

Wisconsin Emergency Medical Services for Children

VACANCY: Emergency Department Site Reviewer

GENERAL SUMMARY:

This contracted role is dedicated to conducting Emergency Department Pediatric Recognition site visits at community emergency departments, an initiative of Wisconsin Emergency Medical Services for Children (WI EMSC) program, which is administered by Children's Health Alliance of Wisconsin (Alliance) in partnership with the Wisconsin Department of Health Services (DHS). The Alliance is a statewide child health advocacy organization affiliated with Children's Hospital of Wisconsin (CHW). The Emergency Department Trainer will work to improve pediatric emergency care at community emergency departments. Primary responsibilities, under the guidance of EMSC advisory committee and EMSC leader and program manager, include reviewing documentation from community emergency departments applying for recognition and verifying whether Emergency Department Pediatric Recognition criteria have been met. The Emergency Department Site Reviewer will receive a stipend of \$500 for each site review completed (approximately six hours). The Emergency Department Site Reviewer will be reimbursed for travel mileage at the IRS mileage rate; parking and tolls; hotel room expenses; and meals limited to the cost of food, nonalcoholic beverages and up to 20% gratuity. Site visits will be scheduled on an as-needed basis and will be held approximately once per month in-person at community emergency departments and virtually, at the request of the community emergency departments.

ESSENTIAL FUNCTIONS:

- Participate in to Emergency Department Pediatric Facility Recognition site visit orientation meeting.
- Review documentation from participating sites (policies, job descriptions, quality improvement/performance improvement plans, and photographs of pediatric-sized equipment) that Emergency Department Pediatric Facility Recognition criteria have been met.
- Document whether Emergency Department Pediatric Facility Recognition criteria have been met, using the Site Visit Documentation Checklist, developed by the Alliance.
- Share completed Site Visit Documentation Checklist with the Alliance
- Attend site review team meeting to discuss Site Visit Documentation Checklist and deliberate on certification for facility.
- Attend meeting with site and site review team to discuss findings, areas of recommendation and certification determination.
- Participate in collaborative team meetings (at least once every six months)

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Licensed as registered nurse, advanced practice nurse, physician or physician's assistant
- Four years of related experience in emergency care.
- Strong planning, collaborative and organizational skills.
- Ability to work independently.
- Excellent written and verbal communication skills.
- Ability to travel to community emergency departments within the state.

CONTACT INFORMATION

- For additional information about the Emergency Department Site Reviewer, please contact Erica Kane, Wisconsin EMSC Project Leader, at 414-337-4572 or ekane@childrenswi.org.
- To be considered for this role, please submit a resume to ekane@childrenswi.org.