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**Focus Area #4: Policies & Procedures**

*Environmental Scan Worksheet*

**Instructions**

The purpose of these questions is to help you explore the current state of the focus area at your EMS agency, ED, or hospital and identify areas for improvement. To be eligible for CE credit, you must answer the Yes/No and strengths/barriers questions in REDCap. The “Key Considerations / Considerations”, “Best / Suggested Practices” and “Possible Change Strategies” sections are not required but are designed to help you delve deeper into the question, capture best practices shared during learning sessions, and help strategize on how you might improve in this area. Please remember that you have an individual link to each of these forms. Please email Meredith Rodriguez at collaboratives@emscimprovement.center for assistance.

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| **1) Is there a standard format for policies & procedures?** | ☐ Yes ☐ No |
| Key Elements / Considerations | Best / Suggested Practices | Possible Change Strategies |
| *What key elements does a proposed policy or procedure need to have?* *See resources for a policy template.*  | *How do other PECCs go about implementing a policy or procedure that supports pediatric readiness?*  | *What could be done to improve here?**Relevant Key Driver(s):* [*1-Advocacy & Communication*](#_heading=h.35nkun2)*;* [*2-Awareness & Education.*](#_heading=h.1ksv4uv) |
| **2) Is there a defined process for drafting a policy/procedure?** | ☐ Yes ☐ No |
| Key Elements / Considerations | Best / Suggested Practices | Possible Change Strategies |
| *How are new policies or procedures developed?* *Who has oversight over your policies / guidelines?* *How do you advocate for a new policy or procedure?* *Do you know where to find the evidence- base for a proposed policy/procedure?* *Are there state/national guidelines that need to be followed?* | *What process are others using? Where do they get their evidence?*  | *What could be done to improve here?**Relevant Key Driver(s):* [*1-Advocacy & Communication*](#_heading=h.35nkun2) |
| **3) Is there a standard process and timeline for vetting draft policies/procedures?** | ☐ Yes ☐ No |
| Key Elements / Considerations | Best / Suggested Practices | Possible Change Strategies |
| *Who are the key individuals that need to review the policy or procedure?**How is support garnered and buy-in obtained ?* *How are staff educated on the policy/procedure?* *Where can one access a copy?* | *How do other organizations vet policies / procedures?*  | *What could be done to improve here?**Relevant Key Driver(s):* [*1-Advocacy & Communication*](#_heading=h.35nkun2)*;* [*2-Awareness & Education.*](#_heading=h.1ksv4uv) |
| **4) Is there a mechanism in place to evaluate adherence and effectiveness?** | ☐ Yes ☐ No |
| Key Elements / Considerations | Best / Suggested Practices | Possible Change Strategies |
| *Are there metrics for assuring certain evidence-based guidelines for high- risk pediatric cases are followed?*  | *How do other PECCs around the country evaluate adherence to their policies / procedures?*  | *What could be done to improve here?**Relevant Key Driver(s):* [*1-Advocacy & Communication*](#_heading=h.35nkun2)*;* [*2-Awareness & Education.*](#_heading=h.1ksv4uv) |
| **5) Is there a standard review process & timeline?** | ☐ Yes ☐ No |
| Key Elements / Considerations | Best / Suggested Practices | Possible Change Strategies |
| *How often are policies reviewed?* *How are edits made?**Is there a pediatric representative involved in the review of the policy or protocol?* | *What does the review process look like at similar agencies, EDs, or hospitals?*  | *What could be done to improve here?**Relevant Key Driver(s):* [*1-Advocacy & Communication*](#_heading=h.35nkun2)*;* [*2-Awareness & Education.*](#_heading=h.1ksv4uv) |
| **6) What are your organization’s strengths as it relates to this focus area?** |
| *What could be shared with others to help them achieve success? What could be leveraged to drive further improvement?* |
| **7) List the potential barriers to developing policies or procedures that support pediatric readiness at your organization.** |
| *How might these barriers be overcome? What support or resources are needed to overcome them?* |
| **8) Is there a specific change strategy that you would like to implement at your organization?** |
| *Where would you start? What policy or procedure would you focus on first?*  |