



Emergency Medical Services for Children
Virginia Partnership

Pediatric Emergency Care Coordinator
Prehospital Job Description

Role Purpose & System Integration*

The Pediatric Emergency Care Coordinator (PECC) helps to strengthen pediatric readiness at the EMS agency by ensuring children's needs are integrated into **policies, procedures, training, equipment planning, and quality improvement initiatives**. The PECC also acts as a liaison between the EMS agency, local hospital PECCs, local community partners, regional council, and state EMS-C partnership to improve pediatric outcomes.

“By definition, a PECC is “An individual or Individuals who are responsible for coordinating pediatric-care specific activities. A designated individual or group who coordinates pediatric emergency care need not be dedicated solely to this role; it can be an individual or group already in place who assumes this role as part of their existing duties. the individual or group may be a member of the agency, or work at a municipal or regional level and can serve more than one agency.”

Performance Improvement Monitoring

- Participate in the agency's **Quality Improvement program** focusing on pediatric call review.
- Determine the most appropriate pediatric performance indicators to be tracked and data collected.
- Identify trends, gaps, and opportunities for provider/agency improvement.
- Provide feedback to EMS providers and agency leadership based on QI findings.
- Helps to establish Quality Improvement plans with pediatric specific indicators as needed.

Protocol, Equipment, & Operational Readiness

- Ensure **pediatric protocols** are up-to-date and reflect best evidence-based practices.
- Verify availability proper training and maintenance of **pediatric-specific equipment**, including length-based sizing and weight-based tools.
- Coordinate regular agency pediatric equipment checks and replacement schedules.
- Along with the agency leadership and OMD, support implementation of new procedures, technologies, or operational practices for pediatric care.

Collaboration & Communication

- Serve as the **primary pediatric point-of-contact** for EMS providers, medical direction, hospitals, regional and state partners.
- Participate in regional or state pediatric readiness workgroups.
- Maintain communication with hospital pediatric experts to support system alignment.
- Promote family-centered care and pediatric patient advocacy.
- Promotes agency participation in community pediatric-prevention programs.

Pediatric Clinical Oversight & Support

- Advise on pediatric best practices and evidence-based care.
- Assist providers with difficult cases, follow-up, or pediatric-related concerns.
- Ensure adherence to clinical guidelines for trauma, respiratory emergencies, seizures, behavioral emergencies, and other pediatric high-acuity conditions.
- In collaboration with the agency supply person, ensure the availability of pediatric medications, equipment, and supplies.
- Reviews current research and evidence-based practice to maintain pediatric care within the agency.
- In collaboration with the agency leadership and OMD, review and recommend new medications and medical devices available for the prehospital care of children.

Training & Competency Development

- Develop or assist in, coordination, or deliver of **pediatric continuing education**.
- Promote participation in pediatric simulation, skills stations, and scenario-based training.
- Verify, with assistance from the training division, that EMS providers are competent in using the pediatric-specific equipment and supplies.
- Support onboarding/precepting of new providers with pediatric-specific competencies.
- Maintain resource lists for pediatric reference materials and decision-support tools.

Documentation, Reporting, & Compliance

- Maintains documentation of pediatric initiatives, QI actions, and training activities.
- Assist agency leadership with state PECC requirements and pediatric readiness score assessments (e.g., NPRP).
- Report pediatric performance metrics as required by agency, regional or state parameters.
- Keeps current with evolving pediatric guidelines and performance standards (ACEP, EMS for Children, AAP, etc.).

Qualifications*

- Active EMS certification (EMT, AEMT, Paramedic, or higher).
- Prehospital clinical knowledge of pediatric emergency care is preferred but not required.
- Effective communication, leadership, and organizational skills.
- Experience with training, QI processes, or EMS operations preferred.

Time Commitment*

May vary by agency size but commonly includes:

- **Monthly pediatric QI review**
- **Quarterly training involvement**
- **Annual pediatric readiness assessment & updates**
- **Participation in regional/state pediatric initiatives**

*This job description is not all inclusive and should be scalable to meet the needs of the EMS agency. It is meant as a guideline of roles and responsibilities that should be considered for a PECC position to ensure the safe, equitable and effective care of children. This list can be utilized a-la-carte to bolster the effectiveness of a PECC position/program within an EMS agency.