

SITE REVIEW AGENDA

It is the vision of the DHEC Emergency Medical Services for Children to ensure that every child in South Carolina receives the best care, in every emergency department, every time. This vision stems from federal mandates, national initiatives throughout the country, and elements are supported by the Joint Commission for the future of pediatric care.

The Pediatric Ready Hospital Recognition program was developed to improve the quality of emergency care of children in our state as approximately one out of every four emergency visits is a child. This program outlines training, equipment, performance improvement, and minimal staff oversight requirements to be recognized as a Pediatric Ready emergency department.

The program personnel at the hospital must carefully prepare for a site visit, as Reviewers must obtain a detailed and accurate assessment of a hospital's capabilities, within a short period of time. Thus, all documents and medical records must be carefully organized and easily accessible, and Wi-Fi/ Internet access should be available.

For planning purposes, the review will last approximately four to six hours. We ask that you follow the sample agenda below. The lead reviewer will coordinate the format with the hospital and the survey team.

Sample Agenda	
8:30am	Meeting with ED Champions and Review Team
9:00am	Facility Tour
10:00am-12:00pm	Case Presentation, Binder and Chart Review
12:00pm-1:00pm	Closed Session for Site Review Team (Lunch suggested)
1:00pm-1:30pm	Exit Interview

I. Champion Meeting

- Introductions
- Review ED Champion documentation

II. Tour

A. Ambulance Bay

B. Helipad (if onsite)

C. Decontamination/Mass casualty (do not set up decon or mass casualty equipment)

D. Emergency Department

- Review emergency department facility, resuscitation area, and equipment.
- Interview emergency physicians, and staff.

E. Radiology

- Interview radiologist and staff

- Determine patient monitoring practices
- View resuscitation equipment

III. Case Presentation

Champions to present case of their choosing highlighting process improvement and loop closure.

IV. Chart Review/Process Improvement and Patient Safety (PIPS)

- Review performance improvement documents
- Review medical records
- Review site recognition binder

V. Closed Session

The Reviewers will have a closed meeting in preparation for the Exit Interview.

VI. Exit Interview

- Hospital Administration
- ED Administration
- Physician and Nursing Champions

Materials Required at the Time of Review

All materials should be presented in accordance with the Site Review Binder Table of Contents ([hyperlink](#)).

Recognition Timeline

Surveyor findings will be reported to the EMS-C Advisory Committee, who will determine recognition disposition. The EMSC Advisory Committee meets quarterly in January, April, July and October.