



# Hospital-Based Injury Prevention User Guide

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## *Injury Prevention Program User Guide and Check List*

This is a brief supplement related to the Governor's EMS and Trauma Advisory Council (GETAC) Injury Prevention Committee's resource document titled: Hospital-Based Injury Prevention Components (2014). This document provides a quick reference of each core components, key attributes of these components, and resources.

## Introduction:

Welcome to the Hospital-Based Injury Prevention User Guide. This is a supplement to the primary document titled: Hospital-Based Injury Prevention Components (2014), authored by the GETAC, Injury Prevention Committee. Users of this document are encouraged to explore each of the five core components to:

- Plan, develop, and establish a hospital-based injury prevention program based on these five core components, or
- Identify opportunities to strengthen an existing hospital-based injury prevention program based on the five core components, or
- Self-assess an existing hospital-based injury prevention program to determine opportunities for growth.

The term “program” in this document is referred to as a designated functioning operation within the hospital (e.g., unit, department) that is responsible for providing leadership, coordination, and implementation of injury prevention efforts. It is recommended that an injury prevention program have at a minimum:

- a designated, qualified staff member(s) responsible for coordinating these efforts that are consistently supported by senior leadership; and
- possess some level of public/population health qualifications, and injury and violence prevention knowledge and skill.

Ideally, the injury program should also maintain funding from diverse sources.

## How to use this guide:

This user guide consists of a series of tables. Each table includes a brief definition of a specific core component, an indicators checklist related to the core component, and a list of suggested resources related to the core component. The table below is an example and explains the information contained for each component.

CORE COMPONENT	COMPONENT INDICATORS - CHECKLIST
The specific core component definition will be found here.	<input type="checkbox"/> Key indicators that relate to the specific core component will be found here. <input type="checkbox"/> These indicators will help users to assess current program functions related to the core component. <input type="checkbox"/> These indicators may assist users to identify weakness and opportunities to strengthen and/or grow the program in this core component. <ul style="list-style-type: none"><li>○ <i>High functioning programs will typically have most and/or all of these indicators</i></li><li>○ <i>Developing programs will typically have one and/or a few of these indicators</i></li></ul>
	<b>Suggested Resources:</b>
	Resources, specific to the core component will be listed here. These lists are not all-inclusive. However, the resources that are listed are well noted and frequently used in the field of injury and violence prevention. Users are encouraged to explore these resources.

DATA COMPONENT	PROGRAM QUICK CHECK LIST
<p><b>Use data to identify/determine program focus areas</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The injury program can identify the top local causes of injury and/or violence in their community/catchment area</li> <li><input type="checkbox"/> The injury program has access to or ensures the collection, monitoring, and analysis of local data related to the incidence and causal factors of injury and/or violence</li> <li><input type="checkbox"/> The injury program monitors/tracks the incidence of injury and/or violence to evaluate progress</li> <li><input type="checkbox"/> The injury program shares local injury/violence data with their internal leadership and other internal and external community stakeholders</li> <li><input type="checkbox"/> Data is consistently used to develop sound injury/violence prevention programming efforts</li> </ul>
	<p><b>Suggested Resources:</b></p>
	<p>Hospital, local, regional trauma registries  Texas Department of State Health Services, Injury Epidemiology &amp; Surveillance Branch; 512-776-3575  CDC, Web-based Injury Statistics Query and Reporting System (WISQARS); <a href="https://www.cdc.gov/injury/wisqars/">https://www.cdc.gov/injury/wisqars/</a>  CDC, Youth Risk Behavior Surveillance System (YRBSS); <a href="https://www.cdc.gov/healthyyouth/data/yrbs/">https://www.cdc.gov/healthyyouth/data/yrbs/</a>  Texas Department of Transportation Crash Record Information System (CRIS); <a href="http://ftp.dot.state.tx.us/pub/txdot/trf/crash-statistics/2015/08.pdf">http://ftp.dot.state.tx.us/pub/txdot/trf/crash-statistics/2015/08.pdf</a>  Texas Transportation Institute; <a href="https://tti.tamu.edu/">https://tti.tamu.edu/</a>  Fatal Accident Reporting System (FARS)  Texas Department of Family Protective Services, Annual Data Book: <a href="https://www.dfps.state.tx.us/About_DFPS/Annual_Reports_and_Data_Books/">https://www.dfps.state.tx.us/About_DFPS/Annual_Reports_and_Data_Books/</a>  County Health Rankings and Roadmaps: <a href="http://www.countyhealthrankings.org">http://www.countyhealthrankings.org</a>  U.S. Department of Health &amp; Human Services Health Data: <a href="http://www.healthdata.gov">www.healthdata.gov</a></p>

