



**APPLICATION FOR HOSPITAL TO BE DESIGNATED  
"IN THE ACS VERIFICATION PROCESS" FOR PEDIATRICS**

State Form 52849 (1-14)



**INSTRUCTIONS:** Address each of the attached in narrative form.

Date submitted (month, day, year)
-----------------------------------

1. Legal name of applicant		
Mailing address (number and street, city, state, and ZIP code)		
Business telephone number ( )	24-hour contact telephone number ( )	Business fax number ( )
2. Name of Chief Executive Officer		
Title		
Telephone number ( )	E-mail address	
3. Name of Trauma Program Medical Director		
Title		
Telephone number ( )	E-mail address	
4. Name of Trauma Program Manager		
Title		
Telephone number ( )	E-mail address	
Pediatric trauma level being requested (check one):		
<input type="checkbox"/> Level I <input type="checkbox"/> Level II		

<b>ATTESTATION</b>	
In signing this application, we are attesting that all of the information contained herein is true and correct and that we and the applicant hospital agree to be bounded by the rules, policies, and decisions of the Indiana Emergency Medical Services Commission regarding our status.	
Signature of Chief Executive Officer	Date (month, day, year)
Printed name of Chief Executive Officer	
Signature of Trauma Medical Director	Date (month, day, year)
Printed name of Trauma Medical Director	
Signature of Trauma Program Manager	Date (month, day, year)
Printed name of Trauma Program Manager	

# Indiana Department of Homeland Security

## Application for "in the process" Level I Pediatric Trauma Center status

Hospitals that wish to apply for status as an "in the process" Level I Pediatric Trauma Center must provide sufficient documentation for the Indiana State Department of Health and the Indiana Department of Homeland Security to conclude that your hospital complies with each of the following requirements:

1. **A Pediatric Trauma Medical Director** who is Board-Certified or Board-Eligible, in pediatric surgery. This is usually a general surgeon who participates in trauma call and is current in Advanced Trauma Life Support (ATLS). The Medical Director must be dedicated to one hospital.
2. **A full-time Pediatric Trauma Program Manager**. This person is usually a registered nurse and must show evidence of educational preparation, with a minimum of sixteen (16) hours (internal or external) of trauma-related continuing education per year and clinical experience in the care of injured patients.
3. **Submission of trauma data to the State Registry**. The hospital must be submitting data to the Indiana Trauma Registry following the Registry's data dictionary data standard within thirty (30) days of application and at least quarterly thereafter.
4. **A Trauma Registrar**. This is someone who abstracts high-quality data into the hospital's trauma registry and works directly with the hospital's trauma team. This position is dedicated to the pediatric trauma program and is managed by the Trauma Program Manager.
5. **Tiered Activation System**. There must be a clearly defined Tiered Activation System that is continuously evaluated by the hospital's Performance Improvement and Patient Safety (PIPS) program.
6. **Trauma Surgeon on call**. The surgeon must be dedicated to the trauma center while on call. Supporting documentation for this requirement must also include a written letter of commitment signed by all surgeons of the hospital that the scheduled Trauma Surgeon will be dedicated to the trauma center. There must also be evidence provided that a Trauma Panel Surgeon is a member of the hospital's disaster committee. A roster of the membership of the disaster committee must be provided. A minimum of two (2) trauma surgeons must be board-certified or board-eligible in pediatric surgery.
7. **Trauma Surgeon response times**. Evidence must be submitted that response times for the Trauma Surgeon are as defined by the Optimal Resources document of the American College of Surgeons. A published back-up schedule for trauma surgery must also be available and provided as part of the documentation. Also, there must be a written letter of commitment to the center's Trauma Surgeon response times, signed by the Trauma Medical Director, that is included as part of the hospital's application.
8. **In-house Emergency Department physician coverage**. There must be twenty-four (24) hours per day, 365 days per year, in-house Emergency Department physician coverage. The Emergency Department must have a designated emergency physician director, supported by an appropriate number of additional physicians to ensure immediate care for injured patients. At least two (2) physicians must be board-certified or board-eligible in pediatric emergency medicine.
9. **Orthopedic Surgery**. There must be a written letter of commitment, signed by orthopedic surgeons and the Trauma Medical Director, that Orthopedic Surgery team members have dedicated call at the hospital. There must also be a back-up Orthopedic Surgery call schedule that is provided as part of this application. There must be one (1) board-certified or board-eligible orthopedic surgeon who completed a pediatric orthopedic fellowship and one (1) additional board-certified or board-eligible orthopedic surgeon with demonstrated interests and skills in pediatric trauma care.

