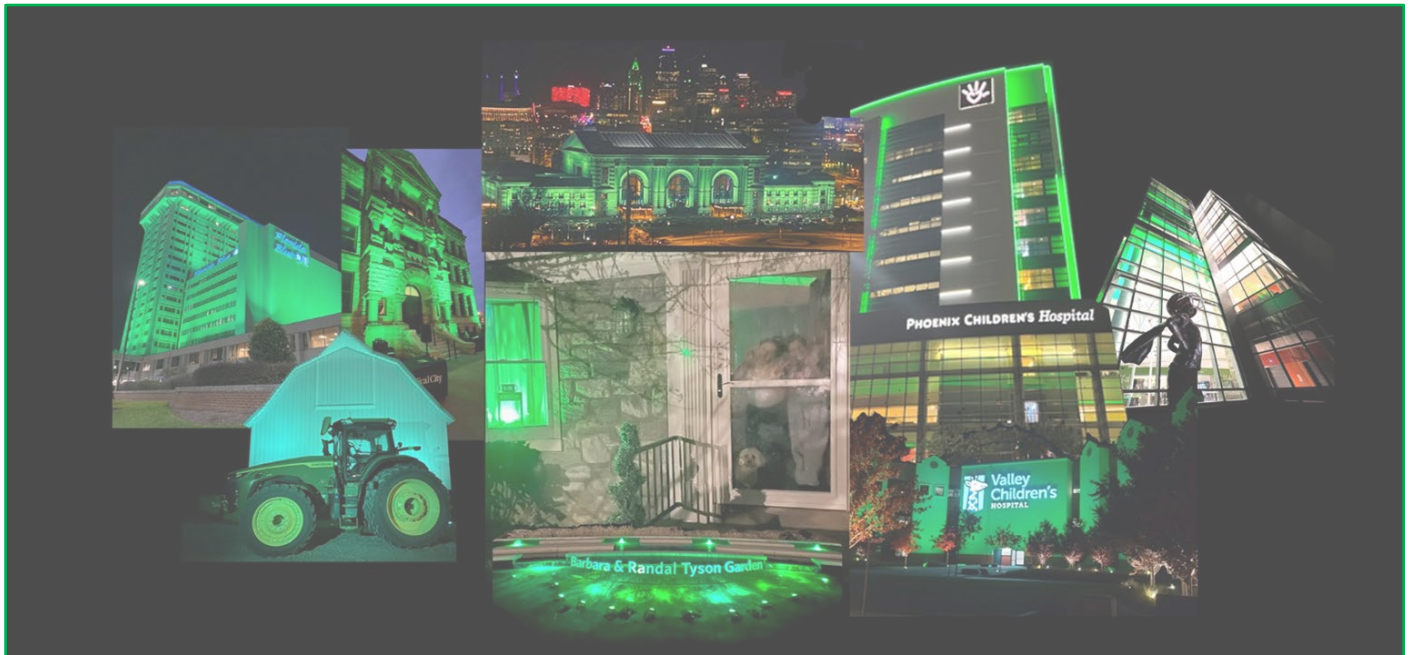


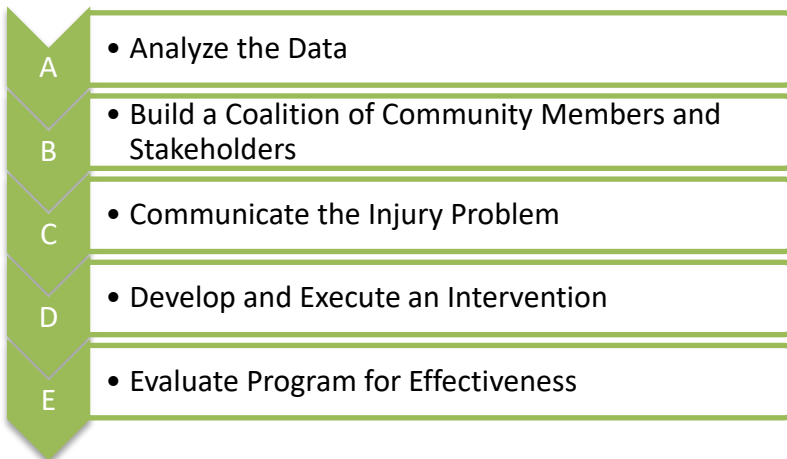
The Injury Free Coalition for Kids Site Membership Request for Applications (RFA)



The Injury Free Coalition for Kids, National Program Office
is a part of the outreach arm of the Columbia Center for Injury Science and Prevention
located at the Columbia University, Mailman School of Public Health,
Department of Epidemiology
722W 168th Street, Room 1504
New York, NY 10032-3702
212.305.6718

WHO WE ARE?