COLLABORATION COMPONENT	PROGRAM QUICK CHECK LIST
<p><b>Engage partners for collaboration</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The injury program collaborates and coordinates with internal and external community stakeholders to raise community awareness of injury and/or violence issues</li> <li><input type="checkbox"/> The injury program participates on relevant boards, commissions, and committees that address injury and/or violence</li> <li><input type="checkbox"/> The injury program collaborates with partners to promote policies, legislation and regulations that address injury and/or violence</li> <li><input type="checkbox"/> The injury program has access to and actively engages with policy decision makers to achieve policy goals that address injury and/or violence</li> <li><input type="checkbox"/> The injury program has a process to identify and develop relationships to explore opportunities for integration with relevant internal and external stakeholders</li> <li><input type="checkbox"/> The injury program leads or participates in partnerships for which injury and/or violence prevention issues are relevant</li> <li><input type="checkbox"/> The injury program provides and/or connects stakeholders and community partners to training and technical assistance for population-based, primary prevention efforts to address the causal factors of injury and/or violence</li> </ul>
	<p><b>Suggested Resources:</b></p> <p>Prevention Institute, Developing Effective Coalitions: An Eight Step Guide: <a href="http://www.preventioninstitute.org/component/jlibrary/article/id-104/127.html">http://www.preventioninstitute.org/component/jlibrary/article/id-104/127.html</a> The Tension of Turf: Making it Work for the Coalition <a href="http://www.preventioninstitute.org/component/jlibrary/article/id-103/127.html">http://www.preventioninstitute.org/component/jlibrary/article/id-103/127.html</a></p> <p>Community Guide, How To Guide on Coalition Building: <a href="http://www.nhtsa.gov/people/injury/alcohol/community%20guides%20html/Book1_CoalitionBldg.html">http://www.nhtsa.gov/people/injury/alcohol/community%20guides%20html/Book1_CoalitionBldg.html</a></p> <p>Hospital, local, regional trauma councils; <a href="https://www.dshs.texas.gov/emstraumasystems/etrarac.shtm">https://www.dshs.texas.gov/emstraumasystems/etrarac.shtm</a></p> <p>Practical Playbook, Building a Partnership: <a href="https://www.practicalplaybook.org/section/building-partnership">https://www.practicalplaybook.org/section/building-partnership</a></p> <p>Community Tool Box, Coalition Building: <a href="http://ctb.ku.edu/en/table-of-contents/assessment/promotion-strategies/start-a-coalition/main">http://ctb.ku.edu/en/table-of-contents/assessment/promotion-strategies/start-a-coalition/main</a></p>

