

# **ITLS West Virginia Policy and Procedure Manual**



## **ITLS**

**International Trauma Life Support  
WEST VIRGINIA**

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# **I. INTRODUCTION**

## **A. *Interest of the West Virginia Chapter American College of Emergency Physicians***

Primarily, the interests of West Virginia Chapter of American College of Emergency Physicians (WVACEP) have been directed toward emergency physicians. However, WVACEP has realized that improved training for individuals involved in all aspects of emergency patient management will: 1) enhance patient care 2) decrease pre-hospital and in-hospital morbidity and mortality from trauma and cardiac related problems and 3) improve overall communication between members of the emergency healthcare community.

WVACEP's dedication to this cause led to the introduction of the ITLS Program in West Virginia. The ITLS course is designed to teach physicians, paramedics, flight nurses, emergency nurses, physician assistants, basic EMTs, first responders, and others, a systematic and orderly approach to treating the trauma patient.

WVACEP provides support for the organization and instruction of ITLS courses within the state. WVACEP is also actively involved in the West Virginia ITLS organizational network, and upgrading and ensuring standardization of instructional programs.

The primary goal of WVACEP is to improve patient care through the education of emergency healthcare providers. This is achieved, in part, by supporting the management of a centralized ITLS program as a mechanism to ensure continued ITLS training throughout the state. The program must be carefully managed to ensure the highest degree of integrity.

The responsibilities of WVACEP include managing a system of education, including but not limited to: 1) conducting, approving, and certifying ITLS courses 2) establishing and ensuring standardization of instruction and certification 3) distributing course materials 4) collecting assessment fees and 5) assisting local organizations in conducting courses within their own areas. The ITLSWV Medical Director and the ITLSWV Chapter Coordinator have responsibility of ensuring maintenance of records and prior approval of all state ITLS activities.

## **B. *Non-Discriminatory Policy and Limitation of Liability***

It is the policy of ITLS West Virginia (ITLSWV) not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin or disability. Concerns regarding discrimination should be brought to the attention of the WVACEP Executive Director.

ITLSWV shall not be liable for any actions arising from any entity such as an EMS Agency, Training Center, Hospital, or other organization as a result of a course being conducted and/or sponsored by at the entity or organization's location.

## **II. ITLS CHAPTER STRUCTURE**

### ***A. Emergency Medical Services (EMS) in Area***

The WV Chapter of ITLS serves an area that is primarily rural. When treating trauma patients, EMS providers are faced with several difficulties that are inherent to the locale. These difficulties include, but are not limited to: 1) lack of adequate staffing (most are small volunteer agencies) 2) mountainous terrain 3) lack of advanced highway systems, which extend transport times to local facilities 4) lack of centrally located tertiary care centers and 5) lack of adequate continuing education opportunities for healthcare providers. ITLSWV can better prepare healthcare providers to deal with these difficulties.

### ***B. Levels of Pre-hospital Providers***

First Responder

Emergency Medical Technician - Basic

Emergency Medical Technician - Intermediate

Emergency Medical Technician - Paramedic

Emergency Medical Services Attendant - DO, FN, MD, PA, RN

### ***C. Time Line for Revision of Policies and Procedures***

Periodic revisions will be made to this manual as deemed necessary. A formal review and revision will be done and submitted to ITLS Inc., every four years with the next revision being due no later than December 2012. Due to the lack of an organized EMS communication network, revisions will be disseminated through multiple lines of communication. Instructors will be notified by: 1) website ([www.ITLSWV.org](http://www.ITLSWV.org)) posting, 2) written or e-mail communication to the ITLSWV Affiliate Faculty Members, 3) verbal communication at ITLS Instructor courses, and/or 4) by mass written or email communication to ITLS instructors.

### ***D. Chapter Mission Statement***

It is the mission of the ITLSWV Chapter to maintain a statewide educational program that ensures provision of a current, effective, and systematic approach to assessment and management of the trauma patient. This will be realized by educating all levels of healthcare providers, within the West Virginia Emergency Medical Services System.

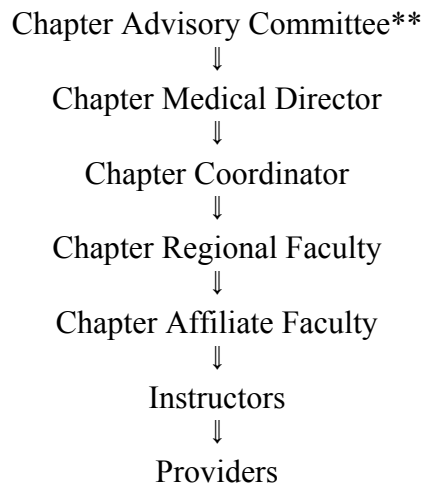
### ***E. Goals of the ITLS West Virginia Program***

Specific goals of the West Virginia ITLS Program are to:

1. Facilitate coordination, scheduling, approval, and certification of ITLS courses throughout the State of West Virginia.
2. Develop and maintain a statewide network of ITLS Instructors and Affiliate Faculty Members to ensure that the quality of ITLS courses will not be compromised.
3. Develop, coordinate, and promote an ITLS Instructor's course to ensure that individuals teaching ITLS courses have a sound background in the principles of adult education, as well as proper care and management of the trauma patient.

4. Promote the West Virginia ITLS Program by: a) providing public relations support (to the extent feasible) to individuals or institutions coordinating ITLS courses and by participating as an exhibitor or providing speakers for conferences and seminars, related to EMS education or trauma care.
5. Implement changes to the structure of ITLS provider courses or to teaching materials regarding patient care, as directed by ITLS, Inc.

**F. *ITLS West Virginia Organizational Chart***



\*\*This Committee consists of, but is not limited to: a) the ITLS Liaison of WVACEP, b) the ITLSWV Medical Director, c) the ITLSWV Chapter Coordinator, and d) the ITLS Regional Faculty.

**G. *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 not include other chapter-specific responsibilities:

- Local coordination of ITLS courses
- Collection of data, including the number of providers and 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 the ITLS Office
- 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 ITLS Trauma Conference
- Send rosters and fees to the ITLS Office on a regular basis
- Develop program availability for the chapter by mentoring and developing Instructors and Affiliate Faculty Members

### ***H. ITLS Responsibilities to the Chapter***

The following is a list of ongoing activities and services that ITLS, Inc. provides to 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 to ITLS policies and procedures
- Providing resources and organizational materials to new chapters to assist them in developing ITLS programs
- Providing a clearinghouse for ITLS 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 that are represented
- Preparing financial reports
- Publishing an ITLS newsletter and maintaining a website 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

### ***I. Geographical Area Covered by the ITLSWV Chapter***

The area that will be primarily covered by the ITLSWV Chapter will be within the borders of the state of West Virginia. Many emergency medical services and hospital systems are within close proximity to WV. As a result of this, requests may arise for ITLSWV instructors and coordinators to assist in training efforts outside of WV. If this occurs, the Course Coordinator will notify the ITLSWV Chapter Coordinator that they wish to seek permission to conduct training outside of WV. The ITLS WV Chapter Coordinator will contact the respective state coordinator to request permission to conduct the course within their chapter's boundaries. The requesting Course Coordinator will be advised of the other chapter's decision. **No course can be conducted outside of the state of WV without prior approval of the ITLSWV Chapter Coordinator.**

### **III. DESCRIPTION OF ITLS CERTIFICATIONS**

#### **A. *ITLS Basic Provider Class***

- Certified as: Basic ITLS Provider
- Description: This is a course lasting approximately 16 hours. During the course, materials that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.
- Objectives: The ultimate objective of the course is to acquire the knowledge and skill of performing an organized assessment and managing injuries for the trauma patient in the pre-hospital environment.
- Prerequisites: None
- Target audience: Primarily first response personnel in the pre-hospital environment. This can include, but not be limited to, EMT-Basics, EMS First Responders, firefighters, and other allied healthcare providers.
- Certified by: Successful completion of the ITLS Basic Provider Course, which requires a score of 75% or higher on the ITLS basic written examination, and achieving a score of “adequate,” “good,” or “excellent” on the patient assessment practical exam. To be eligible for an “Instructor Potential” rating, in addition to obtaining a “good” or “excellent” on the patient assessment practical, the participant must score at least 85% or higher on the written examination.
- Certified for: Two (2) years
- Re-certification: To recertify, a candidate must successfully complete an approved ITLS Basic Provider Course or an ITLS Basic Refresher Course.
- Taught by: This course is to be taught by advanced and basic ITLS instructors. There is an allowance for 25% of the instructor base to be other experts in their field; however, they should only teach material that is consistent with their expertise and not contradict ITLS course material.