10. **Neurosurgery**. Neurosurgery must be promptly available twenty-four (24) hours per day for severe traumatic brain injury and spinal cord injury, as well as for less severe head and spine injuries. A backup call schedule must also be available with formally arranged contingency plans in case the capability of the neurosurgeon, hospital or system to care for neurotrauma patients is overwhelmed. The documentation must include a signed letter of commitment signed by neurosurgeons and the Trauma Medical Director that neurosurgeons are available to the trauma center twenty-four (24) hours per day. There must be one board-certified or board-eligible neurosurgeon who completed a pediatric neurosurgery fellowship and one additional board-certified or board-eligible neurosurgeon with demonstrated interests and skills in pediatric trauma care.
11. **Trauma Operating room, staff and equipment**. There must be prompt availability of a Trauma Operating Room (OR), an appropriately staffed OR team, essential equipment (including pediatric resuscitation equipment and equipment needed for a craniotomy and thoracotomy) and anesthesiologist services twenty-four (24) hours per day. The hospital must have an in-house trauma team (i.e. anesthesiologists, OR nurses) and the OR must be immediately available. The application must also include a list of essential equipment available to the OR and its staff.
12. **Pediatric Critical Care physician coverage**. Physicians must be capable of a rapid response to deal with urgent problems as they arise in critically ill trauma patients. Level I trauma centers must have prompt availability of Critical Care physician coverage twenty-four (24) hours per day. Supporting documentation must include a signed letter of commitment and proof of physician coverage twenty-four (24) hours a day with a back-up call schedule. Two of the physicians must be board-certified or board-eligible in pediatric critical care medicine or in pediatric surgery and surgical critical care by the American Board of Surgery.
13. **CT scan and conventional radiography**. There must be twenty-four (24) hour availability of CT scan and conventional radiography capabilities. Level I trauma centers must show documentation of multiple CT scan machine capabilities and a written letter of commitment from the hospital's Chief of Radiology.
14. **Interventional radiology**. There must be twenty-four (24) hour availability of interventional radiology (conventional catheter angiography and sonography) and a written letter of commitment signed by the Chief of Radiology.
15. **Pediatric Intensive care unit**. There must be a pediatric intensive care unit with patient/nurse ratio not exceeding 2:1 and appropriate resources that include intracranial pressure monitoring equipment to resuscitate and monitor injured patients, all of which are available twenty-four (24) hours per day. The pediatric intensive care unit must be staffed by individuals credentialed by the hospital to provide pediatric trauma care.
16. **Blood bank**. A blood bank must be available twenty-four (24) hours per day with the ability to type and crossmatch blood products, with adequate amounts of packed red blood cells (PRBC), fresh frozen plasma (FFP), platelets, cryoprecipitate and other proper clotting factors to meet the needs of injured patients. The facility must also have the capability for coagulation studies, blood gases, and microbiology twenty-four (24) hours per day.
17. **Laboratory services**. There must be laboratory services available twenty-four (24) hours per day for the standard analyses of blood, urine and other bodily fluids, including micro-sampling when appropriate.
18. **Post-anesthesia care unit**. The post-anesthesia care unit (PACU) must have qualified nurses and necessary equipment twenty-four (24) hours per day. Documentation for this requirement must include a list of available equipment in the PACU.
19. **Relationship with an organ procurement organization (OPO)**. There must be written evidence that the hospital has an established relationship with a recognized OPO. There must also be written policies for triggering of notification of the OPO.
20. **Diversion policy**. The hospital must provide a copy of its diversion policy and affirm that it will not be on diversion status more than five percent (5%) of the time. The hospital's documentation must include a record for the previous year showing dates and length of time for each time the hospital was on diversion.