TRAINING COMPONENT	PROGRAM QUICK CHECK LIST
<p><b>Provide formal injury and violence prevention training opportunities for Injury Prevention Coordinator</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Senior leadership provides consistent support to staff who are responsible for injury/violence prevention efforts</li> <li><input type="checkbox"/> The injury program possesses public health, injury and violence prevention, and related core competencies, qualifications, knowledge, and skills</li> <li><input type="checkbox"/> The injury program receives continuing education for public health, injury/violence prevention, and related core competencies</li> <li><input type="checkbox"/> The injury program seeks technical assistance from the state and local health departments, other hospital-based injury programs, and other appropriate injury prevention experts</li> <li><input type="checkbox"/> The injury program receives ongoing leadership development training and mentorship</li> <li><input type="checkbox"/> The injury program receives ongoing training on issues related to cultural sensitivity and diversity</li> </ul>
	<p><b>Suggested Resources:</b></p>
	<p>National Training Initiative (NTI) Core Competencies <a href="http://www.safestates.org/NTICoreCompetencies">www.safestates.org/NTICoreCompetencies</a>.  <a href="#">Johns Hopkins University Summer Institute: Principles and Practices of Injury Prevention</a>  <a href="#">Texas Injury Prevention Leadership Academy</a>  Principles of Prevention. <a href="http://www.CDC.gov/violenceprevention">www.CDC.gov/violenceprevention</a>. The course—which offers continuing education credits—teaches key concepts of primary prevention, the public health approach, and the social-ecological model.  Road Traffic Injury Prevention and Control in Low- and Middle-Income Countries-- online training certificate program on <i>Road Traffic Injury Prevention and Control in Low- and Middle-Income Countries (RTIP)</i>. While this is a specific prevention program, there are fundamentals in the concept of assessment of health and economic burdens, injury prevention, and evaluation. <a href="http://www.jhsph.edu/">www.jhsph.edu/</a> and search for injury prevention courses.  The <b>Society for Advancement of Violence and Injury Research (SAVIR)</b> <a href="http://www.savirweb.org/">www.savirweb.org/</a>.  The <b>Safe States</b> Alliance has self-study trainings available including: <i>Injury Prevention 101</i>. <a href="http://www.safestates.org/">www.safestates.org/</a>.  The <b>World Health Organization TEACH VIP E-learning</b> is a self-paced, self-administered training online. <a href="http://www.who.int/">www.who.int/</a> .  The <b>Center for Disease Control and Prevention</b> on Injury and Violence Prevention and Control. <a href="http://www.cdc.gov/Injury/">www.cdc.gov/Injury/</a>  The <b>WHO</b> Violence and Injury Prevention internet based programs. <a href="http://www.who.int/violence_injury_prevention/violence/en/">www.who.int/violence_injury_prevention/violence/en/</a>.  GETAC Trainings: check on <a href="http://www.dshs.state.tx.us/emstraumasystems">www.dshs.state.tx.us/emstraumasystems</a> then click the left page on Governors EMS &amp; Trauma Advisory Council, and under Injury Prevention Committee you will find various documents, recommendations and tools addressing injury prevention.  American Trauma Society Injury Prevention Course</p>

