



ELSO Award for Excellence in Life Support Committee Policies and Procedures

Contents

ARTICLE I. APPLICATION REQUIREMENTS.....	3
SECTION 1.01.....	3
ELSO PARTICIPATING CENTERS MAY APPLY FOR THE CENTER OF EXCELLENCE AWARD OR THE PATH TO EXCELLENCE RECOGNITION IF THE FOLLOWING CRITERIA HAVE BEEN MET:.....	3
SECTION 1.02.....	4
APPLICATION DOMAIN.....	4
ARTICLE II. APPLICATION SUBMISSION.....	5
SECTION 2.01.....	5
APPLICATION ACCESSIBILITY.....	5
SECTION 2.02.....	5
APPLICATION PROCESSING.....	5
ARTICLE III. APPLICATION PERIOD.....	6
SECTION 3.01.....	6
AWARD DESIGNATION CALENDAR.....	6
SECTION 3.02.....	6
ELSO CONFERENCE DESIGNATION AND AWARD PLAQUES.....	6
ARTICLE IV. APPLICATION REVIEW AND SCORING.....	7
SECTION 4.01.....	7
THE APPLICATION WILL BE RECEIVED AND SCORED BY THE CENTER OF EXCELLENCE COMMITTEE.....	7
SECTION 4.02.....	7
THE APPLICATION WILL BE SCORED USING THE AWARD OF EXCELLENCE SCORING TOOL.....	7
SECTION 4.03.....	8
SITE VISITS.....	8
SECTION 4.04.....	8
DETERMINING APPLICATION AWARD DESIGNATION.....	8
SECTION 4.05.....	9
COMMITTEE PROCESS REGARDING SCORING.....	9
SECTION 4.06.....	9
APPEAL PROCESS.....	9
ARTICLE V. AWARD FEE AND DESIGNATION PERIOD.....	10
SECTION 5.01.....	10
THE APPLICATION FEE IS PAID IN US CURRENCY.....	10
SECTION 5.02.....	10
THE APPLICATION FEE IS NON REFUNDABLE.....	10

SECTION 5.03.....10
 AWARD DESIGNATION AND LOGO USE..... 10
SECTION 5.04.....10
 END OF AWARD DESIGNATION..... 10

ARTICLE VI. THE ELSO CENTER OF EXCELLENCE COMMITTEE.....11

SECTION 6.01.....11
 STRUCTURE..... 11
SECTION 6.02.....11
 MEMBERSHIP..... 11

ARTICLE VII. ADDENDUM.....12

SECTION 7.01.....12
 DEFINITION OF TERMS..... 12
SECTION 7.02.....12
 ORGANIZATIONAL CHART..... 12

Article I. Application Requirements

Section 1.01	ELSO participating centers may apply for the Center of Excellence Award OR the Path to Excellence Recognition if the following criteria have been met:
(a)	<p>Member of ELSO</p> <ul style="list-style-type: none"> • for three (3) years, dues in good standing to achieve the Center of Excellence Award • new member, dues in good standing to achieve Path to Excellence Recognition
(b)	<p>Providing ECLS therapy</p> <ul style="list-style-type: none"> • for five (5) years and support an average of five (5) patients per year to achieve Center of Excellence Award • there is no minimum requirement to achieve Path to Excellence Recognition
(c)	Pay application fee
(d)	<p>Submit all data registry forms for every patient supported with ECLS within the designated ECLS center in the applying institution</p> <ul style="list-style-type: none"> • centers that have met the 3-year membership requirement are required to enter all patients for those 3 years • patients that were supported prior to ELSO membership, do not have to be submitted to the Registry, but are recommended • centers applying for the Path to Excellence should enter all patients for the period of ELSO membership
(e)	Submit all required de-identified documents
(f)	<p>Centers may apply for award designation if:</p> <ul style="list-style-type: none"> • The ECMO program is directed by a single leadership team • Registry data is submitted for all patients • Policies and procedures are standardized • Standardized education procedures are present • Programmatic involvement in all quality initiatives is apparent

Section 1.02	Application Domain
(a)	Information entered within the application may be used in de-identified descriptive presentations or published documents
(b)	ELSO reserves the right to use de-identified information obtained from the Center of Excellence Award applications for quality improvement, research, and related purposes

