

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 Purple, Blue, Yellow, or Green Merit Star Awards. The worksheet is designed to assist with sections 1 through 7 of the form and additional documentation needed. 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 and the supporting documents. They must credit the nominee with an act or acts that warrant the level of Merit Star being written!

The nomination form and sponsor recommendation should NOT specify which level Merit Star for which the nominee is being nominated. Division and National will make the determination.

Purple Merit Star nominee is primarily responsible for saving a life using emergency care. Save means this patient would have died; not this patient could have died. The patient survived for a minimum of 24 hours after being handed off to advanced care.

Blue Merit Star nominee is primarily responsible for outstanding support roles in saving a life, or who attempts to save a life, but does not meet the Purple Merit Star criteria.

Yellow Merit Star nominee is primarily responsible for an act or administrative service to the National Ski Patrol or occasionally for secondary support of a Purple or Blue Merit Star lifesaving scenario. The Yellow Merit for administrative service is usually for elected positions. If the nomination is for an appointed position then an MSA nomination is recommended.

Green Merit Star nominee is primarily responsible for heroic or hazardous rescue in which the patroller is also at risk for injury.

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.

The following support material is required:

- PURPLE MERIT STAR - a signed statement from an attending physician, Nurse, Medic, etc. If this documentation cannot be obtained the Division Medical Advisor can approve based on the information submitted in the application. Letters from others in attendance would be helpful.
- BLUE MERIT STAR - same documents required as those for Purple and Green merit stars.
- YELLOW MERIT STAR LIFESAVING - same documents required as those for Purple and Blue merit stars.
- YELLOW MERIT STAR ADMINISTRATIVE - any appropriate material in accordance with your Division policy.
- GREEN MERIT STAR - newspaper clippings, statements from government officials, and any other knowledgeable persons of the incident indicating the nominee's involvement.

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 for a medical merit. This will be done by the Division Medical Advisor in conjunction with the Division Awards Advisor.

If the Merit Star is for Administrative and National COA, check the appropriate box.

Sections 1-3 – Nominees Information

The nominees contact information and Patrol registration should be filled out accurately. Use the Patrollers 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 and address to send to must be a valid mailing address. **Do not use a PO box.**

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 Patrollers profile in the National database.

Date Needed

Should be a date at least a week before the anticipate 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 sent to the

National Awards Advisor checked and forwarded to the National Office. Normal processing once the award reaches the National Office 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 National 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 Patrollers 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 National Office 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.

Purple, Blue, Yellow, and Green Merit Stars for lifesaving incidents:

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. Include specific description of conditions found and lifesaving interventions performed for Purple, Blue Merit Stars.

If multiple patrollers are involved in a rescue each must be nominated on a separate form with an individualized letter tailored for each patroller. Include Timeline, as described above, showing recommended star and interventions and actions performed by each team member.

Yellow Merit Stars for Administrative efforts:

For administrative service work that benefits the NSP, describe what this patroller has done and how long they performed the duties.