

International Trauma Life Support of South Carolina



Policy and Procedure Manual

Table of Contents

ITLS CHAPTER STRUCTURE

Introduction	3
Chapter Responsibilities	5
International Responsibilities	5

DESCRIPTION OF ITLS CERTIFICATIONS

Basic ITLS Provider	7
Advanced ITLS Provider	7
Pediatric ITLS Provider	7
Access Provider	8
Basic ITLS Instructor	8
Advanced ITLS Instructor	9
Pediatric ITLS Instructor	9
ITLS Access Instructor	10

ITLS APPOINTMENTS

Advisory Committee Members	12
Advisory Committee Chairperson	13
International Meeting Delegate	14
Chapter Medical Director	15
Chapter Coordinator	16
Affiliate Faculty	18

PROTOCOL FOR CONDUCTING ITLS COURSES

Course Medical Director	20
Course Coordinator	21
Requesting a ITLS Course	22
Basic and Advanced Provider, Pediatric ITLS and ITLS Access	22
ITLS Affiliate Faculty Training Program Guide	22
ITLS Instructor Course	23
Refresher/Recertification Course	24
Certification cards	24
Retest Policy	24

ITLS RECIPROCALITY

ITLS Provider Status	25
ITLS Instructor Status	25
PHTLS Provider Reciprocity	25
PHTLS Instructor Reciprocity	25

CHAPTER COURSE FORMS

Course Roster	26
Course Faculty Roster	27
Course Roster Tally Sheet	28
Course Application	29

ITLS Chapter Structure

- Access, resources, and the expertise of those providing such care impact prehospital medical care. The totality of access and resources are a responsibility of local, regional and state governmental agencies with whom the public welfare resides. The quality of care delivered in the prehospital environment is a professional obligation of those rendering this care.
- Prehospital emergency medical services in South Carolina are provided by full-time EMS agencies, volunteer rescue squads, licensed medical first responder agencies, and private, non-emergency medical transport agencies.
- Prehospital care participants are a mixture of First Responders, EMTs, Paramedics, nurses and physicians. Each of these groups receive differing degrees of exposure to the components of prehospital care, which may involve extrication, medical and/or trauma assessment/treatment, and transport to a medical facility.
- "ITLS of South Carolina" is the organizational and governing body for the state of South Carolina for the program promulgated by International Trauma Life Support, Inc. Incumbent upon this state organization is acknowledgement and endorsement of the standards of content and methods as provided by ITLS, Inc.
- Certification as an ITLS provider or instructor means that the individual has passed a ITLS course taught by ITLS instructors under the sponsorship of the ITLS International organization. It does not certify future performance nor does it confer licensure of any kind.
- Organizational Flow Chart for South Carolina ITLS

South Carolina College of Emergency Physicians

Chapter Medical Director

Chapter Advisory Committee

Chapter Coordinator


Chapter Affiliate Faculty

Instructors

Providers

- This Policy and Procedure Manual may be amended at any meeting of the South Carolina International Trauma Life Support Advisory Committee by an affirmative vote of two-thirds of those members present, provided notice of all proposed amendments shall have been mailed to the members at least fifteen days prior to such meetings. A mandatory review of the Policy and Procedure Manual will be conducted every four (4) years.

This International Trauma Life Support of South Carolina Policy and Procedure Manual is adopted by the South Carolina International Trauma Life Support Advisory Committee on the 5th day of December, 2005.



John F. Sorrell, MD, FACEP
Chapter Medical Director



Paul C. Lucas, BA, REMT-P
Chapter Coordinator

Chapter Responsibilities

The following is a list of some of the ongoing responsibilities of designated ITLS chapters. This list is not all-inclusive and may include other chapter-specific responsibilities.

- Local coordination of ITLS courses
- Collection of data, including the number of providers and various faculty members
- Dissemination of information from the ITLS Office to the constituents of the chapter
- Provide information to the ITLS Office on ITLS Advisory Committee activities and new concepts developed within the chapter
- Provide annual reports to ITLS
- Provide quality assurance for ITLS courses that are conducted within the chapter
- Provide local financial management for ITLS chapter programs
- Provide positive public relations for ITLS Advisory Committee activities conducted within the chapter
- Appoint delegates to represent the chapter at the International Congress
- Send rosters and fees to ITLS International at least on a quarterly basis

ITLS International Responsibilities Relating to the Chapters

The following is a list of ongoing activities and services that ITLS International provides its chapters. This list is not intended to be all-inclusive.