Article II. Application Submission

Section 2.01	Application Accessibility
(a)	Available online at www.else.org
(b)	Applications must be completed as per instructions and by the deadline
(c)	Late applications may be considered on a case by case basis. A significant late fee will be imposed
(d)	Applications are submitted electronically and are only available during a limited application window

Section 2.02	Application Processing
(a)	The Application will be reviewed by ELSO administration for adherence to application criteria: <ul style="list-style-type: none"> • Application fee received • Anonymous (de-identified) content • Verification of Registry Data numbers submitted • Verification of ELSO Membership status
(b)	If one or more of the application criteria is not met, the Center will be contacted with instructions as to what is required before it will be accepted. <ul style="list-style-type: none"> • Deadlines for application submission will be maintained • Application fee must be received by June 1st
(c)	If the Application has been determined to meet submission criteria, the Application will be entered into the Award Database and identified with a "Center Application Number," along with the date of submission
(d)	Confirmation of application acceptance will be emailed to the primary contact listed on the application
(e)	ELSO Administration assures anonymity before Applications are Reviewed <ul style="list-style-type: none"> • The Application remains blinded throughout the scoring process • The Application identity is revealed once the Final Award Score is determined
(f)	Applications that are started in the online application process, but are not completed by the application deadline, may be subject to deletion from the application database

Article III. Application Period

Section 3.01	Award Designation Calendar
(a)	June 1 st – Application Deadline
(b)	July 1 st to August 30 th - Site visits
(c)	September 1 st – Award Notifications
(d)	October 15 th – new Application and documents available for download for the next award period

Section 3.02	ELSO Conference Designation and Award Plaques
(a)	Awarded centers may choose one ELSO Conference to receive the award
(b)	Awarded centers will receive one plaque at this chosen conference
(c)	Additional plaques may be ordered for an additional fee and shipped at a later date

Article IV. Application Review and Scoring

Section 4.01	The Application will be received and scored by the Center of Excellence Committee
Section 4.02	The Application will be scored using the Award of Excellence Scoring Tool
(a)	The Scoring Tool is based on a 5-point Likert scoring system where 1 does not meet the standards and 5 exceeds standards. The award is comprised of seven (7) categories as follows: <ul style="list-style-type: none">• Systems Focus• Environmental Focus• Workforce Focus• Knowledge Management• Quality Focus• Process Optimization• Family Focus
(b)	Questions will be scored using the Scoring Tool Elements Definitions
(c)	A total score is the sum of the individual category scores
(d)	A final score is recorded for each Application

Section 4.03	Site Visits
(a)	All centers consent for a site visit by submitting the Award Application. Any center refusing the site visit will be ineligible for Center of Excellence designation
(b)	A percentage of applying Centers will receive a site visit for the purpose of validating Centers' applications
(c)	Scores are subject to revision upon findings from the site visit
(d)	Site visits will be conducted by teams of 2 COE committee members
(e)	Site visits will be conducted between April 1 st and June 30 th
(f)	Centers will be selected randomly by ELSO administration from the applications that meet scoring criteria
(g)	Centers selected will be given notice and instructions when scheduling the site visit

Section 4.04	Determining Application Award Designation
(a)	Applications for the Award of Excellence that achieve the designated minimum score will be awarded as a Gold level Center of Excellence in Life Support
(b)	Applications for the Award of Excellence that achieve a designated exceptional score will be awarded as a Platinum level Center of Excellence in Life Support
(c)	Applications for the Path to Excellence in Life Support must achieve a minimum score to be awarded as a Silver level Path to Excellence in Life Support
(d)	ELSO reserves the right to change the minimum score required to achieve the award levels

Section 4.05	Committee Process Regarding Scoring
(a)	All Center Applications not achieving the minimum award score are reviewed by at least one other Committee member. The scores from all reviewers will be averaged and this score will become the Application final score
(b)	The ELSO Steering Committee Chair will be notified when a center does not meet criteria to achieve the Center of Excellence Award or the Path to Excellence Recognition
(c)	Centers not achieving the minimum award score will not be awarded
(d)	Center Applications that are scored within 20 points of achieving Platinum are reviewed by at least one other Committee member. The scores from all reviewers will be averaged and this score will become the Application final score
(e)	Centers will be notified of their final scores and Award status via email to the primary contact and the medical director