STRATEGY COMPONENT	PROGRAM QUICK CHECK LIST
<p>Select and implement evidence-informed prevention strategies</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The injury program implements comprehensive, multi-level approaches to address injury/violence</li> <li><input type="checkbox"/> The injury program utilizes best practices and evidence-informed prevention programs/strategies</li> <li><input type="checkbox"/> The injury program translates evidence-informed interventions to specific populations</li> <li><input type="checkbox"/> The injury program participates in and/or develops, implements, and evaluates all activities to address injury/violence</li> <li><input type="checkbox"/> The injury program participates in the development and implementation of local, state, and/or national policies to address injury/violence</li> <li><input type="checkbox"/> The injury program has access to and actively engages with policy and decision makers to achieve policy goals that address injury/violence</li> </ul>
	<p><b>Suggested Resources:</b></p>
	<p><b>CDC: Guide to Community Preventive Services</b> (<a href="http://www.thecommunityguide.org/about/conclusionreport.html">http://www.thecommunityguide.org/about/conclusionreport.html</a>)</p> <p><b>National Center for Injury Prevention and Control/Centers for Disease Control and Prevention (CDC)</b> (<a href="http://www.cdc.gov/injury/">http://www.cdc.gov/injury/</a>)</p> <p><b>Substance Abuse and Mental Health Services Administration (SAMHSA)</b> (<a href="http://www.samhsa.gov/">http://www.samhsa.gov/</a>)</p> <p><b>Cochrane Collaboration Reviews</b> (<a href="http://www.cochrane.org/cochrane-reviews">http://www.cochrane.org/cochrane-reviews</a>)</p> <p><b>Campbell Collaboration Reviews</b> (<a href="http://www.campbellcollaboration.org/">http://www.campbellcollaboration.org/</a>)</p> <p><b>Countermeasures that Work: A Highway Safety Countermeasure Guide</b></p> <p><b>California Evidence Based Clearinghouse for Child Welfare:</b> <a href="http://www.cebc4cw.org/">http://www.cebc4cw.org/</a></p> <p><b>CDC Injury Prevention &amp; Control: Division of Violence Prevention. Child Maltreatment: Prevention Strategies</b> <a href="http://www.cdc.gov/violenceprevention/childmaltreatment/prevention.html">http://www.cdc.gov/violenceprevention/childmaltreatment/prevention.html</a></p> <p><b>Child Welfare Information Gateway. Evidence-Based Practice</b> <a href="https://www.childwelfare.gov/topics/preventing/evidence/?hasBeenRedirected=1">https://www.childwelfare.gov/topics/preventing/evidence/?hasBeenRedirected=1</a></p> <p><b>The National Center for the Review and Prevention of Child Deaths. Child Injury Prevention Tool Selecting Best Practices</b> <a href="http://www.childinjuryprevention.org/">http://www.childinjuryprevention.org/</a> (child abuse section has not been updated since 2007)</p> <p><b>Promising Practices Network</b> <a href="http://www.promisingpractices.net/programs_topic_list.asp?topicid=16">http://www.promisingpractices.net/programs_topic_list.asp?topicid=16</a></p> <p><b>Google Scholar</b> (<a href="http://scholar.google.com/">http://scholar.google.com/</a>)</p> <p><b>Spectrum of Prevention</b> (<a href="http://www.preventioninstitute.org">www.preventioninstitute.org</a>).</p> <p><b>Associations</b></p> <ul style="list-style-type: none"> <li>o Safe States Alliance (<a href="http://www.safestates.org">www.safestates.org</a>)</li> <li>o Children’s Safety Network (<a href="http://www.childrensafetynetwork.org/">http://www.childrensafetynetwork.org/</a>)</li> <li>o Society for Advancement of Violence and Injury Research (SAVIR) (<a href="http://www.savirweb.org/">http://www.savirweb.org/</a>)</li> <li>o The Eastern Association for the Surgery of Trauma/Injury Control and Violence Prevention (<a href="https://www.east.org/resources/injury-control-and-violence-prevention">https://www.east.org/resources/injury-control-and-violence-prevention</a>)</li> </ul> <p>Emergency Nurses Association</p>