#### **B. *ITLS Advanced Provider Class***

- Certified as: Advanced ITLS Provider
- Prerequisites: Candidates must be certified or licensed as an EMT-I, LPN\*, EMT-P, RN, PA, or Physician

\*Candidates must possess current certification/licensure which authorizes them to perform intravenous therapy. In addition, the candidate must be certified or licensed to perform at least one of the following skills: advanced airway management (endotracheal intubation or laryngeal mask airway placement), needle decompression of tension pneumothorax, or intraosseous needle placement.

- Description: This is a course lasting approximately 16 hours. During the course, material that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.
- Target Audience: This audience consists of First responders with advanced skills as part of their scope of practice or others in courses of study to become advanced practitioners. Examples may include, but not be limited to, EMT-Intermediates, EMT-Paramedics, Registered Nurses, Physician Assistants, Physicians, etc.
- Certified by: Successful completion of the ITLS advanced provider course requires achieving a score of 75% or higher on the ITLS advanced written provider examination, and achieving a score of “adequate,” “good,” or “excellent,” on the ITLS advanced patient assessment examination. To achieve “Instructor Potential” in an ITLS advanced provider course, and be eligible to attend an ITLS instructor course, the candidate must achieve at least an 85% on the ITLS advanced written examination and at least a “good” or “excellent” on the ITLS advanced patient assessment examination.
- Certified for: Two (2) years
- Re-certification: To renew certification as an ITLS advanced provider, a candidate must successfully complete an approved ITLS advanced provider course, or attend, and successfully complete, an approved ITLS advanced refresher course.
- Taught by: This course is to be taught by advanced and basic ITLS instructors. Advanced instructors must teach the material that includes advanced material and procedures. There is an allowance for 25% of the instructor base to be other experts in their field; however, they should only teach material that is consistent with their expertise and not contradict ITLS course material.

**SAMPLE - ADVANCED, BASIC OR COMBINED COURSE AGENDA**  
**DAY ONE**

7:45-8:00	Registration
8:00-8:15	Welcome and Overview of Course
8:15-8:45	Scene Size-Up (lecture)
8:45-9:30	Assessment and Initial Management of the Trauma Patient and "Load-and- Go Situations (lecture)
9:30-10:00	Airway Management for the Trauma Patient (Lecture)
10:00-10:15	Break
10:15-10:30	Abdominal Trauma (Lecture)
10:30-11:00	Thoracic Trauma (Lecture)
11:00-11:30	Shock and Fluid Replacement (lecture – Advanced Students Only)
11:30-12:00	Spinal Cord Trauma (Lecture)
12:00-1:00	Lunch - <b>Faculty Meeting</b>
1:00-1:15	Patient Assessment Demonstration
1:15-5:15	Skill Stations

Skill Station 1 - Basic and advanced airway (advanced only)

Skill Station 2 - Short backboard, long backboard, log roll and rapid extrication

Skill Station 3 - Traction splints, helmet management and splinting

Skill Station 4 - Chest decompression and fluid resuscitation (advanced only – both external jugular vein cannulation and intraosseous infusion are core.)

Skill Station 5 - Patient assessment

## DAY TWO

8:00-8:30	Head Trauma (Lecture)
8:30-9:00	Extremity Trauma (Lecture)
9:00-9:15	Trauma in the Elderly (Lecture)
9:15-9:40	Burns (Lecture)
9:40-10:00	Trauma in Pregnancy (Lecture)
10:00-10:15	Break
10:15-10:45	Trauma in Children (Lecture)
10:45-11:00	Patients Under the Influence (Lecture)
11:00-11:20	Blood and Body Fluid Precautions (Lecture)
11:20-11:35	Rapid Extrication (Lecture)
11:35-11:50	Patient Assessment Demonstration
11:50-12:30	Lunch
12:30-1:00	Post Test
1:00-5:00	Patient Assessment Practice and Testing
	Assessment Station 1 (Faculty)
	Assessment Station 2 (Faculty)
	Assessment Station 3 (Faculty)
	Assessment Station 4 (Faculty)
	Assessment Station 5 (Faculty)
	Assessment Station 6 (Faculty)
5:00-5:30	<b>Faculty Meeting</b>

## SKILL STATION ROTATION

<b>GROUP</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
1:15-1:55	1	2	3	4	5	6
1:55-2:35	2	3	4	5	6	1
2:35-3:15	3	4	5	6	1	2
3:15-3:55	4	5	6	1	2	3
3:55-4:35	5	6	1	2	3	4
4:35-5:15	6	1	2	3	4	5

Group A

Registrant 1  
 Registrant 4  
 Registrant 7  
 Registrant 10  
 Registrant 13  
 Registrant 16

Group B

Registrant 2  
 Registrant 5  
 Registrant 8  
 Registrant 11  
 Registrant 14  
 Registrant 17

Group C

Registrant 3  
 Registrant 6  
 Registrant 9  
 Registrant 12  
 Registrant 15  
 Registrant 18

Group D

Registrant 19  
 Registrant 22  
 Registrant 25

Group E

Registrant 20  
 Registrant 23  
 Registrant 26

Group F

Registrant 21  
 Registrant 24  
 Registrant 27

Skill station 1 - Basic and advanced airway (advanced only for advanced providers)

Skill station 2 - Short backboard, long backboard, log roll and rapid extrication

Skill station 3 - Traction splints, helmet management and splinting

Skill station 4 - Chest decompression and fluid resuscitation (advanced providers only - both external jugular vein cannulation and intraosseous infusion are core)

Skill station 5 - Patient assessment

Skill station 6 - Patient assessment

## PATIENT ASSESSMENT TESTING

	PRACTICE				TEST
	12:30-1:00	1:00-1:30	1:30-2:00	2:00-2:30	2:30-4:30
GROUP A	1	2	3	4	5
GROUP B	2	3	4	5	6
GROUP C	3	4	5	6	7
GROUP D	4	5	6	7	8
GROUP E	5	6	7	8	9
GROUP F	6	7	8	9	1
GROUP G	7	8	9	1	2
GROUP H	8	9	1	2	3
GROUP I	9	1	2	3	4

**NOTE: In practice groups, each person is the team leader at least once, assists at other times. In testing, one person at a time is tested.**

Group A  
 Registrant 1  
 Registrant 4  
 Registrant 7  
 Registrant 10

Group B  
 Registrant 2  
 Registrant 5  
 Registrant 8  
 Registrant 11

Group C  
 Registrant 3  
 Registrant 6  
 Registrant 9  
 Registrant 12

Group D  
 Registrant 13  
 Registrant 16  
 Registrant 19  
 Registrant 22

Group E  
 Registrant 14  
 Registrant 17  
 Registrant 20  
 Registrant 23

Group F  
 Registrant 15  
 Registrant 18  
 Registrant 21  
 Registrant 24

Group G  
 Registrant 25  
 Registrant 28

Group H  
 Registrant 26  
 Registrant 29

Group I  
 Registrant 27  
 Registrant 30

### **C. *ITLS Refresher Course***

- Certified as:** Advanced or Basic ITLS Provider
- Prerequisites:** Candidates must possess a current ITLS provider card. Individuals whose ITLS provider card has been expired less than one year may also participate in an ITLS refresher course. For this option to be utilized, a copy of the student's provider card must be submitted to the course coordinator.
- Description:** This is a course lasting approximately 16 hours. During the course, material that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.
- Target Audience:** This audience consists of First responders with advanced skills as part of their scope of practice or others in courses of study to become advanced practitioners. Examples may include, but not be limited to, EMT-Intermediates, EMT-Paramedics, Registered Nurses, Physician Assistants, Physicians, etc.
- Certified by:** Successful completion of the ITLS advanced or basic refresher course requires achieving a score of 75% or higher on the ITLS advanced or basic written provider examination, and achieving a score of "adequate," "good," or "excellent," on the ITLS advanced patient assessment examination. To achieve "Instructor Potential" in an ITLS advanced provider course, and be eligible to attend an ITLS instructor course, the candidate must achieve at least an 85% on the ITLS advanced written examination and at least a "good" or "excellent" on the ITLS advanced or basic patient assessment examination.
- Certified for:** Two (2) years
- Re-certification:** To renew certification as an ITLS advanced or basic provider, a candidate must successfully complete an approved ITLS advanced or basic provider course, or attend, and successfully complete, an approved ITLS advanced or basic refresher course.
- Taught by:** This course is to be taught by basic and advanced ITLS instructors. Advanced instructors must teach the material that includes advanced material and procedures. There is an allowance for 25% of the instructor base to be other experts in their field; however, they should only teach material that is consistent with their expertise and not contradict ITLS course material.