- Disseminating current information to chapters regarding changes in protocols, changes in ITLS teaching materials, and updates in revision to ITLS policies and procedures
- Providing resources to new chapters and organizational materials to assist them in developing ITLS programs
- Providing a clearinghouse for international committee recommendations to the chapters

- Providing quality assurance at an international level by enforcing the guidelines and standards recommended by the ITLS Board of Directors and committees
- Conducting the Annual Meeting and Trauma Conference for constituents from all chapters to be represented
- Preparing financial reports
- Publishing a ITLS newsletter and maintaining a web site designed to disseminate information to the chapters
- Distributing ITLS instructional materials and novelties
- Distributing all ITLS certification cards and certificates, and maintaining course roster information

DESCRIPTION OF ITLS CERTIFICATIONS

Basic ITLS Provider

Prerequisites: The candidate must be an entry level EMS provider such as first responder or basic emergency medical technician or other allied health professional who holds suitable qualifications for entry.

Certified By: A student who attends all the lectures and skill stations, scores at least 74% on the written test and at least “adequate” on patient assessment.

Certified For: Three (3) years

Recertification: The candidate must attend an approved Basic ITLS refresher course prior to the expiration date on the card or complete an ITLS provider course.

Advanced ITLS Provider

Prerequisites: The candidate must be an advanced level practitioner such as a certified EMT-Intermediate, paramedic, registered nurse, physician assistant, physician, or other allied health professional who holds suitable qualifications for entry.

Certified By: A student who attends all the lectures and skill stations, scores at least 74% on the written test and at least “adequate” on patient assessment.

Certified For: Three (3) years

Recertification: The candidate must attend an approved advanced ITLS refresher course prior to the expiration date on the card or complete an ITLS provider course.

Pediatric ITLS Provider

Prerequisites: The candidate must be a certified basic or advanced ITLS or PHTLS provider.

Certified By: A student who attends all the lectures and skill stations, scores at least 74% on the written test and at least “adequate” on patient assessment.

Certified For: Three (3) years

Recertification: The candidate must attend an approved pediatric ITLS refresher course prior to the expiration date on the card or complete a pediatric ITLS provider course.

ITLS Access Provider

Prerequisites: The candidate must be in an EMS or first responder role.

Course Completion: A student who attends the lectures and skill stations

Recognition Length: Three (3) years

Rerecognition: The candidate must attend an approved Access recognition course.

Basic ITLS Instructor

Prerequisites: Achieve greater than 86% on the written test, “excellent” on patient assessment, or be recommended as a potential instructor by an affiliate faculty during an ITLS provider course.

Certified By: Successful completion of an ITLS Instructor Course and monitored by an affiliate faculty in lecture, skills stations, and patient assessment in a provider course.

Certified For: Three (3) years

Recertification: The instructor must teach at least one ITLS course (instructor or provider) per year for the years of certification. Instructor updates may be required as deemed necessary by the Advisory Committee

Removal Procedure: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the Chapter Advisory Committee may initiate an investigation. The instructor’s certification status may also be suspended pending the outcome of the investigation. The Chairperson of the Chapter Advisory Committee shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the instructor will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation to the Chapter Advisory Committee for action including, but not limited to one or more of the following:

- A. Temporary suspension of instructor certification for a specified period of time
- B. Permanent suspension of instructor certification
- C. Remedial training
- D. Supervision of an Affiliate Faculty for a specified period of time

Advanced ITLS Instructor

Prerequisites: Achieve greater than 86% on the written test, “excellent” on patient assessment, or be recommended as a potential instructor by an affiliate faculty during an ITLS provider course.

Certified By: Successful completion of an ITLS instructor course and monitored by an affiliate faculty in lecture, skills stations, and patient assessment.