The Injury Free Coalition for Kids ([Injury Free](#)) is a national injury prevention program focused on reducing and preventing injuries to children through a hospital-based, research driven model, implemented in partnership with coalitions of community stakeholders. Injury Free programs are based in the Nation's trauma centers and hospitals. The National Program Office (NPO) assists with program development, evaluation, research, finances, and media coverage. The NPO is located within the Department of Epidemiology at Columbia University's Mailman School of Public Health ([MSPH-EPI](#)) and serves as part of the Outreach Core of the Columbia Center for Injury Science and Prevention ([CCISP](#)), one of the Centers for Disease Control and Prevention, Injury Control Research Centers ([ICRC](#)). The work of the Coalition takes place under the guidance of the Board of Directors made up of active Coalition members. All sites abide by a set of bylaws developed by the Board and approved by the membership at large, and all Injury Free programs and interventions established by sites follow the ABCs of Injury Prevention listed below.





OVERVIEW

Interested sites must develop community-specific prevention programs that address local challenges in a multifaceted, comprehensive manner to reduce the most prevalent and severe childhood injuries.

- 1) The proposed injury prevention program must be based on a defined intervention area selected after reviewing local injury surveillance data.
- 2) Identify a working coalition of community stakeholders is essential to your program's success including but not limited to hospital administration, pediatricians, pediatric emergency physicians, pediatric surgeons, nurses, health educators, social workers, parents, teachers, local foundations and businesses, community and government organizations.
- 3) Assessing the effectiveness of your program is required using a local injury surveillance system and through assessment of specific injury prevention activities and programs.

Submit proposals and required attachments by email to:

DiLenny Roca, MPH, MS, CPS

Injury Free Administrator

dr146@columbia.edu

212-305-6718

Application Review Process:

Proposals undergo internal screening for completeness and compliance to program requirements.

After the internal review, sites will be notified if they have been selected.

APPLICATION INSTRUCTIONS

COVER PAGE:

Include a cover page on institutional letterhead with the following information. (For the principal investigator, co-principal investigator(s) and program coordinator)

Name, Degree(s)

Title

Mailing Address

Office location, if different (for overnight deliveries)

Telephone Number(s)

Fax Number(s)

E-mail Address

STRATEGY:

The proposal must contain the following sections using a maximum of 5 pages: Introduction, Definition of intervention/catchment area, Epidemiology/injury surveillance, Coalition members, Intervention plan, and Evaluation plan. (Note: Page limit is for the Work Plan only.)

Introduction: Provide a brief introductory overview of the program including the principal investigator(s) strong interest in pediatric injury prevention (Include a CV for principal investigator, co-principal investigator and program coordinator).

Intervention Area: Define the catchment area for your hospital with demographics (i.e., population by age group, racial distribution, gender, and socio-economic status). Describe the intervention area selected for focused injury prevention activities.

Epidemiology: Injury surveillance should be used to direct and evaluate the program. Include baseline injury data in your proposal. Describe your plan for injury surveillance that will be used to generate incidence rates. Injury rates and/or injury incidence should be tracked in the intervention area. Provide the data Sources to which you have access. A surveillance plan should be developed as soon as possible to allow for evaluation of program's effectiveness.

Intervention Plan: All injury programs deal with the broad spectrum of injury, what areas are you interested in further developing.

Coalition Members: List members already participating and plans to involve others. It is beneficial to have community members and community organizations participate in your coalition.

Evaluation: All programs should evaluate their ongoing programmatic activities on a regular basis. This information should be used to refine programs/target populations as indicated and to develop new refocused activities in areas where the desired effectiveness was not realized. Presentation of this information as well as research is welcomed as abstract submissions for the annual meeting.



REQUIRED ATTACHMENTS:

Attachment A: Hospital Commitment Letter

Attachment B: Injury Free Member Organizational Chart: Include hospital and/or university staff where program is located as well as Injury Free staff, CEO, Department Head, and Coalition members.

If your proposal is approved, as a member of the Injury Free Coalition for Kids®, the name of your site will be: "Injury Free Coalition for Kids of <City> at <Hospital name>." You will also be responsible to adhere to the following requirements.

Reporting: All Injury Free sites are invited to take part in intermittent program assessment surveys that are shared across sites so that all Injury Free members are aware of programming, research and publications being done in other sites across the country.

Productivity: Members are expected to contribute to journal articles and peer-reviewed publications, be available to provide information about their Injury Free programs to TV/radio/print media, and lecture both locally and nationally in order to promote injury prevention.

