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## Steps for Hospital EDAP Designation

### Binder

Please have supporting documentation ready for the NCEMS team to review showing evidence that the EDAP standards are being met. Include these items, in one binder, that will be kept with NCEMS after the visit for documentation of the site visit, and if needed, further review.

1. A one-page summary of pediatric visits, for each year since the last survey, of the following:
  - i. Emergency Department (ED) total pediatric visits
  - ii. ED pediatric visits, arrival by EMS
  - iii. ED pediatric visits, met trauma criteria
  - iv. ED pediatric visits, discharged
  - v. ED pediatric visits, admitted
  - vi. ED pediatric visits, transferred
  - vii. ED pediatric visits, death in ED
2. Take National Pediatric Readiness Project (NPRP) assessment within 1 year of survey date  
[Pediatric Readiness Assessment - Home Page](#)
  - i. Include assessment report in binder (with score achieved)
  - ii. Submit supportive documentation for section: *Guidelines for Policies, Procedures, and Protocols for the ED*
  - iii. Based on your scores please be ready to speak to your results and actions being taken to improve your pediatric readiness
3. Complete the MD/RN/PDLN CME/CE requirements (attachment A)
  - i. Submit supportive documentation

### Day of Site Visit

1. Meet at the Emergency Department (ED) and tour the ED while looking through pediatric equipment and supplies
2. Teams will then meet in a conference room to discuss the EDAP standards for education, policies and procedures, quality improvement and NPRP report.
3. The team will complete a brief chart review. Please have ready two charts each (printed hard copies for ease of review) of the following below. Chart should include at minimum: ED provider notes, imaging reports, laboratory findings, nursing notes, and any specialty notes. *Do not include these charts in the binder that will be kept with NCEMS after the survey.*
  - i. Pediatric visit, arrival by EMS
  - ii. Pediatric admission, if no admissions please include pediatric transfers
  - iii. Pediatric return to ED within 24 hours and admitted, or transferred if no admissions
  - iv. General pediatric ED visit
  - v. Pediatric trauma visit
  - vi. *All* pediatric deaths