## Sample ITLSWV Refresher Course Agenda

- 8:00–8:15 Registration, Introductions, & Collection of Pre-tests
- 8:15-8:45 Initial Assessment & Management of Trauma Patient
- 8:45-9:15 Shock Recognition & Management
- 9:15–9:45 Head Trauma
- 9:45-10:00 **BREAK**
- 10:00-12:00 Skill Stations
1. Short Backboard & Rapid Extrication
  2. Basic & Advanced Airways
  3. Putting it All Together (Patient Assessment)
  4. Long Backboard & Traction Splinting
- 12:00 – 1:00 **LUNCH**
- 1:00–2:00 Skill Stations (Continued)
5. Helmet Removal
  6. IO Placement, EJ Cannulation, & Needle Decompression
- 2:00- 4:00 Patient Assessment Evaluation Stations
1. Evaluation Station
  2. Written Examination
- 4:00 Course Critique and Remediation

***D. ITLS Pediatric Provider Course***

Certified as: Pediatric Trauma Life Support Provider

Prerequisites: There are no prerequisites to becoming a Pediatric Trauma Life Support provider; however, it is highly recommended that the candidate attend an ITLS provider course prior to attending a Pediatric Trauma Life Support provider course.

Certified by: Certification received upon successful completion of the Pediatric Trauma Life Support provider course. The candidate must attend all lectures and skill stations, score 75% or greater on the Pediatric Trauma Life Support written test, and achieve “adequate” or greater, on the patient assessment testing station.

Certified for: Two (2) years

Re-certification: To renew certification as a Pediatric Trauma Life Support provider, a candidate must successfully complete an approved Pediatric Trauma Life Support provider course.

## **SAMPLE PEDIATRIC TRAUMA LIFE SUPPORT PROVIDER COURSE AGENDA**

- 8:00-8:15 Registration and Orientation
- 8:15-8:45 The Injured Child
- 8:45-9:15 Assessment of the Pediatric Trauma Patient
- 9:15-9:30 BREAK
- 9:30-11:30 Skill Stations
1. Spinal Immobilization & Extrication
  2. Airways & Chest Decompression
  3. Fluid Resuscitation
- 11:30-12:00 Special Considerations & Child Abuse
- 12:00-1:00 LUNCH (on your own)
- 1:00-1:15 Head & Cervical Spine Trauma
- 1:15-1:30 Chest & Abdominal Trauma
- 1:30-1:45 BREAK
- 1:45-3:00 TEACHING STATIONS
1. Rapid Assessment #1
  2. Rapid Assessment #2
  3. Rapid Assessment #3
- 3:00-3:15 BREAK
- 3:15-4:30 EVALUATION STATIONS
1. Written Examination
  2. Rapid Assessment #1
  3. Rapid Assessment #2
- 4:30-5:00 Course Evaluations and Remediation

**E. *ITLS Access Provider Course***

Certified as: ITLS Access Provider

Prerequisites: None

Recognition  
Length: Two (2) years

Continued  
Recognition: Due to changes in vehicle construction and rescue techniques, it is strongly recommended that ITLS Access participants take the course every two years.

**F. *ITLS Basic Instructor***

Certified as: Basic ITLS Instructor

Prerequisites: Candidates must have successfully completed the ITLS basic provider course with an instructor potential (IP) rating: 85% or greater on the written exam; and a “good” or “excellent” on the patient assessment testing station.

Instructors  
Course: To progress from provider to instructor, a candidate must attend and successfully complete an approved ITLS Instructor’s course.

Monitor  
Report: Before receiving an instructor card, instructor candidates must participate as faculty in an ITLS basic provider course, or deliver a basic level topic in an ITLS advanced/combined provider course, and obtain a favorable recommendation from the ITLSWV Affiliate Faculty Member monitoring the course.

Certified for: Three (3) years

Re-certification: The requirements for re-certification are:

- Instruct in three (3) ITLS courses during the certification period
- Complete the patient assessment testing station with an “excellent” or “good” rating
- Complete the ITLS basic written exam (with a score of 85% or greater) during the certification period

\*Lapsed

Certification: Instructors whose certification has been lapsed less than one (1) year may, with the approval of the ITLSWV Medical Director, reinstate his/her instructor status by:

Completing the patient assessment and basic written exam as outlined above, and by participating as special faculty during an Instructor's course. **This option of recertification will only be offered to each individual instructor only once during their ITLS instructor career.**

Instructors, whose certification has lapsed for greater than one year must retake an ITLS provider course, score an "IP" and complete an ITLS instructor course to renew their instructor status.

The patient assessment testing station must be evaluated by either the Affiliate Faculty Member or the Course Medical Director. Instructor performance will be monitored by a designated Affiliate Faculty Member, who will then make a recommendation for renewal of the instructor status.

### ***G. ITLS Advanced Instructor***

Certified as: Advanced ITLS Instructor

Prerequisites: Candidates must be certified as an EMT-Intermediate, EMT-Paramedic, LPN, RN, PA, DO, or MD. Candidates must have successfully completed the ITLS Advanced Provider course with an "IP" rating: 85% or higher on the advanced written exam; and, a "good" or "excellent" on the patient assessment testing station.

Instructors

Course: Must attend and successfully complete an approved ITLS Instructors course.

Monitor

Report: Before receiving an ITLS advanced instructor card, the instructor candidate must participate as faculty in an ITLS provider course, and obtain a favorable recommendation from the ITLSWV Affiliate Faculty Member monitoring the course.

Certified for: Three (3) years

Re-certification: The requirements for recertification are:

- Instruct in three (3) ITLS courses (basic or advanced) during the certification period
- Complete the patient assessment testing station with an "excellent" or "good" rating during an ITLS provider or instructor course

- Complete the ITLS advanced written exam (with a score of 85% or greater) during the certification period

\*Lapsed

Certification: Instructor's whose certification has lapsed less than one (1) year may, with the approval of the ITLSWV Medical Director, reinstate their instructor status by:

Completing the patient assessment testing station and written exam as outlined above; and by participating as special faculty during an ITLS Instructor's course. **This option of recertification will only be offered to each individual instructor only once during their ITLS instructor career.** Instructor's whose certification has lapsed greater than one year must retake an ITLS provider course, score an "IP," and complete the ITLS instructor course. The patient assessment testing station must be evaluated by either the Affiliate Faculty Member or the Course Medical Director. Instructor performance during the instructor's course will be monitored by a designated Affiliate Faculty Member, who will then make a recommendation for renewal of the instructor status.

#### **H. *ITLS Pediatric Instructor***

Certified as: Pediatric Trauma Life Support Instructor

Prerequisites: Candidates must be certified as an ITLS Instructor and have successfully completed the Pediatric Trauma Life Support Provider course.

Certified for: Three (3) years

Re-certification: The requirements for Pediatric Trauma Life Support Instructor recertification are:

- Instruct in two (2) Pediatric Trauma Life Support course during the certification period
- Complete the Pediatric Trauma Life Support patient assessment testing station (with an "excellent" or "good" rating), and the Pediatric Trauma Life Support written examination (with a score of 85% or greater) during the certification period. These tests must be administered by either the Pediatric Trauma Life Support instructor who is also an ITLS Affiliate Faculty Member, or the Course Medical Director
- Must maintain current certification as an ITLS instructor

\*Lapsed

Certification: Current ITLS instructor's whose Pediatric Trauma Life Support certification has lapsed less than one (1) year may, with the approval of the ITLSWV Medical Director, reinstate their instructor status by:

Completing the patient assessment testing station and written exam as outlined above; and by participating as special faculty during a Pediatric Trauma Life Support course. **This option of recertification will only be offered to each individual instructor only once during their ITLS instructor career.** Instructor's whose certification has lapsed greater than one year must retake a Pediatric Trauma Life Support provider course.

The patient assessment testing station must be evaluated by either the Affiliate Faculty Member or the Course Medical Director. Instructor performance during the pediatric course will be monitored by an Affiliate Faculty Member, who will then make a recommendation for renewal of the pediatric instructor status.

## ***I. ITLS Access Instructor***

Certified as: ITLS Access Instructor

Prerequisites: Candidates must:

- 1) Complete the ITLS access course
- 2) Teach under the direction of a currently certified ITLS access instructor at one (1) course
- 3) Receive a favorable, written recommendation from that currently certified ITLS access instructor

Certified for: ITLS Access instructors are not certified. They are recognized as current instructors for a period of two (2) years.

Recognition: ITLS Access instructors must instruct in one ITLS Access course during the recognition period.

***The sponsor of an ITLS Access course must obtain liability insurance of no less than one million dollars prior to executing the ITLS Access course.***

ITLS Access courses do not require the participation of a Course Medical Director.

