

**Reducing Liability at Your Community Event**

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**CPS Consultant**

- Independent contractor – self-employed
- Cover most of North Dakota
- Certification Trainings
- Short Courses
- Car Seat Checkups

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**Liability Questions**

- Not a new issue for CPS field
- Does anyone remember car seat rental programs?



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### We've Come A Long Way Since Then

- Standardized Training with routine updates from NHTSA & CPS Board
- Certification Program with hands-on work and CEUs required for recertification (this is a good thing)
- Resources readily available

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### Car Seat Checkup Form

- Always use a checkup form – at events or one-on-one in your office
- Make sure form is signed by participant
- Form will serve as a guide

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### Car Seat Checkup Forms

- Do techs have instructions for completing checkup form? Does form reflect current best practices? Is the form reviewed & updated based on "common errors" made by techs.
- Checkup form is "official" record of what was done – regardless of what was actually done
- Documentation during & after checkup

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### During the Seat Check

- Learn, Practice, Explain
- Follow best practice recommendations. Have you reviewed the 2014 Technician Guide?
- Ask questions of other techs. Don't be embarrassed about not knowing specifics about car seats and vehicles

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### During the Seat Check

- Resources, resources, resources – Keep them current
  - SBS CR Manufacturer's CD
  - LATCH Manual
  - Recall Lists
  - Handle information
  - MACPS Position Statements

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### Documentation

- What to document
  - If participant chooses not to correct misuse (not all corrections made)
    - *"Advised parent child was under weight limit for seat to be used in booster mode. Parent chose to continue use as a booster."*
  - Any follow-up that needs to be done
  - "All corrections made" box – may not require narrative documentation

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**Documentation**

- What not to document
  - Personal opinions, assumptions
- Partial or confusing documentation
  - Are all boxes completed on form?
  - Does everything make sense?

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**Lead Checker**

- Whenever possible, seat check should have second set of eyes
- Do Lead Checkers know what is expected of them? Guidelines?
- Not just to double-check tight install and secure harness
- Form should be double-checked for accuracy and completeness before signing off

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**Lead Checker – What I Do**

- Verifying Instructor vs Lead/Senior Checker
- **Lead Checker – Seat Check Duties**
  - Check Securing
  - Check Installation
  - Ask questions of tech
  - Ask questions of parent

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### Lead Checker – What I Do:

#### • Lead Checker – Form Duties

- Signature of caregiver
- Technician – full name, not initials
- Are all blanks completed?
- Do the answers make sense?
- Do the narrative comments match the checked boxes?
- Any follow-up required & who will do
- Review all forms after checkup – contact tech if needed

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### What's Wrong with this Documentation?

- Car seat has multiple errors as indicated by questions on form: Car seat not installed tight, harness in wrong slots and harness straps not snug. Technician comments: we installed car seat tightly.
- **My question - Why did you document one correction, but not others?**

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### What's Wrong with this Documentation?

- New car seat came to checkup in box. Technician checked "Yes" on form – Has car seat been in a crash? No narrative in comment section that parent was advised to have car seat replaced.
- **My question – was car seat in crash or was form completed incorrectly?**

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### Follow-up

- Do follow-up as soon as possible after seat check.
- How done – email, phone call.
- Update checkup form with dated notes or attach copy of email to checkup form

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### Exit Flyer

- Seat checks are very specific to child, car seat and vehicle.
- Exit Flyer: *Thank you for participating in today's car seat checkup. Please know the information shared with you today was specific to your child's current size, your child restraint and your vehicle model and seating position.*

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### Liability Insurance

- I carry two policies
- Commercial General Liability
- Professional Liability Insurance – insured as a Health Educator
  - Healthcare Providers Service Organization (HPSO)

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### Summary

- I **Don't** let the fear of liability limit my practice
- I **Do** let the fear of liability remind me to follow appropriate risk management protocols

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### We have come a long way...



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