Certified For: Three (3) years

Recertification: The instructor must teach at least one ITLS course (instructor or provider) per year for the years of certification. Instructor updates may be required as deemed necessary by the Advisory Committee.

Removal Procedure: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the Chapter Advisory Committee may initiate an investigation. The instructor’s certification status may also be suspended pending the outcome of the investigation. The Chairperson of the Chapter Advisory Committee shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the instructor will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation to the Chapter Advisory Committee for action including, but not limited to one or more of the following:

- A. Temporary suspension of instructor certification for a specified period of time
- B. Permanent suspension of instructor certification
- C. Remedial training
- D. Supervision of an Affiliate Faculty for a specified period of time

Pediatric BITLS Instructor

Prerequisites: ITLS Instructor (Basic Instructors cannot teach advanced skills or assessment in the Pediatric ITLS Course)

Certified By: Achieve greater than 86% on the written pediatric test, “excellent” on pediatric patient assessment, or be recommended as a potential instructor by an affiliate faculty during an ITLS Pediatric provider course.

Certified For: Three (3) years

Recertification: The instructor must teach at least one Pediatric ITLS course per year for the years of certification. Instructor updates may be required as deemed necessary by the Advisory Committee.

Removal Procedure: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the Chapter Advisory Committee may initiate an investigation. The instructor's certification status may also be suspended pending the outcome of the investigation. The Chairperson of the Chapter Advisory Committee shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the instructor will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation to the Chapter Advisory Committee for action including, but not limited to one or more of the following:

- A. Temporary suspension of instructor certification for a specified period of time
- B. Permanent suspension of instructor certification
- C. Remedial training
- D. Supervision of an Affiliate Faculty for a specified period of time

ITLS Access Instructor

Prerequisites: ITLS Instructor

Certified By: Must be recommended as a potential instructor by an affiliate faculty during a ITLS Access course.

Certified For: Three (3) years

Recertification: The instructor must teach at least one ITLS Access provider course per year for the years of certification. Instructor updates may be required as deemed necessary by the Advisory.

Removal Procedure: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the Chapter Advisory Committee may initiate an investigation. The instructor's certification status may also be suspended pending the outcome of the investigation. The Chairperson of the Chapter Advisory Committee shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the instructor will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation to the Chapter Advisory Committee for action including, but not limited to one or more of the following:

- A. Temporary suspension of instructor certification for a specified period of time
- B. Permanent suspension of instructor certification
- C. Remedial training
- D. Supervision of an Affiliate Faculty for a specified period of time

ITLS APPOINTMENTS

Chapter Advisory Committee

Appointed By: Chapter Medical Director with advice from the Advisory Committee

Appointed For: Three (3) years

Prerequisites: Affiliate faculty with extensive knowledge and experience in ITLS and the management of educational programs.

Vacancy Procedure: A Curriculum Vitae (resume), recommendations by two current affiliate faculty and a letter stating intent should be sent to the Chapter Advisory Committee. The Advisory Committee shall select the most suited for the position from the pool of applicants.

Reappointment: The performance of the Advisory Committee members will be subject to review to determine the advisability of reappointment. The ITLS Advisory Committee will complete the review with recommendation by the Chapter Medical Director. The review will be held on a schedule consistent with the length of term of the committee. One third of members will be reviewed annually.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Chapter Advisory Committee Member, the Chapter Medical Director may initiate an investigation. The Chapter Advisory Committee Member designation may also be suspended pending the outcome of the investigation. The Chapter Medical Director shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the Chapter Advisory Committee Member will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation for action including, but not limited to one or more of the following:

- A. Temporary suspension of the Chapter Advisory Committee Member designation for a specified period of time
- B. Permanent suspension of Chapter Advisory Committee Member designation
- C. Remedial training
- D. Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Duties and Responsibilities: Advise the Chapter Medical Director and Chapter Coordinator on matters concerning the Chapter ITLS Program on issues such as:

- Development of chapter policy and procedures
- Promulgation of ITLS throughout the chapter area

- Development of long range and strategic plans
- Dissemination of information at the local level
- Disciplinary issues

Other Duties:

- Provides input into the process of becoming a chapter
- Provides mechanism through which personnel throughout the area have a voice in ITLS related matters
- Appoints Chapter Medical Director and Chapter Coordinator
- In conjunction with the Chapter Medical Director and Chapter Coordinator, appoints affiliate faculty
- Oversee the due process of revocation for ITLS instructors, affiliate faculty, course coordinators, and course medical directors

Chapter Advisory Committee Chairperson

Appointed By: Chapter Medical Director

Appointed For: Three (3) years

Prerequisites:

- Must be a member of the Advisory Committee.
- The nominee should have extensive experience in managing continuing education courses and demonstrated an in-depth knowledge of ITLS.
- Experience as a committee chairperson is preferred.

Appointment: The ITLS Advisory Committee Chairperson is appointed by the chapter medical director and selected from the body of the BTLS Advisory Committee.

Reappointment: The performance of the Committee Chairperson will be reviewed on an annual basis by the Medical Director to determine the advocacy of reappointment. Should the chairperson not demonstrate satisfactory performance or not wish to continue, the charter holder's Board of Directors shall ask for his/her resignation and initiate a search for qualified candidates.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Chapter Advisory Committee Chairperson, the Chapter Medical Director may initiate an investigation. The Chapter Advisory Committee Chairperson designation may also be suspended pending the outcome of the investigation. The Chapter Medical Director shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the Chapter Advisory Committee Chairperson will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation for action including, but not limited to one or more of the following:

- A. Temporary suspension of the Chapter Advisory Committee Chairperson designation for a specified period of time
- B. Permanent suspension of Chapter Advisory Committee Chairperson designation
- C. Remedial training
- D. Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Duties and Responsibilities:

- Lead and supervise the ITLS Committee
- Serve as the liaison between the ITLS Advisory Committee and the charter holder
- Advise the organization holding the charter Board of Directors on issues relative to the operation of the ITLS program and the progress of the Committee
- Oversee the operation of the ITLS Advisory Committee
- Appoint ad hoc subcommittees as needed to address specific ITLS issues
- Provide leadership for the ITLS Advisory Committee for strategic and long range planning
- Appoint a special committee to execute due process in the event of revocation

International Meeting Delegate

ITLS International sponsors an annual meeting and conference for trauma education and for conducting business and elections for the ITLS Board of Directors. The number of ITLS certifications issued during the past two calendar years determines the number of votes a chapter is awarded for the business session of the International Conference. In order for these certifications to be valid, payment must be submitted prior to March 31 of the next year. It is the prerogative of the Chapter ITLS Advisory Committee to appoint delegates to accurately represent the interests of the chapter.

Appointed By: Chapter Medical Director and ITLS Advisory Committee

Appointed For: Duration of the annual international meeting

Prerequisites:

- Should be affiliate faculty
- Should have a strong working knowledge of ITLS and related issues

- Orientation by the Chapter Medical Director and/or the Advisory Committee to the position

Duties and Responsibilities:

- Represent the ITLS chapter as an International Meeting Delegate
- Communicate the perspective of the chapter with regard to major issues
- Disseminate information to all members of the advisory committee as required
- Participate in the assessment of the ITLS program
- Participate in the formative process of continuing course revision
- Participate in the development of ITLS, Inc.

Chapter Medical Director

Appointed By: South Carolina College of Emergency Physicians

Appointed For: Three (3) years

Prerequisites:

- Must be a physician licensed to practice medicine within the chapter area
- Must be a physician involved in emergency medicine with a background of involvement in pre-hospital care
- Must be a ITLS Instructor

Reappointment: The performance of the director will be reviewed on an annual basis to determine the advocacy of reappointment.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Chapter Medical Director, the Chapter Advisory Committee may initiate an investigation. The Chapter Medical Director's designation may also be suspended pending the outcome of the investigation. The Board of Directors of the South Carolina College of Emergency Physicians shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the Chapter Medical Director will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation for action including, but not limited to one or more of the following:

- A. Temporary suspension of the Chapter Medical Director designation for a specified period of time
- B. Permanent suspension of Chapter Medical Director designation
- C. Remedial training

D. Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Duties and Responsibilities:

- Ultimately responsible for the management of the ITLS program within the chapter, in both educational and business-related matters
- Provide consistent leadership for the program
- Stimulate the evolution and consistency of ITLS programs throughout the chapter area
- Ensure the availability of training and the quality of the programs offered
- Ensure the medical appropriateness of the course content
- Ensure that the program is taught in a manner consistent with the EMS laws of the chapter
- Ensure the medical quality of ITLS courses throughout the chapter
- Advise the Chapter ITLS Advisory Committee on the appointments of affiliate faculty
- Represent ITLS as an International Meeting Delegate, if possible
- Regularly review the courses held under the auspices of the appointed Course Directors within the chapter
- Relieve a Course Director of this title if he / she fails to present courses that are consistent with ITLS standards, or where management of the course impedes student education or the reputation of the Chapter ITLS Program
- Relieve a Course Coordinator of this title if he or she fails to present courses are consistent with ITLS standards, or where management of the course impedes student education or the reputation of the chapter ITLS program
- In association with the Chapter Coordinator, facilitates the daily operation of the ITLS program
- Oversee the appeal of due process activities

Chapter Coordinator

Appointed By: Chapter Medical Director

Appointed For: Three (3) years

Prerequisites:

- Must possess and maintain affiliate faculty status or be the administrative designate of the ITLS chapter
- Should be an individual who has experience in managing continuing education courses and has demonstrated an in-depth knowledge of pre-hospital and in-hospital trauma care

Reappointment: The performance of the coordinator will be reviewed on an annual basis by the Medical Director to determine the advocacy of reappointment. Should the coordinator not demonstrate satisfactory performance or not wish to continue, the ITLS Advisory Committee shall initiate a search for a qualified candidate.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of Chapter Coordinator, the Chapter Medical Director may initiate an investigation. The Chapter Coordinator designation may also be suspended pending the outcome of the investigation. The Chapter Medical Director shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, Chapter Coordinator will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation for action including, but not limited to one or more of the following:

- A. Temporary suspension of the Chapter Coordinator designation for a specified period of time
- B. Permanent suspension of Chapter Coordinator designation
- C. Remedial training
- D. Supervision by the Chapter Medical Director and/or Chapter Advisory Committee

Duties and Responsibilities:

- In association with Chapter Medical Director, facilitates the daily operation of the ITLS program
- Provide consistent leadership for the program
- Stimulate the evolution and consistency of ITLS programs throughout the chapter area
- Ensure the availability of training and the quality of the programs offered
- Provide financial management and oversight of the ITLS chapter including organization of chapter finances
- Ensure the quality and consistency of ITLS focusing primarily on the administrative aspects
- Advise the Chapter Advisory Committee regarding the appointment of affiliate faculty
- Represent ITLS as an International Meeting Delegate
- Organization of chapter records
- Provide administrative support for the ITLS chapter
- Execute the plans and enforce the policies of the ITLS Policy and Procedure Manual
- Coordinate due process activities of the Chapter Advisory Committee

Affiliate Faculty

Appointed By: Chapter Medical Director

Appointed For: Three (3) years

Prerequisites:

- Must keep ITLS Instructor Certification current
- Must complete a Chapter ITLS Advisory Committee approved Affiliate Faculty Training Program
- Must possess considerable knowledge with respect to the ITLS chapter structure and operations
- Must be willing to maintain active involvement with the development of ITLS educational material
- Must possess a willingness to actively promote the growth and development of the ITLS program

Appointment: Affiliate faculty must be equally distributed throughout the chapter. Candidates should submit a resume, recommendations by two current affiliate faculty and a letter stating intent to the Chapter Medical Director.

