 **SPECIAL NEEDS TRANSPORT IN-SERVICE FOR OTs, PTs AND HOSPITAL PERSONNEL**

**Instructor Guidelines**

The purpose of the in-service is to provide child passenger safety technicians with the tools to initiate discussion regarding special needs transportation with hospital personnel, raise awareness for proper assessment and provide a path to more advanced training and resource utilization.

This in-service was developed by the National Center for the Safe Transportation of Children with Special Healthcare Needs in conjunction with Safe Kids Worldwide. Funding for the project was provided by Safe Kids Worldwide and the Children’s National Health System, Washington, DC.

Any certified child passenger safety technician interested in special needs transportation can present the in-service. In preparation, please review all the forms and documents in the Tool Kit and the sections that address special needs transportation in your Technician Guide or the Safe Travel for All Children Resource Manual if applicable. You may also contact the National Center if you have questions (800-755-0912).

**Presentation Logistics**

* **Format:** Lecture using PowerPoint presentation
* **Time allotted:** Approximately 45 minutes for lecture and 15 minutes for questions
* **Equipment:** Laptop, LCD projector, PowerPoint presentation, Tool Kit Handouts, National Center brochures
* **PowerPoint presentation:** Content-specific instructor notes have been added to the notes pages of the PowerPoint presentation. Please print a copy of the slides with note pages and put them in a binder. This will serve as your Instructor Manual. The notes are divided into two sections. The first is information to share with participants. The second will have the heading FYI and are notes intended to provide you with additional background information.
* **Please note:** Under no circumstances can the images of the children in the PowerPoint presentation be used for purposes other than this in-service.

**Tool Kit Contents** (Provide copies of the following items to participants attending the in-service)

* **Sample Letter of Introduction:** You can personalize this template and use it to introduce yourself and the in-service.
* **Child Passenger Safety Discharge Policy:** The discharge policy was provided by Riley Hospital for Children at Indiana University Health as an example of a policy.
* **National Center Brochure:** The brochure provides basic information about the National Center for the Safe Transportation of Children with Special Healthcare Needs and opens into a poster of specialized restraints. Up to 20 copies can be ordered free at <https://preventinjury.pediatrics.iu.edu>. It can also be downloaded from the website.
* **Sample Letter of Medical Necessity (LMN):** This is an example of a letter written by an occupational therapist requesting third party payer coverage of adaptive equipment.
* **Checklist of Hospital Discharge Recommendations for Safe Transportation of Children*:*** The checklist provides key components of a hospital discharge policy.
* **Resource List:** This is a very basic list of resources related to transporting children with special healthcare needs. Please be familiar with these resources prior to your first in-service.
* **Certificate of Attendance:** You can adapt this sample certificate to give to participants.
* **Evaluation:** The evaluation allows participants to give feedback on the in-service.

**Getting Started:**

Here are a few ideas on how to find potential locations for the in-service.

* Research the special needs child passenger safety resources in your community, if you are not already aware of them. Start by searching the CPST database on cert.safekids.org for technicians who have taken the special needs training. They might have information on programs already in existence or contacts for hospitals in need of the awareness in-service.
* Look up children’s hospitals in your area by visiting <https://www.childrenshospitals.org/Directories/Hospital-Directory>
* Check the websites of local hospitals for in-house and out-patient car seat programs. Not all hospitals publicize their programs. Some have programs as part of a Trauma Center, a Safe Kids coalition, a Safety Center, an Injury Prevention program or community outreach.
* Contact the National Center for the Safe Transportation of Children with Special Healthcare Needs (800.755.0912). The staff can provide more information about the hospital-based special needs programs of which they are aware.
* Once you’ve identified an appropriate location and hospital contact, send the letter of introduction.

**During the In-Service:**

* When you introduce yourself, explain that you are a CPST and briefly describe what that means.
* Hand out and explain the tool kit materials.
* Know your limits. If you don’t know the answer to a question, you can say something like: “I don’t know but will find out.”

**At the End of the In-Service**:

* Provide participants with a list of local resources, which you have compiled.
* Provide participants with information about upcoming certification courses.
* Ask participants to complete the evaluation.
* Provide participants with certificates of completion.
* Send a copy of the roster and evaluations to:

**The National Center for the Safe Transportation of Children with Special Healthcare Needs**

1130 West Michigan St.

Fesler Hall, Room 207

Indianapolis, IN 46202

800.755.0912

Fax: 317.274.6710

E-mail: mwheatcr@iu.edu