21. **Operational process performance improvement committee.** There must be a pediatric trauma program operational process performance improvement committee and documentation must include a roster of the committee and meeting times for the previous year.
22. **Nurse credentialing requirements.** Briefly describe credentialing requirements for nurses who care for trauma patients in your Emergency Department, PICU and PACU.
23. **Commitment by the governing body and medical staff.** There must be separate written commitments by the hospital's governing body and medical staff to establish a Level I Pediatric Trauma Center and to pursue verification by the American College of Surgeons within one (1) year of this application and to achieve ACS verification within two (2) years of the granting of "in the process" status. Further, the documentation provided must include recognition by the hospital that if it does not pursue verification within one (1) year of this application and/or does not achieve ACS verification within two (2) years of the granting of "in the process" status that the hospital's "in the process" status will immediately be revoked, become null and void and have no effect whatsoever. Extensions of time beyond these dates may be granted in the exclusive judgment of the State Department of Health.
24. **Pediatric Section of the Emergency Department.** There must be a pediatric specific area of the emergency department with pediatric specific resuscitative equipment. There must be pediatric trained nurses and respiratory therapists. The emergency department should treat a minimum of 200 pediatric patients [less than fifteen (15) years of age] per year.
25. **Pediatric Services.** The following programs must be offered: pediatric injury prevention, child life and family support programs; pediatric specific social work, and child protective services. The hospital should be either a freestanding children's hospital or a comprehensive pediatric care unit within a general hospital organization with pediatric trained nurses and respiratory therapists. Pediatric resuscitation equipment must be present in all appropriate pediatric patient care areas.

# **Indiana Department of Homeland Security**

## **Application for "in the process" Level II Pediatric Trauma Center status**

Hospitals that wish to apply for status as an "in the process" Level II Trauma Center must provide sufficient documentation for the Indiana State Department of Health and the Indiana Department of Homeland Security to conclude that your hospital complies with each of the following requirements:

1. **A Pediatric Trauma Medical Director** who is Board-Certified, or Board-Eligible, or an American College of Surgeons Fellow and who meets the American College of Surgeon guidelines for Level II pediatric medical director . This is usually a general surgeon who participates in trauma call and is current in Advanced Trauma Life Support (ATLS). The Pediatric Medical Director will meet the American College of Surgeon guidelines for pediatric trauma Continuing Medical Education credits. The Medical Director must be dedicated to one hospital.
2. **A Pediatric Trauma Program Manager**. This person is usually a registered nurse and must show evidence of educational preparation, with a minimum of sixteen (16) hours (internal or external) of trauma-related continuing education per year and clinical experience in the care of injured patients.
3. **Submission of trauma data to the State Registry**. The hospital must be submitting data to the Indiana Trauma Registry following the Registry's data dictionary data standard within thirty (30) days of application and at least quarterly thereafter.
4. **A Trauma Registrar**. This is someone who abstracts high-quality data into the hospital's trauma registry and works directly with the hospital's trauma team. This position is managed by the Trauma Program Manager.
5. **Tiered Activation System**. There must be a clearly defined Tiered Activation System that is continuously evaluated by the hospital's Performance Improvement and Patient Safety (PIPS) program.
6. **Trauma Surgeon on call**. The surgeon must be dedicated to the trauma center while on call. Supporting documentation for this requirement must also include a written letter of commitment signed by all surgeons of the hospital that the scheduled Trauma Surgeon will be dedicated to the trauma center. There must also be evidence provided that a Trauma Panel Surgeon is a member of the hospital's disaster committee. A roster of the membership of the disaster committee must be provided. At least one surgeon must be either a board-certified/ board-eligible pediatric surgeon OR a board-certified general surgeon approved by the ACS-COT alternate pathway criteria.
7. **Trauma Surgeon response times**. Evidence must be submitted that response times for the Trauma Surgeon are as defined by the Optimal Resources document of the American College of Surgeons. A published back-up schedule for trauma surgery must also be available and provided as part of the documentation. Also, there must be a written letter of commitment to the center's Trauma Surgeon response times, signed by the Trauma Medical Director, that is included as part of the hospital's application.
8. **In-house Emergency Department physician coverage**. The Emergency Department must have a designated emergency physician director, supported by an appropriate number of additional physicians to ensure immediate care for injured patients.

