's EMS professionals to improve the capability of your organization to treat pediatric emergencies. Additionally, participation will allow your service to present your achievement to local media outlets, elected officials, and the members of your community.

Q: Will I be penalized for not participating in this program?

A: Absolutely not. This program is not intended to be punitive in any way. The goal of the program is to help facilitate education around the use of proper pediatric equipment and enhance pediatric treatment skills, NOT to be punitive in any way.

Q: Is there a fee to participate in this program?

A: No. There is no cost to an EMS organization to participate in the program beyond any costs incurred to meet the requirements of the program.

Q: Where can I learn more about the program?

A: Up-to-date information can be found by calling the North Dakota EMS for Children program manager at (701) 328-2953, emailing the program manager at epihlaja@nd.gov, or by visiting the North Dakota EMSC program's web page at www.ndhealth.gov/ems/emsc.html.

Q: My pulse-ox doesn't have pediatric probes but it seems to work on children. Does this count?

A: Yes, the terminology used on the equipment list is based on the 2014 Joint Policy Statement *Equipment for Ground Ambulances*. EMS agencies will comply with the North Dakota Pediatric Prepared voluntary ambulance recognition program so long as their pulse-oximeter is pediatric capable, even if it does not have a specific pediatric probe. Managers are encouraged to obtain documentation from their pulse-ox manufacturer validating the device's ability to obtain accurate readings on pediatric patients.

Q: Is there any way to avoid the expense associated with obtaining the required equipment?

A: The North Dakota EMSC program understands the concern and barrier of costs involved in obtaining equipment. The North Dakota EMSC program manager is always willing to help organizations find grant funding or other financial assistance to obtain recommended equipment.

Application Process

To Obtain an Application:

1. Application forms can be downloaded from the EMSC web page at www.ndhealth.gov/ems/emsc.html.
2. If you would prefer to have a copy mailed to you, or you do not have internet access, applications can be requested by contacting:

North Dakota EMS for Children Program
North Dakota Department of Health
Division of EMS & Trauma
600 E. Boulevard Ave, Dept 301
Bismarck, ND 58505

Submitting a Completed Application:

Completed applications may be submitted via U.S. mail to the address above, by fax **(701-328-1702)**, or by email (epihlaja@nd.gov).

Application Review Process:

At this time, no inspection is planned as part of the application process; however, the Division of EMS & Trauma reserves the right to perform ad hoc inspections as determined by the department. When a signed and completed application is received by the North Dakota EMS for Children program, the program manager will check for completeness and will then contact the applicant to:

1. Ask for further clarification or documentation, or
2. Send the service an award of recognition.

Appeal Process:

In the event that an application is denied or returned, EMS agencies may appeal the decision to deny recognition by submitting a written request to have their application re-evaluated. Appeal letters should be submitted to the North Dakota EMS for Children program for review by the North Dakota EMS for Children Advisory Committee. A written response to the appeal will be returned to the EMS agency within six months of its receipt.

Suspension or Revocation:

Recognition through this program may be suspended or revoked if the service is proven to have provided falsified information in order to gain recognition or failed to maintain the standards of the program as identified in this guidance.

Additionally, agencies must maintain good standing with the Division of EMS & Trauma license procedures. If an agency's recognition is suspended or revoked, recognition decals must be removed from all vehicles within five days of the revocation.

If an agency sells a vehicle or places the vehicle out of service for an extended period of time, recognition decals must be removed within five days.

Renewal of Recognition:

If an agency would like to seek renewal of the recognition program status, that agency must resubmit an application three years after initial recognition. The North Dakota EMS for Children program will send a reminder letter within three months of the renewal deadline.

Award of Recognition

Upon successful submission of the completed application and verification documentation, the North Dakota EMS for Children program will send a recognition certificate and ambulance decal(s) to the applicant. While the placement of the vehicle recognition decal is strongly encouraged, it is not required. At this time, the North Dakota EMS for Children program will also send sample language for a press release should the service wish to submit that to local media outlets. The state EMS for Children program will, through the Department of Health, submit statewide quarterly press releases with the names of services who have achieved recognition.

Successful applicants, by virtue of applying for recognition, authorize their organization name and general information to be posted in program documents and on the North Dakota EMS for Children website.

APPLICATION FOR ENROLLMENT

North Dakota EMS for Children Pediatric Prepared Voluntary Ambulance Recognition Program

The North Dakota EMS for Children program has implemented a voluntary recognition program to improve care provided to pediatric patients.

Please complete the following questions and forward this application to the state EMS for Children program via mail, fax or email.

EMS Agency Information

Service Name	
License Number	
Address	
Primary Contact Name	
Phone Number	
Email Address	

EMS Agency Medical Director Information

Medical Director Name	
Address	
Phone Number	
Email Address	

Return this application and other forms and documentation to:

*North Dakota EMS for Children Program
Division of EMS & Trauma
600 E. Boulevard Ave, Dept 301
Bismarck, ND 58505*

*Fax: (701) 328-1702
Email: epihlaja@nd.gov*

**Compliance Reporting Form
Pediatric Ambulance Equipment**

To be completed by an EMS agency administrator.

By signing this form, I attest to the fact that my EMS agency maintains, on all North Dakota Division of EMS & Trauma licensed vehicles, all pediatric equipment recommended by the North Dakota EMS for Children Pediatric Prepared Voluntary Ambulance Recognition Program.

I acknowledge that our equipment, specific to this form, will not be inspected specifically by the voluntary recognition program; however, it may be inspected by the North Dakota Division of EMS & Trauma at any site visits or agency inspections.

I, _____, employed with the
_____ (service or EMS agency), as an administrator. I
affirm that ____ out of ____ ambulance(s) carry 100 percent of the required equipment as listed in
the 2014 Joint Policy Statement *Equipment for Ground Ambulances*.

_____, service administrator

Date: _____

**Compliance Reporting Form
Pediatric Continuing Education**

By signing this verification form, I attest to the fact that my EMS agency requires that all certified EMS providers obtain a minimum of two (2) hours of continuing education on pediatric-specific subject matter per year. This continuing education has been approved by the North Dakota Department of Health Division of EMS & Trauma for EMS continuing education credit.

I attest that we maintain, on record, proof of this accomplishment, such as course completion certificates or other program reports or records for each agency provider.

Print Name: _____

Title: _____

Agency Name: _____

License Number: _____

Signature: _____

Date: _____

**Compliance Reporting Form
Community Outreach and Education**

Please include documentation of event – attendance records, newspaper articles, thank you notes, et cetera.

By signing this verification form, I attest to the fact that my EMS agency offers at least one educational or outreach event for community members per year.

Event Title (e.g. Community Safety Day, Pediatric First Aid and CPR Class, Bike Rodeo, Injury Prevention Presentation at School): _____

Target Audience: _____

Objective of Event: _____

Event Frequency (e.g. annual event, occurs as requested, one-time event):

I acknowledge that approval of this event is subject to the discretion of the North Dakota EMS for Children program and its advisory committee. I understand I may be asked to provide further clarification or documentation of this event prior to achieving recognition status.

Signature: _____

Date: _____