## **J. ITLS Hybrid Provider/Instructor**

- Prerequisites:** Candidates must be certified or licensed as an EMT-B, EMT-I, LPN, EMT-P, RN, PA, or Physician.
- Description:** This is a course lasting approximately 8 hours. During the course, material that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.
- Target Audience:** This audience consists of **experienced** EMS educators who hold other instructor certification(s). Examples of acceptable instructor certifications may include, but are not be limited to, ACLS, BLS, EMT, PALS, PHTLS, and PEEP.
- Certified by:** Successful completion of the ITLS Hybrid provider course requires achieving a score of 75% or higher on the ITLS advanced or basic written provider examination, and achieving a score of “adequate,” “good,” or “excellent,” on the ITLS advanced patient assessment examination.
- To achieve “Instructor Potential” in an ITLS Hybrid course the candidate must achieve at least an 85% on the ITLS advanced written examination and at least a “good” or “excellent” on the ITLS advanced patient assessment examination and be monitored by an ITLSWV Affiliate Faculty Member.
- Monitor Report:** Before receiving an ITLS advanced or basic instructor card, the instructor candidate must participate as faculty in an ITLS provider course, and obtain a favorable recommendation from the ITLSWV Affiliate Faculty Member monitoring the course.
- Certified for:** Provider: Two (2) years  
Instructor: Three (3) years
- Re-certification:** Hybrid Provider: To renew certification as an ITLS hybrid provider, a candidate must successfully complete an approved ITLS provider course, or attend, and successfully complete, an approved ITLS refresher course.
- Instructor: The requirements to renew as an ITLS instructor are:
- Instruct in three (3) ITLS courses (basic or advanced) during the certification period

- Complete the patient assessment testing station with an “excellent” or “good” rating during an ITLS provider or instructor course
- Complete the ITLS advanced written exam (with a score of 85% or greater) during the certification period

Taught by: This course must be coordinated by an ITLSWV Regional Faculty Member and/or ITLSWV Chapter Coordinator. It is taught by Basic and Advanced ITLS instructors. Advanced instructors must teach the material that includes advanced material and procedures.

**\*Lapsed**

Certification: Instructor’s whose certification has lapsed less than one (1) year may, with the approval of the ITLSWV Medical Director, reinstate their instructor status by:

Completing the patient assessment testing station and written exam as outlined above; and by participating as special faculty during an ITLS Instructor’s course. **This option of recertification will only be offered to each individual instructor only once during their ITLS instructor career.** Instructor’s whose certification has lapsed greater than one year must retake an ITLS provider course, score an “IP,” and complete the ITLS instructor course.

The patient assessment testing station must be evaluated by either the Affiliate Faculty Member or the Course Medical Director. Instructor performance during the instructor’s course will be monitored by a designated Affiliate Faculty Member, who will then make a recommendation for renewal of the instructor status.

### **Sample Hybrid Class Agenda**

7:45 – 8:15	Registration and Orientation
8:15 – 8:45	Background and Organizational Structure of ITLS
8:45 – 9:00	ITLS Curriculums & Certifications
9:00 – 9:15	ITLS Teaching Evaluations & Philosophies
9:15 – 9:30	Break
9:30 – 10:00	Faculty Coordinator/Guide
10:00 – 10:45	ITLS Provider Course Highlights
10:45 – 11:00	ITLS Course Coordination
11:00 – 12:00	Patient Assessment Exercise
12:00 – 13:00	Lunch
13:00 – 14:00	Teaching & Testing Scenarios
14:00 – 14:15	Break
14:15 – 16:15	Practical Examinations
16:15 – 17:00	Written Examination/Course Evaluations
17:00 – 17:30	Faculty Meeting

## ***K ITLS Completer Course***

- Prerequisites:** Candidates must be certified or licensed as an EMT-B, EMT-I, LPN, EMT-P, RN, PA, or Physician.
- Description:** This is a course lasting approximately 8 hours designed to be used in conjunction with the ITLS eTrauma: Taking Trauma Training Online course. During the course, students will learn, practice, and demonstrate proficiency of the necessary skills that comprise the practical assessment of the ITLS provider course, thus earning ITLS basic or advanced certification.
- Target Audience:** This audience consists of those who have successfully the ITLS eTrauma Trauma Training Online course within the past 12 month period as evidenced by a valid course completion certificate.
- Certified by:** Successful completion of the ITLS completer provider course requires achieving a score of 75% or higher on the ITLS advanced or basic written provider examination, and achieving a score of “adequate,” “good,” or “excellent,” on the ITLS advanced patient assessment examination.
- To achieve “Instructor Potential” in an ITLS completerr course, and be eligible to attend an ITLS instructor course, the candidate must achieve at least an 85% on the ITLS advanced or basic written examination and at least a “good” or “excellent” on the ITLS advanced patient assessment examination.
- Certified for:** Two (2) years
- Re-certification:** To renew certification as an ITLS provider, a candidate must successfully complete one of the following: ITLS advanced or basic refresher course; ITLS advanced or basic provider course; or the ITLS eTrauma course and complete course.
- Taught by:** This course is to be taught by advanced and advanced ITLS instructors. Advanced instructors must teach the material that includes advanced material and procedures. There is an allowance for 25% of the instructor base to be other experts in their field; however, they should only teach material that is consistent with their expertise and not contradict ITLS course material.

### Sample Completer Course Agenda

- 8:00–8:15 Registration, Introductions, & Collection of Pre-tests
- 8:15-9:00 Trauma Assessment Video
- 9:00-10:30 Skill Station Rotation
1. Extrication Skills
  2. Helmet and Spinal Motion Restriction Skills
  3. Splinting Skills
- 10:30 -10:45 **BREAK**
- 10:45 – 12:45 Skill Station Rotation
1. Chest Decompression and Airway Skills
  2. Patient Assessment Skills
- 12:45 – 1:00 **LUNCH**
- 1:00–3:00 Patient Assessment Practice Skills
- 3:00- 5:00 Written and Practical Assessment Evaluation Stations
1. Evaluation Station
  2. Written Examination
- 5:00 Course Critique and Remediation

## **IV. ITLS APPOINTMENTS**

### **A. *ITLSWV Advisory Committee Members***

Appointed As: ITLS Advisory Committee Member

Appointed By: WVACEP Chapter

Appointed For: Three (3) years

Prerequisites: Candidates must be currently licensed or certified as an Emergency Department or Pre-Hospital Healthcare Provider. Ideally, they are appointed as an ITLS Regional Faculty Member.

Appointment: Representatives should be basic and advanced EMS providers and other allied health professionals. The chapter developers should invite representation from area emergency medical organizations.

Vacancy

Procedure: A curriculum vitae, recommendations by two current Affiliate Faculty Members and a letter stating intent must be sent to the ITLSWV Office. The committee shall select the most suited for the position from the pool of applicants. Advisory Committee members, other than the Chapter Medical Director, the ACEP representative, and Chapter Coordinator may serve a maximum of two consecutive terms.

Reappointment: The performance of the Advisory Committee members will be subject to review to determine the advisability of reappointment. The review will be completed by the entity or organization that appointed the member with recommendation by the Chapter Medical Director. The review will be held on a schedule consistent with the length of term of the committee. It is suggested that one-third of the members will be annually reviewed.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Chapter Advisory Committee Member, the WVACEP Board of Directors may initiate an investigation. The Chapter Advisory Committee Member designation may also be suspended pending the outcome of the investigation.

The WVACEP Board of Directors 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 recommendations for action including, but not limited to, one or more of the following:

- a. Temporary suspension of the Chapter Advisory Committee member designee for a specific period of time
- b. Permanent suspension of the Chapter Advisory Committee Member designee
- 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 policies 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
- 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 Members
- Oversee the due process of revocation for ITLS Instructors, Affiliate Faculty Members, Course Coordinators, and Course Medical Director
- Other duties as assigned by the Chapter

**B. *ITLSWV Advisory Committee Chairperson***

Appointed as: ITLS Advisory Chairperson

Appointed by: WVACEP

Appointed for: Two (2) years

- Prerequisites:** Must be a member of the Chapter Advisory Committee, must have extensive experience in managing continuing education courses and demonstrated an in-depth knowledge of ITLS and experience as a committee member is preferred.
- Appointment:** The ITLS Advisory Committee Chairperson will be appointed by WVACEP from the body of the ITLS Advisory Committee.
- Reappointment:** The performance of the Advisory Committee Chairperson will be subject to review to determine the advisability of reappointment. The review will be completed by the entity or organization that appointed the member with recommendation by the Chapter Medical Director. The review will be held on a schedule consistent with the length of term of the committee. It is suggested that one-third of the 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 chairperson, the WVACEP Board of Directors may initiate an investigation. The Chapter Advisory Committee Chairperson designee may also be suspended pending the outcome of the investigation.

The WVACEP Board of Directors 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 be given an opportunity to refute the allegations, in writing, within thirty (30) days.

