

Directions for use of this Worksheet

The purpose of this worksheet is to assist in gathering the information needed to complete the Merit Star form for a patroller being considered for a Central Division Critical Care Awards (CCA). The nomination form used for a CCA nomination is the Merit Star nomination form and the content of a CCA nomination should be nearly identical to a Merit Star nomination. This worksheet is designed to assist with sections 1 through 7 of the form. The more you can identify on the worksheet, the more likely the nomination will be approved by Region, Division, and National Award Committees.

The key to success with these nominations depends on the sponsor's recommendation letter and the supporting documents. They must credit the nominee with an act or acts that warrant the CCA being written!

Central Division Critical Care Award is primarily awarded for exceptional assessment and care using OEC skills that recognizes and treats a patient with a huge potential for life threatening injuries and illness. This would be presented to a patroller or patroller team whose heroic care does not quite meet the specific life saving requirements for a Purple Merit Star or Blue Merit Star.

What is a life saving act? Because we are dealing with lifesaving for these awards, the management of the ABCs of a serious trauma or catastrophic medical emergency is the foundation. Lifesaving can also be accomplished by recognition of a lifesaving situation and continuation of care to prevent the patient from dying if the patroller stopped care.

It is sometimes difficult to obtain a letter from some individuals. When possible and if they can be coached, it is best to include words that confirm the fact that the patroller's actions saved the patient's life. The next best would simply be that they witnessed the patroller performing such and such act. In this event, you are establishing via a witness statement what the patroller did, an accompanying letter from a Region Medical Advisor or a knowledgeable medical authority stating that he or she believes the actions by the patroller saved the life.

In scenarios with multiple patrollers involved at varying levels, it is helpful to include a spreadsheet detailing the timeline and actions of all participants. Below is an example.

Awards proposed	Nominee	At Scene	At Scene	Transport
Purple	Tom	Responded and found unresponsive skier	Established ABCs and opened airway	Assisted ventilations during transport
Blue	Dick	Arrived at scene with toboggan	Assisted with airway management and inserted airway	Tail toboggan to patrol room
Blue	Harry	Arrived at scene with O2 and AED	Applied O2 and delivered ventilations	Secured scene and carried gear to patrol room
Yellow	Jane		Assisted loading patient	Lead toboggan to patrol room

Merit Star classification

MERIT STAR or NATIONAL CERTIFICATE OF APPRECIATION

PURPLE BLUE GREEN YELLOW NATIONAL CERTIFICATE OF APPRECIATION (COA)

Do not check a box for the color of the Merit Star.

This is for a Division Critical Care Award. Use these words in Section 5 and in the Sponsor Recommendation.

Sections 1-3 – Nominees Information

The nominee's contact information and Patrol registration should be filled out accurately. Use the Patroller's name as it is registered in the National database. **Do not use nicknames.**

Section 4 – Sending, Presentation, Posting, and Signatures

The Send the awards to, presentation, posting dates are to be completed by the Division Awards Advisor or Division Director when the nomination advances to Division level. These dates are usually the dates the award will be presented. After which the award will be entered on the Patroller's profile in the National database.

Date Needed

Should be a date at least a week before the anticipated presentation date. Normal processing varies by Region but always includes review and approval by a Region Committee and review and approval by a Division Committee. After approval by the Division, the award is printed by the Division Awards Advisor. Normal processing once the award reaches Division can take 45 days. Review at the Division level can take a couple weeks and Region review could take couple more. Therefore, Applications submitted to the Region at least 10 weeks before the planned presentation date. NOTE: Nominations for this award can be submitted to the Division Awards Advisor at any time during the year.

Public Posting Date

This is usually the date the award will be presented. After which the award will be entered on the Patroller's profile in the National database.

Approvals and Signatures

The appropriate Approval names and Signatures list the correct hierarchy. The only exception is when nominee holds one of these positions. In this case print Nominee in the appropriate field.

Section 5 – Certificate Wording

Give reason, event, place, and dates, indicating exactly how the wording on the award certificate should appear. Be brief, as space on the certificate is limited to 3 centered lines. The Division Awards reserves the right to change the wording.

DO NOT LEAVE THIS AREA BLANK!

Do not use the injured party's name! In some states and in some courts of law, this may be considered a HIPAA violation.

Be brief but to the point such as "In recognition and acknowledgement of saving a life at ???? Ski Area on 1/1/2000."

Section 6 – Supporting Documents

When supporting documents are attached this checkbox should be checked. Supporting documents would include the signed statement by a medically knowledgeable person, timeline grid, witness statements, and newspaper clippings.

Section 7 – Sponsor’s Recommendation

All nominations must include the Sponsor’s recommendation.

The sponsor should describe what the patroller did to warrant the nomination. A narrative of the patroller’s actions from beginning to end of their involvement in the rescue is best. Do not include extraneous information. What is important is what the patroller did.