STRATEGY COMPONENT	PROGRAM QUICK CHECK LIST
	<p><b>Publications</b></p> <ul style="list-style-type: none"> <li>• <i>Handbook of Injury and Violence Prevention (Second Edition)</i>. Authors: Doll, Lynda; (EDT)/ Bonzo, Sandy E. (EDT)/ Sleet, David A. (EDT)/ Mercy, James A. (EDT)/ Haas, Elizabeth N. (EDT) Publication Date: 2006.</li> <li>• <i>Injury Prevention and Public Health: Practical Knowledge, Skills, and Strategies</i>. Authors: Christofell, Tom; Gallagher, Susan Scavo. Publication Date: 2006.</li> <li>• <i>Prevention Diaries</i>. Author: Larry Cohen. Publication Date: 2016.</li> </ul> <p><b>Tools</b></p> <p>o Revised Intervention Decision Matrix. Developed by Fowler, CJ and Dannenberg, AL. Revised 1998, 2000, 2003 &amp; 2010. ETR Associates and CDC Division of Reproductive Health. (2012). General Adaptation Guidance: A Guide to Adapting Evidence-Based Sexual Health Curricula. Retrieved from:  <a href="http://recap.etr.org/recap/documents/programs/GeneralAdaptationGuidanceFINAL.pdf">http://recap.etr.org/recap/documents/programs/GeneralAdaptationGuidanceFINAL.pdf</a>  <i>This is for Sexual Health Curricula, however, is a great resource for understanding how to maintain fidelity of evidence based programs with adaptations.</i></p> <p>The IRIS Center for Training Enhancements. (2014). Evidence-Based Practices (Part 1): Identifying and Selecting a Practice or Program. Retrieved from: <a href="http://iris.Peabody.Vanderbilt.edu/module/ebp_01/">http://iris.Peabody.Vanderbilt.edu/module/ebp_01/</a></p> <p>Kanary, P. &amp; Phillippi, S. (2009). Louisiana EBP Selection Assessment Guide. Retrieved from:  <a href="http://sph.lsuhs.edu/Websites/lsupublichealth/images/pdf/iphj/Louisiana_EBP_Selection_Guide.pdf">http://sph.lsuhs.edu/Websites/lsupublichealth/images/pdf/iphj/Louisiana_EBP_Selection_Guide.pdf</a></p> <p>National Resource Center for Mental Health Promotion &amp; Youth Violence Prevention. (n.d.) Brief on Selecting Evidence-Based Programs. Retrieved from: <a href="http://www.tacinc.org/medica/13067/Turning%20Knowledge%20into%20Practice.pdf">http://www.tacinc.org/medica/13067/Turning%20Knowledge%20into%20Practice.pdf</a></p> <p>Walsh, C., Rolls Reutz, J., &amp; Williams, R. (2015) Selecting and implementing evidence-based practices: A guide for child and family serving systems (2nd ed.). San Diego, CA: California Evidence-Based Clearinghouse for Child Welfare. Retrieved from: <a href="http://www.cebc4cw.org/files/ImplementationGuide-Apr2015-onlinelinked.pdf">http://www.cebc4cw.org/files/ImplementationGuide-Apr2015-onlinelinked.pdf</a></p>
EVALUATION COMPONENT	PROGRAM QUICK CHECK LIST
<p><b>Evaluate program processes and strategies to determine value and impact</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The injury program develops and implements a comprehensive plan to address the causes of injury/violence in the local catchment area</li> <li><input type="checkbox"/> The injury program regularly evaluates its progress towards meeting the goals outlined in its injury/violence prevention strategic plan</li> <li><input type="checkbox"/> The injury program develops measures of success and evaluates the effectiveness of its efforts</li> <li><input type="checkbox"/> The injury program monitors and evaluates efforts to address the causes of injury/violence</li> </ul> <p><b>Suggested Resources:</b></p>

STRATEGY COMPONENT	PROGRAM QUICK CHECK LIST
	<p><b>CDC: Demonstrating Your Program's Worth, A Primer on Evaluation for Programs to Prevent Unintentional Injury</b>– is a free resource to help program managers, coordinators, and planners to demonstrate the value of their work. This resource explains why evaluation is worth the resources and effort involved</p> <p><b>CDC Evaluation Working Group</b> Provides a framework for program evaluation and other resources. Centers for Disease Control and Prevention. Framework for Program Evaluation in Public Health. MMWR 1999; 48(No. RR-11).</p> <p><b>Community Toolbox: Bringing Solutions to Light</b> From the University of Kansas, this provides information on evaluating under "Learn a Skill", "Plan the Work", and "Solve a Problem".</p> <p><b>W.K. Kellogg Foundation Evaluation Toolkit</b> A guide to design an effective and useful evaluation.  <a href="https://www.wkkf.org/resource-directory/resource/2010/w-k-kellogg-foundation-evaluation-handbook">https://www.wkkf.org/resource-directory/resource/2010/w-k-kellogg-foundation-evaluation-handbook</a></p> <p><b>The American Evaluation Association</b> <a href="http://www.eval.org">http://www.eval.org</a></p> <p><b>CDC Program Performance and Evaluation Office</b><a href="http://www.cdc.gov/eval/resources/index.htm">http://www.cdc.gov/eval/resources/index.htm</a></p> <p><b>Better Evaluation</b> <a href="http://betterevaluation.org">http://betterevaluation.org</a></p> <p><b>The Evaluation Exchange</b> <a href="http://www.hfrp.org/evaluation/the-evaluation-exchange">http://www.hfrp.org/evaluation/the-evaluation-exchange</a></p>