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

- Temporary suspension of the Chapter Advisory Committee Chairperson designee for a specific period of time
- Permanent suspension of the Chapter Advisory Committee Chairperson designee
- Remedial training
- Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Duties and Responsibilities:

- Lead and supervise the ITLS Advisory Committee
- Serve as the liaison between the ITLS Advisory Committee and the WVACEP Board of Directors
- Advise the WVACEP Board of Directors on issues relative to the operation of the ITLS program and the progress of the Advisory 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
- Other duties as assigned by the chapter

***C. ITLSWV International Meeting Delegate***

ITLS sponsors an annual meeting and conference for trauma education, and for conduction of business and elections for the ITLS Board of Directors. The number of votes (delegates) a chapter is awarded for the business session of the International Conference is determined by the number of ITLS certifications issued during the past two calendar years. It is the prerogative of the ITLS Chapter Advisory Committee to appoint delegates to accurately represent the interests of the Chapter.

Appointed as: ITLS Meeting Delegate

Appointed by: ITLSWV Advisory Committee and/or the Chapter Medical Director

Appointed for: Two (2) years

- Prerequisites:
- 1) Appointee should be a current Affiliate Faculty Member
  - 2) Appointee should have a strong working knowledge of ITLS and related issues
  - 3) Appointee should attend orientation by the Chapter Medical Director and/or the Advisory Committee to the position

Duties and Responsibilities:

- 1) Represent the ITLSWV Chapter as an International Meeting Delegate

- 2) Communicate the perspective of the ITLSWV Chapter with regard to major issues
- 3) Disseminate information to all members of the Chapter Advisory Committee as required
- 4) Participate in the assessment of the ITLS program
- 5) Participate in the formation process of continuing course revision
- 6) Participate in the development of ITLS, Inc.

**D. *ITLSWV Medical Director***

Appointed as: ITLS West Virginia Medical Director

Appointed by: WVACEP

Appointed for: Two (2) years

Prerequisites:

- 1) Shall be a physician actively involved in emergency medicine with a demonstrated background in involvement of pre-hospital care.
- 2) Must maintain certification in Advanced Trauma Life Support or ITLS.

Reappointment: The performance of the Chapter Medical Director will be subject to review, on an annual basis, to determine the advocacy of reappointment.

Removal: If written allegations are made regarding inappropriate conduct by the Chapter Medical Director, the WVACEP Board of Directors may initiate an investigation. The Chapter Medical Director designee may also be suspended pending the outcome of the investigation.

The WVACEP Board of Directors 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 recommendations for action including, but not limited to, one or more of the following:

- Temporary suspension of the Chapter Medical Director designation for a specific period of time
- Permanent suspension of the Chapter Medical Director designation
- Remedial training

- Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Duties and Responsibilities:

- Provide overall medical direction to the ITLSWV Program
- Approve all ITLS activities within the state
- Participate in the selection of the ITLSWV Chapter Coordinator
- Appoint individuals to serve as ITLSWV Affiliate Faculty
- Serve as the Course Medical Director for all ITLS Instructor courses
- Serve as a voting delegate at the annual ITLS Congress
- Retain the authority to suspend the certification of any ITLSWV provider, instructor, or Affiliate Faculty Member. In such event, the decision of the ITLSWV Medical Director shall be final
- Other duties as assigned by the Chapter

***E. ITLSWV Chapter Coordinator***

Appointed as: ITLS West Virginia Chapter Coordinator

Appointed by: WVACEP Board of Directors and Chapter Medical Director

Appointed for: Two (2) years

Prerequisites: 1) Shall be an individual who has extensive experience in managing continuing education courses, and who has in-depth knowledge of pre-hospital and emergency department trauma care.

2) Must maintain certification as an ITLS Advanced Instructor.

Appointment: The performance of the Chapter Coordinator should be reviewed on an annual basis to determine the advocacy of reappointment. Should the Chapter Coordinator not demonstrate satisfactory performance or not wish to continue, the WVACEP Board of Directors shall initiate a search for a qualified candidate.

Removal: If written allegations are made regarding inappropriate conduct by the Chapter Coordinator, the WVACEP Board of Directors may initiate an investigation. The Chapter Coordinator designation may also be suspended pending the outcome of the investigation.

The WVACEP Board of Directors shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the 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 recommendations for action including, but not limited to, one or more of the following:

- Temporary suspension of the Chapter Coordinator designation for a specific period of time
- Permanent suspension of the Chapter Coordinator designation
- Remedial training
- Supervision by the Chapter Advisory Committee and/or Chapter Medical Director

Duties and Responsibilities:

- Provide administrative management to the ITLSWV program
- Approve all ITLSWV activities
- Maintain all ITLS program files and records, to include a calendar of scheduled courses, course files, and minutes of Affiliate Faculty meetings, individual instructor and Affiliate Faculty Member files, and financial records, program reports, and official correspondence files
- Issue cards/certificates to individuals who meet the criteria for certification as ITLSWV providers or instructors
- Oversee the distribution and inventory maintenance of course materials and ITLSWV novelty items
- Serve as the official representative of the ITLSWV Program, and function as a liaison to other organizations and entities with an interest in pre-hospital trauma care education
- Nominate individuals to serve as ITLSWV Affiliate Faculty Members; (Appointments as Affiliate Faculty Members are made by the ITLSWV Medical Director from the list of nominees presented by the Chapter Coordinator)
- Serve as the Course Coordinator for all ITLS Instructor courses
- Serve as a voting delegate at the annual ITLS Congress

- Other duties deemed necessary to further ITLSWV Chapter goals

***F. ITLSWV Regional Faculty Members***

Appointed as: ITLS West Virginia Regional Faculty Members

Appointed by: ITLSWV Chapter Coordinator and/or Chapter Medical Director

Appointed for: Three (3) years

- Prerequisites:
- 1) Shall have extensive experience in conducting ITLS course
  - 2) Shall have in-depth knowledge of pre-hospital care
  - 3) Shall have extensive experience in managing continuing education courses
  - 4) Shall have in-depth knowledge of pre-hospital and emergency department trauma care
  - 5) Shall be thoroughly familiar with the policies and procedures of the ITLSWV program
  - 6) Must maintain ITLSWV Affiliate Faculty Status

Appointment: The ITLSWV Regional Faculty Members will be appointed by the ITLSWV Medical Director from a list of nominees provided by the ITLSWV Chapter Coordinator. The Regional Faculty Members will serve at the discretion of the ITLSWV Medical Director, who may suspend or revoke Regional Faculty Members status of any individual who does not maintain the standards of the ITLSWV Program. The ITLSWV Chapter Coordinator will compile a list of qualified nominees when the need for additional Regional Faculty Members has been identified in a particular region or area of the Chapter.

Reappointment: The performance of the Regional Faculty Members shall be reviewed on an annual basis, to determine the advocacy of reappointment. To be reappointed, Regional Faculty Members must participate as faculty during ITLS Instructor courses and/or instructor updates and must serve as an Affiliate Faculty Member during a provider course at least once every three years. Regional Faculty Members will be expected to work with the ITLSWV Chapter Coordinator to develop and implement regional goals in order to expand and strengthen the ITLSWV program.

Removal:

If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Regional Faculty Member, the WVACEP Board of Directors may initiate an investigation. Designation as a member of the Affiliate Faculty may also be suspended pending the outcome of the investigation. The WVACEP Board of Directors shall appoint a three member special committee to conduct the investigation.

The investigation shall be completed within sixty (60) days. Upon completion, the Regional 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 recommendations for action including, but not limited to, one or more of the following:

- Temporary suspension of Regional Faculty designation for a specific period of time
- Permanent suspension of Regional Faculty designation
- Remedial training
- Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Duties and Responsibilities:

- Ensure quality in the delivery of the ITLSWV Program
- Serve as a resource person for Affiliate Faculty Members
- Participate as faculty for instructor courses and updates
- Participate as faculty for Provider courses
- Participate in the ITLS Advisory Committee by providing input affecting decisions made at the chapter level
- Effect instructor recertification by testing written and practical skills of instructors at provider courses
- Other duties as assigned by the chapter coordinator

**G. *ITLSWV Affiliate Faculty Members***

Appointed as: ITLS West Virginia Affiliate Faculty Members

Appointed by: ITLS Advisory Committee and/or Chapter Medical Director

Appointed for: Three (3) years

Prerequisites:

- 1) Shall have extensive experience in conducting ITLS courses
- 2) Shall have in-depth knowledge of pre-hospital care
- 3) Shall be thoroughly familiar with the policies and procedures of the ITLSWV program
- 4) Must have certification as a ITLSWV instructor for a period of not less than two years
- 5) Must maintain current certification as an instructor
- 6) Must have coordinated at least two ITLS courses
- 7) Must have participated at least once as a faculty member during a ITLS instructor course

Appointment: The ITLS Affiliate Faculty Members will be appointed by the ITLSWV Medical Director from a list of nominees provided by the ITLSWV Chapter Coordinator. The Affiliate Faculty Members will serve at the discretion of the ITLSWV Medical Director, who may suspend or revoke Affiliate Faculty Members status of any individual who does not maintain the standards of the ITLSWV Program. The ITLS Chapter Coordinator will compile a list of qualified nominees when the need for additional Affiliate Faculty Members has been identified in a particular region or area of the Chapter.

