



Emergency Medical Services for Children

Office: 410-706-1758

Fax: 410-706-3660

MIEMSS' CPS Healthcare Scholarship Program **Application Process**

Process:

1. Contact the MIEMSS CPS for Healthcare Coordinator about your agency's interest and commitment to child passenger safety. See *"Hospital Self-Assessment: Are You Using Best Practice?"* for guidelines on best practice in child passenger safety. The Coordinator will then talk with appropriate staff to discuss steps to incorporate the guidelines into the hospital/agency's policies and procedures.
2. Identify the appropriate staff person/s to receive the training to become a Child Passenger Safety Technician ('CPST'). This person would serve as the key resource for the hospital or health agency on child passenger safety, including:
 - Making sure patient education materials on CPS are available and current
 - Knowing where to refer families for car seats or seat checks in the community
 - Being the agency's liaison with MD KISS or MIEMSS for additional training or resources on CPS
3. The identified staff member (in conjunction with his/her supervisor) must complete this application for a MIEMSS scholarship to attend the national certification course to become a 'Child Passenger Safety Technician.' This scholarship will reimburse the \$95 registration fee for the 3-4 day course. No other expenses will be covered by the scholarship. Note: The number of scholarships is limited, so apply as soon as possible.
4. Return the completed application form to the CPS Program at MIEMSS.
Address: 653 W. Pratt St, 4th Floor, Baltimore, MD 21201
Fax: 410-706-3660. Email: cps@miemss.org
5. Scholarship recipients will be notified promptly, and then the recipient should register him/herself online for the course (unless MIEMSS pre-pays for your slot). To register:
 - a. Go to Cert.SafeKids.org. Click on right side box 'Find a Course.'
 - b. Search for a local course by clicking on 'Maryland' (or 'Delaware'—whatever is nearby). For 'Course type,' click on 'certification course.'
 - c. Enter the months for period in which you'd like to take the course. Note: there may be additional dates planned but not posted. Check with MIEMSS for these.
 - d. Click on 'Select' to pick a course and register for it.
 - e. Follow the steps to register and pay the \$95 fee yourself. Save proof of payment.
6. After taking and passing the course: the recipient must fill out the 'MIEMSS CPS Scholarship Reimbursement Request' form, attach proof of registration fee payment, and **mail** that to MIEMSS at the **completion of your course**. Note: Reimbursement will only occur if the scholarship recipient attends the whole 3-4 day course and sends back the



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original, signed form with proof of payment. Reimbursement will be sent to the scholarship recipient 7-10 days after MIEMSS's receipt of the reimbursement form.

7. After the class and as needed, the new CPST can contact MIEMSS for patient materials.
8. If your agency's CPST leaves the agency please let the MIEMSS Coordinator know so the project can keep in touch and/or other contacts at the agency can be made.

Hospital Self-Assessment: Are You Using Best Practice?

- Is someone at your agency certified as a Child Passenger Safety Technician ("CPST," from Safe Kids Worldwide)?
 - If not, has your staff been trained recently on CPS through Maryland Kids in Safety Seats (MD KISS) or the EMSC-CPS Program?
 - Do you have a plan for getting ongoing CPS training for staff?
- Are you in contact with Maryland KISS or a local CPST or Safe Kids Coordinator in order to refer families for follow up on CPS, such as a personal safety seat check?
- Does your agency/unit have and use materials from MD KISS or the EMSC-CPS Project?
 - DVDs: "Infant Car Seat Challenge"—for labor & delivery units, or "A Crash Course In Child Passenger Safety" (from CHOP)
 - Patient Handouts: "Every Child Deserves A Safe Ride," AAP guide to car seats, MD CPS law, Safe Ride News sheets (English & Spanish), Safe Kids' CPS brochures
 - Posters: "Rear-Facing Safety Seats," "Boosters," "You Score," etc.
- Do you ensure that CPS materials are accurate and up-to-date? (AAP guidelines for CPS changed January 2011; MD CPS law changed in October 2012. Current materials will include the latest guidelines).
- Do you have policies and procedures for your unit concerning CPS education and safe patient discharge? Do you have CPS competencies for staff?
- Do you have a policy in place if a family does not have an appropriate car safety seat for the child's discharge?
- Do you document the CPS information or materials given to families and the discharge of a child in a child safety seat? How?
- Do you have a policy and procedure with the AAP Guidelines for the discharge of high risk children, including low birth weight babies (the "car seat challenge test")?



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Resources

- **Maryland Kids in Safety Seats**, www.mdkiss.org, 800-370-SEAT. They provide a telephone “help line” for technical information on car seats, installation, and the Maryland CPS law; they also have details on local car seat check up events and CPST trainings.
- **Maryland EMS for Children: Child Passenger Safety Project**. They provide trainings and materials for hospitals, and CPS resource links on their web site www.miemss.org/home/emsc/cps ; email: cps@miemss.org.
- **National Highway Traffic Safety Administration**, 888-327-4236, www.safercar.gov . They provide guidelines on safety seat use, a list of local car seat inspection stations, ratings on ease of car seat use, and a reporting tool for car seat or vehicle defects.
- **TheCarSeatLady.com** A website that provides comprehensive child passenger safety information including great tips on car seat selection and usage.

Each hospital is encouraged to have a written policy that describes the information provided to parents of infants and young children. Families should receive:

- ❑ the current Maryland seat belt/child safety seat laws pertaining to children under age 16.
- ❑ child passenger safety materials that are current and contain accurate information, including proper seat belt fit by using the 5-Step Test for those who are at least 8 years of age or taller than 4’ 9”.
- ❑ contact information for the closest seat check stations and/or MD KISS contact information.



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Application Form

Applicant's Name: _____

Title: _____

Hospital/Agency Name: _____

Department: _____

Address: _____

Phone: _____ **Email:** _____

1. How will taking the 3-4 day course begin or enhance the education and services on child passenger safety ('CPS') provided by your hospital/ agency?

2. Upon becoming a certified Child Passenger Safety Technician (CPST), do you agree to: (circle answer)

- **Offer CPS education and/or services in your hospital?** YES / NO
- **Do your best to meet the re-certification requirements? (e.g., participation in several safety seat checks, periodic updates on CPS, etc.)** YES / NO
- **Stay in touch with MIEMSS's CPS program about your agency's CPS services, and maintain updated materials?** YES / NO

Applicant's Signature _____ **Date:** _____



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Reimbursement Form

_____ I certify that I attended and completed the National Safe Kids Child Passenger Safety Certification Course at _____ (location) on the following dates: _____.

_____ I certify that I am due a \$95 reimbursement for attending the CPST course. Attached is my proof of payment of the CPS certification course registration fee to Safe Kids.

Your Signature: _____

Your Printed Name: _____

Hospital/Agency Name: _____

Your Social Security # (required for reimbursement): _____

Address for Reimbursement: _____

Phone: _____ Email: _____

Return this form to Susanne Ogaitis-Jones, MIEMSS's CPS Healthcare Program at the address below, by mail. Electronic copies are not acceptable.

Approved by: _____ (Project Coordinator)
Approved by: _____ (Project Director)
Date: _____