Technical Assistance: Members will be asked to provide technical assistance to Injury Free members and other developing programs.

Website: Members are required to develop and maintain a webpage within the Injury Free Coalition for Kids website (www.injuryfree.org). Detailed instructions regarding updates can be found in the "Resources" section of the website.

Dues: Members are responsible for paying \$2,500 in dues annually. Invoices are sent by email to the PI for processing. Payments can be made via credit card or by check payable to "The Trustees of Columbia University in the City of New York" and remit payment to:

Attn: Barbara Barlow, MD
Trustees of Columbia University
PO Box 580
Tenafly, NJ 07670

Staff: The principal investigator(s) and Injury Free staff have the responsibility of notifying the NPO and posting any staff changes on the Injury Free website.

JOB DESCRIPTIONS:

Principal Investigator (Program Director):

- Maintains the relationship with hospital administration.
- Oversees injury data collection and mapping.
- Receives Requests for Proposals (RFP's) from the Injury Free National Program Office (NPO) for national injury prevention initiatives and complete these RFPs in conjunction with the Program Coordinator
- Publishes results in peer-reviewed journals.
- Provides evaluation of local programming as indicated with appropriate IRB approval.
- Attends the annual Injury Free conference.
- Responds to the media regarding injury prevention.
- Locates funding for local and /or national intentions.
- Develops cross site projects with other Injury Free sites.

Program Coordinator:

- Develops and manages community coalition relationships.
- Develops and manages local community-driven injury prevention programs.
- Acts as communication liaison for national program office.
- Receives emails for your site and disseminates to appropriate staff.
- Acts as contact for national conference information and reservations.
- Contacts the Director of Communications of the NPO for assistance and coordination of media coverage, press conferences, and other communications issues.
- Updates the Injury Free website on a monthly basis.
- Attends the annual Injury Free conference.
- Responds to the media regarding injury prevention.
- Locates funding for local and /or national intentions.

MEMBERSHIP BENEFITS INCLUDE:

1. Become part of a member consortium of over 3 dozen Level 1 Pediatric Trauma Centers with a proven track record for successful injury prevention and reduction
2. Membership is indication of the strongest commitment to injury prevention and speaks to accrediting bodies with respect to Trauma care, i.e. (ACS, PTSF, etc)
3. Increases member institution status as an Injury Prevention Center
4. Eligible to apply for grant opportunities exclusive to Injury Free members.
5. A dedicated webpage on the Injury Free website www.injuryfree.org which brings global awareness about the injury prevention activities in your area. Upload photos, flyers, presentations, news, videos, etc.
6. Access to “members only” information and resources where all members can communicate through dedicated list serves, share information and ask questions.
7. Eligible to submit special abstracts and workshops submissions for Injury Free’s national conference: Forging New Frontiers. Send up to four (4) participants from the site to learn more about best practices in injury prevention research, program development and increase skills in the delivery of the ABCs of injury prevention within your own community. Participants also have the opportunity for networking; and the conference proceedings are published in the Journal of Injury Epidemiology
8. Gives local PD/PI the opportunity to sit on various committees, including the Board of Directors, to help chart the course of the future of the Injury Free
9. Collaborate on multi-institutional studies or work with other sites to obtain best practices and initiate injury prevention research or interventions locally.
10. Be part of the programming and execution of National Injury Prevention Day.



**ATTACHMENT A – HOSPITAL COMMITMENT LETTER –
Template**

<On Hospital Letterhead>

Injury is the leading cause of death and disability for the nation’s children. <Hospital name> commits to supporting an Injury Free Coalition for Kids site at <Hospital name> that works to reduce injury to the children of <City, State> and to the promotion of a safe community for children and their families. <Hospital name> is committed to both health promotion and health care and will provide injury prevention activities based on the local community needs. In order to produce cost- effective, community-responsive initiatives, <Hospital name> also commits to developing a collaborative injury prevention strategy. <Hospital name> is a level < > Pediatric Trauma Center certified. (Designated by < >)

Understanding the financial, programming, and research commitment to the organization, the undersigned are committed to the mission of reducing injuries and will support the Injury Free Coalition for Kids of <City> at <Hospital name>.

Name
Chief Executive Officer of Institution/Financial Coordinator

Name
Director of Pediatrics/Pediatric Emergency Medicine

Name
Director of Pediatric Surgery/Trauma Service

Name
Title
Injury Free Coalition for Kids, Program Director

**ATTACHMENT B – INJURY FREE MEMBER ORGANIZATIONAL
CHART**