Reappointment: The performance of the Affiliate Faculty Members shall be reviewed on an annual basis, to determine the advocacy of reappointment. To be reappointed, an Affiliate Faculty Members must participate, when possible, as faculty during a ITLS Instructor course at least once every three years, and must serve as an Affiliate Faculty Member during a provider course at least once every three years. ITLSWV will attempt to conduct Affiliate Faculty meetings annually. The purpose of these meetings is to communicate curriculum changes, distribute new materials, and disseminate changes made at the chapter level and to the policy and procedure manual. Attendance at these meetings is mandatory in order to be considered for reappointment.

Removal:

If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Affiliate Faculty Member, the WVACEP Board of Directors may initiate an investigation. Designation as a member of the Affiliate Faculty may also be suspended pending the outcome of the investigation. The WVACEP Board of Directors 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 recommendations for action including, but not limited to, one or more of the following:

- Temporary suspension of Affiliate Faculty designation for a specific period of time
- Permanent suspension of Affiliate Faculty designation
- Remedial training
- Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Duties and Responsibilities:

- Ensure quality in the delivery of the ITLSWV Program
- Serve as a resource person for CMD and Course Coordinators
- Participate as faculty for instructor courses and updates
- Participate as faculty for Provider courses
- Participate in the ITLS Advisory Committee by providing input affecting decisions made at the chapter level
- Effect instructor recertification by testing written and practical skills of instructors at provider courses
- Other duties as assigned by the chapter

## V. PROTOCOL FOR CONDUCTING ITLS COURSES

### A. *Course Medical Director (CMD)*

Eligibility:

- The Course Medical Director must be a licensed physician within the chapter boundaries
- They should be familiar with EMS systems and pre-hospital care, and have experience and training related to trauma patients
- Must be either currently certified as an ITLS Instructor or an Advanced Trauma Life Support (ATLS) provider or be board certified in emergency medicine
- Approved by the Chapter Medical Director

Teamwork and communication are key to a successful ITLS course. The Course Medical Director and Course Coordinator must have a smooth working relationship and open communication.

Responsibilities:

- Appropriately integrate the material contained in the ITLS course into the local pre-hospital and emergency department systems.
- Must take overall responsibility for the quality of the course.
- To improve care of the trauma patient in the pre-hospital environment as well as provide for appropriate coordination of the continuum of care through the hospital environment. This is best achieved by having a good knowledge of the emergency department and its staff. Involving a physician in ITLS courses that has a background in emergency medicine or is proficient in trauma care improves the quality of our courses. It is recommended that you should involve a physician with the above qualities in your course whenever possible. In the absence of a qualified physician, it is mandatory that the Affiliate Faculty Member be present for the entire course and manage course questions and quality to the highest standards.
- Must review the schedule and ensure that it allows adequate time for lectures and skill stations, including ensuring that lecturers stay within their allotted time frame.
- If questions arise concerning grading, the vote of the majority of the faculty will prevail. The Course Medical Director will vote only in the case of a tie.

Removal: If written allegations are made regarding inappropriate conduct by, or an inadequate knowledge base of, the Course Medical Director, the WVACEP Board of Directors may initiate an investigation. The Course Medical Director designation may also be suspended pending the outcome of the investigation.

The WVACEP Board of Directors 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 recommendations for action including, but not limited to, one or more of the following:

- Temporary suspension of the Course Medical Director designation for a specific period of time.
- Permanent suspension of the Course Medical Director designation.
- Remedial training.
- Supervision by the Chapter Advisory Committee and/or Chapter Coordinator.

\*\*If these policies are violated, the course may not be certified by the WV Chapter. If you are the Course Coordinator, and you have exhausted your resources in attempting to secure a Course Medical Director, contact the WV Chapter ITLS Coordinator at least one week in advance of the course.

### ***B. Course Coordinator***

Eligibility:

- Must be a currently certified ITLS instructor for the level of course to be conducted.
- Should be experienced in conducting EMS educational programs.
- Should possess a high degree of organization and motivation.
- Must have a smooth working relationship and open communications with the Course Medical Director.

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 skill stations
- Patient assessment practice and testing stations
- Grading of written exams
- Complete the appropriate paperwork and submitting fees to the chapter office within the required time frame
- Other duties as assigned by the chapter

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Course Coordinator, the WVACEP Board of Directors may initiate an investigation. The Course Coordinator designation may also be suspended pending the outcome of the investigation.

The WVACEP Board of Directors 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 recommendations for action including, but not limited to, one or more of the following:

- Temporary suspension of the Course Coordinator designation for a specific period of time
- Permanent suspension of the Course Coordinator designation
- Remedial training
- Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

### **C. Guidelines for Co-Sponsorship**

1. Registrants:
  - Advanced provider course registrants must be licensed as an EMT-I, EMT-P, RN, LPN, PA, or Physician.
  - Basic provider course registrants have no prerequisites.
  - Requests for monitoring a course should be considered on an individual basis, and at the discretion of the Course Coordinator and Affiliate Faculty Member/Course Director. These registrants must be informed that they are not eligible to test or to receive a certificate of completion.
2. Provider courses must be approved by the ITLSWV Chapter Coordinator.
3. ITLSWV recommends a ratio of 1 instructor to every six students, plus a course director and coordinator. The number of students is limited by the number of faculty available to teach. Most classes range from 24-36 students but, if enough instructors are available, as many as 50 students may be taught. Pediatric Trauma Life Support instructor to student ratio is preferably 1:6.
4. An ITLSWV Affiliate Faculty Member must be present at all courses.
5. A Course Medical Director does not necessarily have to be present during a course, but must be available by phone.
6. Course Coordinators are current ITLSWV instructors who are approved by the ITLSWV Coordinator to serve as course coordinator.
7. Staffing by certified ITLS instructors at patient assessment stations, regardless of course, will reflect the 1:6 ratio.
8. All co-sponsoring organizations must be identified when requesting course approval.
9. No product endorsement may result from this program.
10. ITLSWV reserves the right to withdraw co-sponsorship and certification at any point if there is a failure to adhere to the agreed upon course guidelines.
11. All material outlined in ITLS manuals and West Virginia additions (If Any) must be included in a course. Any proposed additions or subtractions must be submitted to the ITLSWV Chapter Coordinator for approval **PRIOR** to the course.
12. No course is considered complete until the appropriate information is entered in to the Course Management System and the ITLSWV Affiliate Faculty Report and fees are submitted by the ITLSWV office.

13. ITLSWV Affiliate Faculty Members will issue cards and certificates of course completion to the course coordinator for registrants who successfully complete the course. The card and certificate represents course completion only and is not a form of licensure.

### **Advanced, Basic and Combined Course**

1. Advanced, basic and combined course core material includes the first twenty-two chapters of the provider manual and should be covered in all courses. All chapters in the appendix are optional and may be covered in a 16-hour course.
2. There are six skill stations recommended by ICEP instead of the ten recommended by ITLS and are outlined below. Skill stations 1-6 as outlined by ITLS Illinois are core. Staffing by certified ITLS instructors at patient assessment stations will reflect the 1:6 ratios.
3. Skills found in the appendix of student manual are optional. ITLSWV suggests the skill stations be divided as outlined in the course agendas. The patient assessment stations are the heart of the course. They integrate the lectures and the skills.

Skill Station 1 - Basic & Advanced Airway (Advanced Only for Adv. Providers)

Skill Station 2 - Short Backboard, Long Backboard, Log Roll & Rapid Extrication

Skill Station 3 - Traction Splints, Helmet Management & Splinting

Skill Station 4 - Chest Decompression & Fluid Resuscitation (Advanced Providers Only - External Jugular Vein Cannulation & Intraosseous Infusion)

Skill Station 5 - Patient Assessment

Skill Station 6 - Patient Assessment

### **Pediatric Course**

1. The first fifteen chapters of the Pediatric Trauma Life Support text are considered core and should be covered in all courses. Some portions of the appendix may also be added.
2. Staffing by certified ITLS instructors at patient assessment stations will reflect the 1:6 ratio.

Skill Station 1 – Patient Assessment

Skill Station 2 – Airway Management

Skill Station 3 – Spinal Immobilization

Skill Station 4 – Needle Cricothyrotomy

Skill Station 5 – Fluid Resuscitation (Advanced), Intraosseous, and Broslow Tape

3. Usually, an ITLS course must be completed in a consecutive two-day period or extended over four non-consecutive days if the course is completed within ten (10) days. The Course Coordinator and Affiliate Faculty Member are present at all sessions.