9. **Orthopedic Surgery.** There must be a written letter of commitment, signed by orthopedic surgeons and the Trauma Medical Director, that Orthopedic Surgery team members have dedicated call at the hospital. There must also be a back-up Orthopedic Surgery call schedule that is provided as part of this application. There must be one board-certified or board-eligible orthopedic surgeon with demonstrated interests and skills in pediatric trauma care and who meets the American College of Surgeon guidelines for pediatric trauma Continuing Medical Education credits.
10. **Neurosurgery.** Neurosurgery must be promptly available twenty-four (24) hours per day for severe traumatic brain injury and spinal cord injury, as well as for less severe head and spine injuries. A backup call schedule must also be available with formally arranged contingency plans in case the capability of the neurosurgeon, hospital or system to care for neurotrauma patients is overwhelmed. The documentation must include a letter of commitment signed by neurosurgeons and the Trauma Medical Director that neurosurgeons are available to the trauma center twenty-four (24) hours per day. There must be one board-certified or board-eligible neurosurgeon with demonstrated interests and skills in pediatric trauma care and who meets the American College of Surgeon guidelines for pediatric trauma Continuing Medical Education credits.
11. **Trauma Operating room, staff and equipment.** There must be prompt availability of a Trauma Operating Room (OR), an appropriately staffed and readily available OR team, essential equipment (including pediatric resuscitative equipment and equipment needed for a craniotomy and thoracotomy) and anesthesiologist services twenty-four (24) hours per day. The application must also include a list of essential equipment available to the OR and its staff.
12. **Pediatric Critical Care physician coverage.** Physicians must be capable of a rapid response to deal with urgent problems as they arise in critically ill trauma patients. Trauma center must have prompt availability of Pediatric Critical Care physician coverage twenty-four (24) hours per day. Supporting documentation must include a signed letter of commitment and proof of physician coverage twenty-four (24) hours a day. At least one pediatric critical care physician must meet the American College of Surgeon guidelines for pediatric trauma Continuing Medical Education credits.
13. **CT scan and conventional radiography.** There must be twenty-four (24) hours availability of CT scan and conventional radiography capabilities. Trauma center must show documentation of multiple CT scan machine capabilities and a written letter of commitment from the hospital's Chief of Radiology.
14. **Interventional radiology.** There must be twenty-four (24) hours availability of interventional radiology (conventional catheter angiography and sonography) and a written letter of commitment signed by the Chief of Radiology.
15. **Pediatric Intensive care unit.** There must be a pediatric intensive care unit with patient/nurse ratio not exceeding 2:1 and appropriate resources that include intracranial pressure monitoring equipment to resuscitate and monitor injured patients, all of which are available twenty-four (24) hours per day.
16. **Blood bank.** A blood bank must be available twenty-four (24) hours per day with the ability to type and crossmatch blood products, with adequate amounts of packed red blood cells (PRBC), fresh frozen plasma (FFP), platelets, cryoprecipitate and other proper clotting factors to meet the needs of injured patients. The facility must also have the capability for coagulation studies, blood gases, and microbiology twenty-four (24) hours per day.

17. **Laboratory services**. There must be laboratory services available twenty-four (24) hours per day.
18. **Post-anesthesia care unit**. The post-anesthesia care unit (PACU) must have qualified nurses and necessary equipment twenty-four (24) hours per day. Documentation for this requirement must include a list of available equipment in the PACU.
19. **Relationship with an organ procurement organization (OPO)**. There must be written evidence that the hospital has an established relationship with a recognized OPO. There must also be written policies for triggering of notification of the OPO.
20. **Diversion policy**. The hospital must provide a copy of its diversion policy and affirm that it will not be on diversion status more than five percent (5%) of the time. The hospital's documentation must include a record for the previous year showing dates and length of time for each time the hospital was on diversion.
21. **Operational process performance improvement committee**. There must be a pediatric trauma program operational process performance improvement committee and documentation must include a roster of the committee and meeting times for the previous year.
22. **Nurse credentialing requirements**. Briefly describe credentialing requirements for nurses who care for trauma patients in your Emergency Department, PICU and PACU.
23. **Commitment by the governing body and medical staff**. There must be separate written commitments by the hospital's governing body and medical staff to establish a Level II Pediatric Trauma Center and to pursue verification by the American College of Surgeons within one (1) year of this application and to achieve ACS verification within two (2) years of the granting of "in the process" status. Further, the documentation provided must include recognition by the hospital that if it does not pursue verification within one (1) year of this application and/or does not achieve ACS verification within two (2) years of the granting of "in the process" status that the hospital's "in the process" status will immediately be revoked, become null and void and have no effect whatsoever. Extensions of time beyond these dates may be granted in the exclusive judgment of the State Department of Health.
24. **Pediatric Section of the Emergency Department**. There must be a pediatric specific area of the emergency department with pediatric specific resuscitative equipment. There must be pediatric trained nurses and respiratory therapists. The emergency department should treat a minimum of 100 pediatric patients (less than fifteen (15) years of age) per year.
25. **Pediatric Services**. The following programs must be offered: pediatric injury prevention, child life and family support programs; pediatric specific social work, and child protective services. The hospital should be either a freestanding children's hospital or a comprehensive pediatric care unit within a general hospital organization with pediatric trained nurses and respiratory therapists. Pediatric resuscitation equipment should be present in all appropriate pediatric patient care areas.