Reappointment: Reappointment of affiliate faculty is determined by their activity, which includes participation in at least two (2) ITLS courses per year. Re-appointment is not considered an automatic right or due.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Affiliate Faculty member, the Chapter Medical Director may initiate an investigation. The Affiliate Faculty member's designation may also be suspended pending the outcome of the investigation. The Chairperson of the Chapter Advisory Committee shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the Affiliate Faculty member will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation to the Chapter Advisory Committee for action including, but not limited to one or more of the following:

- A. Temporary suspension of the Affiliate Faculty designation for a specified period of time
- B. Permanent suspension of Affiliate Faculty designation
- C. Remedial training
- D. Supervision by the Chapter Medical Director and/or Chapter Coordinator

Duties and Responsibilities:

- Monitor the quality of ITLS courses in the chapter
- Serve as a resource person for Course Medical Directors and Course Coordinators
- Monitor new ITLS instructors
- Participate as faculty for instructor courses and updates
- Participate as faculty for provider courses
- Participate in the ITLS Advisory Committee structure
- Promote ITLS
- Provide valuable input affecting decisions made at the chapter level
- Other duties as assigned by the chapter

PROTOCOL FOR CONDUCTING ITLS COURSES

Course Medical Director

Eligibility:

- The Course Medical Director must be a licensed physician within the chapter boundaries
- They should be familiar with EMS systems and prehospital care and have experience and training related to trauma patients
- Should be ITLS instructor or should serve as co-director for one course with a physician ITLS instructor
- Approved by the Chapter Medical Director

Responsibilities

- Ensures that the program is consistent with ITLS standards
- Responsible for every aspect of the ITLS course
- Ensures adequate time for lectures and skills stations
- In the absence of an instructor, be prepared to present information
- Chairs faculty meetings
- Must be available by telephone during advanced courses

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Course Medical Director may initiate an investigation. The Course Medical Director's designation may also be suspended pending the outcome of the investigation. The Chairperson of the Chapter Advisory Committee shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the Course Medical Director will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation to the Chapter Advisory Committee for action including, but not limited to one or more of the following:

- A. Temporary suspension of the Course Medical Director designation for a specified period of time
- B. Permanent suspension of Course Medical Director designation
- C. Remedial training
- D. Supervision by the Chapter Medical Director and/or Chapter Coordinator

Course Coordinator

Eligibility:

- Certified ITLS Instructor, teaching at least once since initial certification
- Experienced EMS educator
- In-depth knowledge of the ITLS survey and course contents
- Able to coordinate all requirements pre-course, during the course and post course follow-up
- The ITLS Course Coordinator can coordinate courses to the level of the coordinator's qualification

Responsibilities:

- Must be present throughout the course and will serve as the primary resource for information and questions
- Coordinates all aspects of the ITLS course:
 - Proper pre-course preparation
 - Ordering of textbooks
 - Preparation of student and faculty course packets
 - Arranging for equipment
 - On-site coordination
- Registration of students
- Appropriate equipment placement
- Flow of skills stations
- Patient assessment practice and testing stations
- Grading of written exams
- Complete the appropriate paperwork and submitting fees to the Chapter office within required timeframe
- The Course Coordinator must work closely with the Course Medical Director and ITLS Chapter Office

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Course Coordinator, the Chapter Medical Director may initiate an investigation. The Course Coordinator's designation may also be suspended pending the outcome of the investigation. The Chairperson of the Chapter Advisory Committee shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the Course Coordinator will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The special committee will then make recommendation to the Chapter Advisory Committee for action including, but not limited to one or more of the following:

- A. Temporary suspension of the Course Coordinator designation for a specified period of time
- B. Permanent suspension of Course Coordinator designation
- C. Remedial training
- D. Supervision by the Chapter Medical Director and/or Chapter Coordinator

Requesting a ITLS Course

1. The Course Coordinator should submit a completed Course Application Form (see appendix) at least 30 days prior to the proposed course.
2. Upon receipt of the application, the Chapter Coordinator will review the request within seven days and respond back to the Course Coordinator with the results.
3. For guidance throughout the planning, conducting and finalizing of the ITLS course, assistance can be obtained by contacting an affiliate faculty. The Chapter Coordinator will provide a list of the affiliate faculty upon request. (Affiliate faculty should be the only faculty for an instructor course.)
4. Upon completion of the course, the Course Coordinator must submit the following within ten (10) days:
 - a. Faculty and Student Rosters
 - b. Course Roster Tally Sheet
 - c. Photocopies or summary of Course Evaluation Forms
 - e. Student registration fees: twelve dollars (\$12.00) per student. (This charge reflects administrative and clerical costs and will be divided as follows: five dollars (\$4.00) to the Chapter Office and seven dollars (\$8.00) to the ITLS Office.)

