 **Logo of the academic medical center**

Dear **NAME OF ACADEMIC CENTER HERE** team,

We are pleased to commit to working in collaboration with NAME OF ACADEMIC CENTER HERE to **improve the pediatric readiness** of our emergency department over the next six months as a part of ImPACTS. We understand that ImPACTS will involve our ED participating in the following activities:

1. Designation of a pediatric champion in our ED: this individual will serve as the primary point of contact with ACADEMIC CENTER HERE. Should he/she be unable to complete the commitment, another individual will be identified to continue the project activities.
2. Baseline in-person pediatric readiness survey: completed in collaboration with **ACADEMIC CENTER HERE** at the start of this project. The duration is average 1 hour.
3. Simulation-based pediatric readiness assessment: TWO TEAMS (1-2 doctors, 2-5 nurses, 1-2 techs) will care for a series of four simulated patients in our ED resuscitation bay. This will be scheduled in coordination with **ACADEMIC CENTER HERE**. The teams will use our departments equipment and resources when caring for these patients (as that is part of what is being assessed). Pediatric emergency medicine content experts will facilitate the simulations and debriefings with staff. This team will collect data on the teams’ performance (not individual providers). These data will be used to generate a performance report-out and action items. Data will be shared confidentially and not distributed to any other hospitals in the collaborative. The duration of this session is an average of 2 hours per team.
4. Pediatric readiness improvement report-out/planning meeting: our leadership and pediatric champion will schedule a meeting to review the survey and simulation data presented by **ACADEMIC CENTER HERE within 2 weeks of pediatric readiness assessment day**. Our data will be compared to other EDs across the country. After reviewing the data we will determine TWO high priority action items for improvement. The duration is 1 hour.
5. Pediatric improvement action plans: we will be provided with **FREE access to resources** to complete this action plan. After completion of each action item we will select an additional item to work on. Every two months **ACADEMIC CENTER HERE** will conduct a brief “touch base” call with our pediatric champion. Between these meetings we can reach out to **ACADEMIC CENTER HERE** for additional support as needed. The duration is 30 minutes every two months at 2, 4 and 6 months intervals.
6. Repeat in person pediatric readiness survey: completed in collaboration with **ACADEMIC CENTER HERE** six months after the initial assessment.

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| Role | Signature/date | Email/Title |
| Pediatric Champion |  |  |
| MD Leader |  |  |
| RN Leader |  |  |

Site Name:

Brief explanation of why you feel your hospital should participate in ImPACTS

Site Location:

Champion Name:

Champion Title:

Phone (mobile):

Email:

Role at Site:

Length of Time Served in this Role:

COCHAMPION (if applicable:

Champion Name:

Champion Title:

Phone (mobile):

Email:

Role at Site:

Length of Time Served in this Role: