**Norton Children’s Pediatric Protection Specialist**

 **Consult Request Guidance**

* All consults should be requested over the phone after discussing the need and appropriateness of the consult with the FSOS.
* SSWs no longer need to complete or submit the consult form.
* Norton Children’s PPS should only be consulted if the child has not been to UK Children’s Hospital for their injury and vice versa. Staff cannot request forensic consults from both locations for the same incident.

**To initiate a consult with the Norton Children’s Pediatric Protection Specialists, please complete the following steps:**

1. Call 502-629-6000 and request that the ‘forensic medicine clinician’, ‘child abuse clinician’, or ‘pediatric protection clinician’ be paged for a consult. The team is available 24/7, 365. (Please reserve after-hours calls for urgent issues only.)
2. If an after-hours consult is needed contact the on-call pediatric forensic specialist first at 502-629-6000 or 502-629-8000. Ask for the forensic nurse to be paged.
3. If the consult is after-hours contact the emergency room regarding the family being referred to the hospital for the consult.
4. Be prepared to provide the following information:
	1. Child(ren)’s name
	2. Date(s) of birth
	3. Biological mother’s name
	4. TWIST Case # / Intake ID #
	5. County/region making request
	6. Assigned SSW and FSOS
		1. Name
		2. Email
		3. Other methods of contact
5. Brief description of the allegations, injuries to the child(ren), case circumstances, and what specifically is needed from the consult, and whether there are other children in the same environment.
6. Is the case court active? When is the next court date?
7. If a report is needed for court, the PPS team must be notified at least 14 business days before the court hearing.
8. Is an urgent safety letter needed due to potential placement, petitions, and/or ECOs? (The need for an urgent safety letter is determined collaboratively between the PPS team and the SSW.)
9. When is the written report needed? (PPS usually needs at least 30 days from when all needed information is received by their team to complete the report. Urgent safety letters can be created in the interim if necessary.)
10. Be prepared to send any requested photographs and/or medical records to the PPS Team.
11. The PPS Team will let you know what, if any, immediate steps need to be taken to obtain additional medical evaluation and will work with you to coordinate that evaluation (either locally or by sending/transferring the child to a Children’s Hospital.)
12. It’s always best to err on the side of calling them early in the case (ideally in the first 24 hours after initiation, if possible). Much of the medical evaluation is time-sensitive.