Basic and Advanced Provider, Pediatric ITLS and ITLS Access

The required content of all Basic and Advanced International Trauma Life Support courses, Pediatric International Trauma Life Support and International Trauma Life Support Access courses will be that published by International Trauma Life Support, Inc., in the instructor guide for each respective course.

Affiliate Faculty Training Program Guide

- I. Registration
- II. Welcome/Course Overview
- III. InterITLS, Inc.: A Global Perspective
- IV. Chapter ITLS: A Local Perspective

- V. Overview of Chapter Policies and Procedures
- VI. Roles and Responsibilities of the Chapter Affiliate Faculty
- VII. Common Perils and Pitfalls Within a “Typical” ITLS Class
- VIII. Review of ITLS Scoring System
- IX. Summary
- X. Questions & Answers and Course Evaluation

ITLS Instructor Course

Mandatory Topics include:

- I. Introduction
 - A. Structure of ITLS program internationally
 - B. Structure of the ITLS chapter
 - C. Chapter policies and procedures
 - D. Seeking authorization for a course
 - E. Administrative guidelines
 - 1. Books
 - 2. Slides
 - 3. Pre-course paperwork
 - 4. Course fees
 - 5. Post-course paperwork
- II. Effective Teaching Techniques
 - A. How to teach
 - B. The bad lecture
 - C. The good lecture
- III. Faculty Meetings
 - A. Pre-course
 - B. Before skills stations
 - C. Before patient assessment teaching and testing
 - D. Post-course
- IV. Moulage Techniques
- V. Skills Stations
 - A. Instructor objectives
 - B. Setup
 - C. Techniques and troubleshooting

- D. Grading criteria and grading sheets
- E. Demonstrations and pitfalls

VI. Mini-Lectures

Refresher/Recertification

The International Trauma Life Support Recertification and/or Refresher course must include each of the following areas:

- 1) International Trauma Life Support Update
- 2) Patient Assessment Review (didactic and skill stations)
- 3) Practical Skill Stations
- 4) Written Examination
- 5) Practical Examination

Certification Cards

The Chapter Coordinator will issue all ITLS provider certification cards and certificates to participants successfully completing a provider course. The Course Coordinator is responsible for submitting legible faculty and student rosters to the Chapter Coordinator in a timely manner following each course.

The ITLS Chapter Office will issue ITLS instructor cards based on records submitted from ITLS Course Coordinators.

Retest Policy

The South Carolina ITLS Retest Policy will be the same as that published in the most recent edition of the *Coordinator and Instructor Guide for International Trauma Life Support*.

ITLS RECIPROCITY

ITLS Provider Status

ITLS provider status from other chapters will be accepted to date of expiration. The candidate must attend a ITLS course within the chapter for recertification.

ITLS Instructor Status

Instructor certification will be accepted from any other chapter. An instructor coming into the ITLS chapter must apply to the ITLS Chapter Coordinator for reciprocity. This application will include the instructor's past activities regarding ITLS instruction and a letter confirming good standing from their former Chapter Medical Director.

Once approved by the ITLS Chapter Coordinator, the instructor candidate must be briefed and monitored teaching by a chapter affiliate faculty. Upon completion of monitoring, the affiliate faculty will send his/her recommendation to the ITLS Chapter Coordinator. The Chapter Coordinator may issue a certification card or discuss the results with the Chapter Advisory Committee for resolution.

PHTLS Provider Reciprocity

A Prehospital Trauma Life Support provider may become an ITLS provider by taking and passing an ITLS provider course.

PHTLS Instructor Reciprocity

A Prehospital Trauma Life Support instructor may become an ITLS instructor following successful completion of a chapter approved bridging course that emphasizes ITLS patient assessment, the administrative structure and philosophy of ITLS. After completion, the instructor candidate must be monitored teaching by a chapter affiliate faculty. Upon completion of monitoring, the affiliate faculty will send his/her recommendation to the ITLS Chapter Coordinator. The Chapter Coordinator may issue a certification card or discuss the results with the Chapter Advisory Committee for resolution.