Section 4.06	Appeal Process
(a)	Centers may not appeal their final Application score due to the defined review process of the Committee
(b)	The Committee decision is final

Article V. Award Fee and Designation Period

Section 5.01	The Application fee is paid in US Currency
(a)	The fee is \$3500.00 USD for Center of Excellence
(b)	The fee is \$2000.00 USD for Path to Excellence
(c)	International ELSO Centers in specific countries may be eligible for a discounted fee

Section 5.02	The Application fee is non refundable
(a)	If a Centers' Application is not accepted due to not meeting the minimum requirements for submission, the fee will be returned
(b)	The application fee will not be refunded for any center not achieving Center of Excellence designation

Section 5.03	Award Designation and Logo Use
(a)	The Award designation period is for three (3) years and begins and ends September 1 st
(b)	The official Platinum, Gold and Silver Award logos may only be used during the Award designation period
(c)	Centers will have access to their specific Award designation logo only during the Award designation period

Section 5.04	End of Award Designation
(a)	Centers are no longer recognized as Centers of Excellence or Path to Excellence Centers after the expiration of their Award designation period
(b)	Centers must retain ELSO membership in good standing throughout the Award designation period or forfeit the designation

Article VI. The ELSO Center of Excellence Committee

Section 6.01	Structure
(a)	The ELSO Center of Excellence Committee (COE) reports to the ELSO Steering Committee Chair
(b)	The COE structure consists of an executive team including chairs and members, and <ul style="list-style-type: none"> • A scoring team, subset under the executive team, and • Ad hoc members, subset under the executive team
(c)	The COE executive team will have three (3) members at a minimum
(d)	Ad hoc members may be chosen to serve at the discretion of the COE

Section 6.02	Membership
(a)	Committee membership is voluntary
(b)	Committee membership requires at least a three-year commitment
(c)	New members will be solicited, and an application process may be used to review and select potential candidates
(d)	<p>Eligibility Requirements</p> <ul style="list-style-type: none"> • Medical professional, currently in ECLS leadership position with responsibilities for program development, education and/or oversight. (RN, RRT, CCP, MD) • 3 years ECLS leadership experience • Recipient of the Excellence in Life Support Award • Experience in ECLS quality improvement activities • Willing to commit to at least 3 years participation (January-January), including travel, sponsored by ELSO • Mandatory training and inter-rater reliability testing will be required of all new members • The ideal candidate is not involved in other ELSO committees or activities due to the time commitment necessary • Ad hoc members may not be subject to these requirements

Article VII. Addendum

Section 7.01	Definition of Terms
(a)	<p>The correct or formal name of the Award is “The ELSO Award for Excellence in Life Support”</p> <p>May be referred to as:</p> <ul style="list-style-type: none"> • Center of Excellence Award • Center of Excellence in Life Support Award • Gold Level Center of Excellence Award • Platinum Level Center of Excellence Award
(b)	<p>Centers may refer to being a “Designated Center of Excellence”</p> <ul style="list-style-type: none"> • Designated Gold Level Center of Excellence • Designated Platinum Level Center of Excellence
(c)	<p>The correct or formal name of the Path – is “The Path to Excellence in Life Support”</p> <p>May be referred to as:</p> <ul style="list-style-type: none"> • Center on Path to Excellence in Life Support • Silver Level Center on the Path to Excellence in Life Support
(d)	<p>Centers may refer to being</p> <ul style="list-style-type: none"> • Silver Level ELSO Award Recipient

Section 7.02	Organizational Chart
(a)	<p style="text-align: center;">ELSO Center of Excellence Committee</p> <pre> graph TD ELSO[ELSO Center of Excellence Committee] --> ET[Executive Team] ET --> ST[Scoring Team] ET --> AH[Ad Hoc] </pre> <p>Executive Team Chairs: Tracy Morrison, Barb Haney, Micheal Heard Members: James Connelly, Cory Ellis</p> <p>Scoring Team Chairs: Tracy Morrison, Barb Haney, Micheal Heard, James Connelly, Cory Ellis, Lisa Janowiak, Dinis Dos Reis Miranda</p> <p>Ad Hoc</p>

End of Articles

Revised: 9/22/20

Approved: 9/24/20

Approval: B. Haney, M. Heard, T. Morrison
ELSO Center of Excellence Committee Co-Chairs