#### ***D. End of Course Reporting***

At the completion of an ITLS provider course the following must occur:

The Course Coordinator will:

- Conduct a post-course instructor meeting to discuss items of closure relating to course quality and any issues encountered.
- Enter demographic information of all students into the Course Management System and pay \$10 per student to ITLS.
- Enter course faculty into the Course Management System.
- Summarize or send copies of student evaluations to ITLSWV, along with copies of student and faculty rosters, and \$15 per student to WVACEP/ITLS.
- If approved by the Chapter Coordinator, the Course Coordinator can print and issue cards/certificates to students successfully completing the course. This occurs in conjunction with submitting student and faculty rosters electronically into the Course Management System.

The Affiliate Faculty Member will:

- Complete and submit an Affiliate Faculty Visitation Report along with written and practical testing records of instructors completing testing for instructor renewal to ITLSWV.

#### ***E. Certification Policy***

In order to successfully complete any level of ITLS Provider course, the student must:

- Successfully complete the appropriate post test with a score of 75% or higher.
- Successfully complete the patient assessment testing station, scoring adequate, good or excellent.
- Attend all lectures and skill stations.

Certification will be issued after all items above are completed, documented, and appropriate fees are paid. Certification cards and continuing education certificates may be printed, by the Affiliate Faculty Member, after data in the Course Management System is complete, and upon approval of the Affiliate Faculty Member by the Chapter Coordinator (who authorizes Affiliate Faculty Members to print certification cards and certificates). ITLSWV course completion cards will expire 2 years following course completion.

***NOTE: Although the name of the Chapter Medical Director will appear on each certification card, the actual signature of the Chapter Medical Director will be kept on file at the ITLSWV office. If any issue regarding the authenticity and validity of a certification card being presented to a student without successfully completing an ITLS provider course, the WVACEP Board of Directors will take any and all disciplinary and legal action against the individual(s) involved.***

Occasionally a student will attend a provider course that has difficulty with successful completion of written or practical testing or both. In such cases where a student does not achieve 75% on the written test, he/she may be administered the second version of that level of written test after a discussion is held between the student and either the Course Coordinator or the Affiliate Faculty Member. If the student does not successfully complete the second version of the written test, he/she must attend the lecture sessions of another provider course to be eligible to test again. If a student scores inadequate on the patient assessment testing scenario, he/she should be remediate as to the problems they encountered during the scenario and be given the option of testing again with another instructor. If the student doesn't successfully complete the second scenario, he/she must attend the skill stations of another provider course before becoming eligible to do practical testing again.

#### ***F. Quality Assurance***

Occasionally a “quality” concern arises during a course. When this occurs, the Affiliate Faculty Member is the person responsible for ITLS curriculum integrity. Irrespective of the background of instructors teaching in ITLS courses, and the care they may provide in their scope of practice, ITLS curriculum must be taught exclusively in ITLS courses. When an issue arises, correcting the issue should ideally take place at the lowest level possible, but definitely should be corrected and the correct information disseminated as soon as possible during the course. If the issue is physiology based and the Affiliate Faculty Member isn't certain of how to correct the question or issue, the Course Medical Director and/or Chapter Medical Director should be utilized to secure the correct information.

#### ***G. Student Complaint/Grievance Policy***

Occasionally a student may be displeased with a situation that occurs during a provider course. If the Course Coordinator and/or Affiliate Faculty Member cannot bring the displeasure to closure, they will provide the student with the email address and phone number of the Chapter Coordinator for them to contact with their concerns. Once contacted, the Chapter Coordinator will interview the student and collect pertinent information to form a case. The Chapter Coordinator will then interview the person or persons the student has displeasure with. The Chapter Coordinator can then give closure to the situation if it is an easy issue to address. If it is complicated or the Chapter Coordinator feels less than comfortable addressing the issue personally, they should involve the Chapter Medical Director and or Chapter Advisory Committee, all the while avoiding conflict of interest. After the matter is closed, communication to all parties involved should take place, preferably in written form.

## ***H. Requesting an ITLS Course***

1. The Course Coordinator should submit a completed Course Request Form via the Course Management System at <http://cms.itrauma.org> at least 15 days prior to the proposed course. This will facilitate student registration for the course where courses are being conducted in their area, and allow instructors to teach in the course, furthering renewal of their instructor card. If the course is not registered prior to conducting it, it may not be a certified course and completion cards will not be issued.
2. Upon receipt of the application, the Chapter Coordinator will review the request within seven days and respond to the Course Coordinator with the results.
3. For guidance throughout the planning, conducting, and finalization of a course, assistance can be obtained by contacting an Affiliate Faculty Member. The Chapter Coordinator will provide a list of the Affiliate Faculty Members upon request. This list can also be found in the "People" section of the ITLSWV website at [www.ITLSWV.org](http://www.ITLSWV.org).
  - Upon completion of the course, the Course Coordinator must submit the Faculty and Student rosters within ten (10) days of completion of the course via the Course Management System.

## ***I. ITLSWV Affiliate Faculty Training Program***

The ITLSWV Office may periodically conduct Affiliate Training Programs. When this occurs, the following information will be presented, at a minimum:

1. Registration
2. Welcome and Course Overview
3. International ITLS: A Global Perspective
4. WV Chapter ITLS: A Local Perspective
5. Overview of Chapter Policies and Procedures

Upon being appointed to serve as Affiliate Faculty for an ITLS provider course, the Affiliate Faculty Member shall contact the Course Coordinator to provide guidance on the development and delivery of the course, to include:

- Proper notification and approval of the course through the ITLSWV Chapter Coordinator
- Proofread the agenda, guaranteeing that all core material is included
- Selection and recruitment of course instructors and course medical director
- Procurement of necessary equipment and supplies

6. Roles and Responsibilities of the Affiliate Faculty Member.

During the provider course, the Affiliate Faculty Member shall be physically present for the entire course, and must be present during the written and practical examinations. They shall also be present any time that the Course Medical Director is not present.

- Each Affiliate Faculty Member has been issued a set of the ITLS written post tests, and is responsible for maintaining the security of those exams, including the tests, answer key, and completed student answer sheets.
- The Affiliate Faculty Member may appoint a trustworthy and reliable instructor to actually proctor the written exam, if the written and practical exams are being conducted simultaneously.
- The Affiliate Faculty Member must remain free to conduct or monitor a practical testing station. In such situations, the Affiliate Faculty Member must provide explicit directions to the proctor, and the Affiliate Faculty Member retains responsibility for exam security.
- During the provider course, the Affiliate Faculty Member will monitor any instructors who are teaching for the first time. The Affiliate Faculty Member will complete an Instructor Monitor Report form and review the report with the instructor at the completion of his/her participation in the course.
- During the provider course, the Affiliate Faculty Member will identify those instructors who need to retest the written exam and practical patient assessment testing station, for the purpose of recertification, and will ensure administration of the test to those individuals. The Affiliate Faculty Member and/or Course Medical Director must be physically present, and serve as an evaluator, whenever an instructor is evaluated at the practical patient assessment state.
- During the provider course, the Affiliate Faculty Member will retain final responsibility for ensuring that the standards and criteria of the ITLSWV Program are maintained. The Affiliate Faculty Member may recommend that a course not be certified if any deviations from the standards occur. Such a recommendation will be closely reviewed by the ITLSWV Medical Director and ITLSWV Chapter Coordinator, before any cards or certificates will be issued to course participants.
- At the completion of the course, the Affiliate Faculty Member will provide guidance to the Course Coordinator in the completion and submission of course rosters (student and faculty rosters) in the Course Management System.
- Within five (5) working days of the completion of the course, the Affiliate Faculty Member shall submit the following items to the ITLSWV Office:

- Affiliate Faculty Visitation Report
- Instructor Monitor Reports (If Applicable)

A secondary role of the Affiliate Faculty is to recruit and train new ITLS Instructors. In this role the Affiliate Faculty Member shall:

- Identify individuals achieving an “IP” rating during an ITLS provider course, and encourage them to attend an ITLS instructor course. IP ratings are achieved by appropriate scoring on the written test and practical skills evaluation and are not optional based upon the Coordinator’s or Affiliate’s opinion
  - Serve as the core faculty during the ITLS instructor course
  - Function as mentors to newly trained instructors who are participating as faculty in a provider course
7. Common perils and pitfalls within a “typical” ITLS provider course
  8. Review of the ITLS scoring system
  9. Summary
  10. Questions and Answers and Course Evaluation

#### ***J. ITLS Instructor Course***

Mandatory topics to be presented at an ITLS instructor course include, at a minimum:

1. Introduction
  - a. Structure of ITLS
  - b. Structure of the ITLSWV Program
  - c. Chapter Policies and Procedures
  - d. Authorization for a Course
  - e. Administrative Guidelines
    - i. Books
    - ii. Slides
    - iii. Pre-Course Paperwork
    - iv. Course Fees
    - v. Post-Course Paperwork
2. Effective Teaching Techniques
  - a. How to Teach
  - b. The Bad Lecture
  - c. The Good Lecture

3. Faculty Meetings
  - a. Pre-Course
  - b. Before Skills Stations
  - c. Before Patient Assessment Teaching and Testing
  - d. Post-Course
4. Moulage Techniques
5. Skills Stations
  - a. Instructor Objectives
  - b. Set-Up
  - c. Techniques and Troubleshooting
  - d. Grading criteria and Grading Sheets
  - e. Demonstrations and Pitfalls
6. Mini-Lectures
7. Course Evaluation

***K. ITLS Provider Courses - Core versus Optional Material***

1. All lectures and skill stations from the current edition ITLS Text are core elements for ITLS provider courses, and must be incorporated into all approved courses.
2. The topics listed below are considered core material for an ITLS provider course, and must be covered in all advanced, basic, and combined provider courses:

- Chapter 1    Scene Size Up
- Chapter 2    Assessment and Initial Management of the Trauma Patient
- Chapter 3    Patient Assessment Skills
- Chapter 4    Initial Airway Management
- Chapter 5    Airway Management Skills
- Chapter 6    Thoracic Trauma
- Chapter 7    Thoracic Trauma Skills
- Chapter 8    Shock Evaluation and Management
- Chapter 9    Fluid Resuscitation Skills
- Chapter 10    Head Trauma
- Chapter 11    Spinal Trauma
- Chapter 12    Spine Management Skills
- Chapter 13    Abdominal Trauma
- Chapter 14    Extremity Trauma

- Chapter 15 Extremity Trauma Skills
- Chapter 16 Burns
- Chapter 17 Trauma in Children
- Chapter 18 Trauma in the Elderly
- Chapter 19 Trauma in Pregnancy
- Chapter 20 Patients Under the Influence of Alcohol or Drugs
- Chapter 21 The Trauma Cardiopulmonary Arrest
- Chapter 22 Standard Precautions in the Pre-hospital Setting

Chapters contained in the appendix are considered to be optional, and should not be covered in a two-day provider course (there is too much material).

\*The core skill stations contained in the above list are considered core material and must be incorporated into all approved courses. However, for example, it is not expected that all types of traction splints will be taught. Rather, it is appropriate to teach only the type that is commonly used in the geographic area where the course is being conducted.

**\*In the chest decompression skill station, you *must* teach the anterior method of chest decompression.** You may also teach the lateral method, but the anterior method of instruction is required. Jugular vein cannulation and intraosseous infusion are both core skill stations.

Optional skill stations may be taught, but are not required. These include:

- Digital Intubation
- Transillumination - Lighted Stylet
- Translaryngeal Jet Ventilation
- Pharyngotracheal Lumen Airway
- Esophageal Tracheal Combitube
- King LTD Airway
- Laryngeal Mask Airway (LMA)
- Adult Intraosseous Infusion
- Rapid Sequence Intubation (RSI)

At the completion of either an advanced or a basic ITLS provider course, students will receive an Instructor Potential (IP), Provider (P), or Incomplete (Inc) rating.

- IP 85 percent (85%) or greater on the ITLS written examination, and a “good” or “excellent” on the patient assessment practical testing station.
- P 75 percent (75%) or greater on the ITLS written examination, and an “adequate,” “good,” or “excellent” on the patient assessment practical testing station.
- Inc. Students who do not meet the criteria for successful completion (“P” or “IP” rating for overall course) will receive an “Incomplete” (Inc). See the ITLS Retest Guidelines.

***L. ITLS Pediatric Course - Core versus Optional Material***

For the Pediatric Trauma Life Support provider course, core lecture topics include the following:

- The Injured Child-Families and Child Development
- Assessment of the Pediatric Trauma Patient
- Head and Spinal Trauma
- Chest and Abdominal Trauma
- Special Considerations in Pediatric Trauma

Core skill stations, for the Pediatric Trauma Life Support provider course, include:

- Pediatric Patient Assessment Skill Station
- Spinal Immobilization
- Airway Management
- Fluid Resuscitation

\*Basic provider students are only responsible for the information in these skill stations to the basic provider level. If the students prefer to attend and participate in advanced information and skill sessions, they should be encouraged to do so. This will foster a better team approach to trauma care in the pediatric patient.

### ***M. Requirements for a Pediatric Trauma Life Support CMD***

In order for a physician to serve as the Course Medical Director for a Pediatric Trauma Life Support Course, they must have training and experience in trauma care. It is recommended that the Pediatric Trauma Life Support Course Medical Director (CMD) also have training and experience in the medical treatment of children. Ideally, they should be certified as a Pediatric Trauma Life Support instructor. It is also helpful if they are a local physician, as they are better able to appropriately integrate the material into the local pre-hospital and emergency department systems. A Pediatric Trauma Life Support physician instructor is best prepared to present the material effectively in the manner in which it was designed.

The mission of the WV Chapter of ITLS is to improve care of the trauma patient in the pre-hospital environment as well as provide for appropriate coordination of the continuum of care through the hospital environment. This is best achieved by having a good knowledge of the emergency department and its staff. Involving a physician in ITLS courses that has a background in emergency medicine or is proficient in trauma care improves the quality of our courses. It is recommended that you should involve a physician with the above qualities in your course whenever possible. In the absence of a qualified physician, it is mandatory that the Affiliate Faculty Member be present for the entire course and manage course questions and quality to the highest standards.

If an instructor is not present at the allotted time, the Pediatric Trauma Life Support CMD should be prepared to present the information. If questions arise concerning grading, the vote of the majority of the faculty will prevail. The Pediatric Trauma Life Support CMD will vote only in the case of a tie.

Teamwork and communication are the keys to a successful Pediatric Trauma Life Support course. The CMD and the Course Coordinator must have a smooth working relationship and open communication

### ***N. ITLS Access Course***

The ITLS Access course is of such a technical nature that there are inherent dangers associated with it. These dangers include, but are not limited to, unstable vehicles, sharp metal edges, glass, gasoline and other dangerous fluids found in and around vehicles, and other environmental dangers. The ITLS Access Course Coordinator must take these dangers into account, while conducting this course. Also, there are many tools and items of personal protection that must be used in this course. Before a course can be conducted, an immense amount of preparation is required. Due to the dangers and preparations prior to the course, the ITLSWV Office must be consulted for guidance before this course can be conducted. The ITLSWV Office will provide guidance and recommendations to make this course as safe as possible.

### ***O. The Basics of Conducting an ITLS Provider Course***

1. Health care professionals may be utilized to teach portions of an ITLS course. Up to 25% of the course faculty members are not required to be ITLS certified, but they must teach current ITLS information.

2. Only currently certified ITLS instructors may conduct the patient assessment practical teaching and evaluation portions of the course.
3. At least one certified ITLS instructor must be present at each patient assessment station.
4. The Course Coordinator must submit a request via the Course Management System (CMS) at least fifteen days prior to the course. The Course Coordinator must identify the Course Medical Director and Affiliate Faculty Member at that time. Additional faculty members can be added at the end of the course.
5. For guidance throughout the planning, conducting, and finalizing the ITLS course, assistance can be obtained by contacting the ITLSWV Chapter Coordinator or a designated ITLSWV Affiliate Faculty Member.
6. Upon completion of the course, the Course Coordinator will completed student and faculty rosters in the CMS.
7. The Affiliate Faculty Member will submit the Affiliate Faculty Visitation Report, instructor recertification and/or initial observations reports, a summary of course evaluations, and the state assessment fee of \$15.00 *per participant* and International Assessment fee of \$10.00 *per participant*. Payment must be must submitted as follows:
  - **One** check, money order or cashier's check for state assessment fee payable to "WVACEP/ITLS"
  - **One** check, money order, or cashier's check for the International assessment fee payable to "ITLS, Inc."

Mail **both** checks to:           WVACEP/ITLS  
  51 Middletown Road  
  White Hall, WV 26554-8103

### ***Q. Certification Cards***

West Virginia ACEP will not be responsible for lost or incorrect cards due to misinformation entered into the Course Management System. A \$15.00 fee will be charged to cover the cost of replacing lost cards.

## **VI. ADMINISTRATIVE CONSIDERATIONS**

### **A. *ITLSWV Retest Policy***

Students who do not successfully complete an ITLS course will receive an “incomplete,” rather than a “fail.” This will encourage students to attend future courses, and learn the additional material to obtain a card, and more importantly, to be better prepared to provide adequate trauma patient care.

1. Students who have below a 75% on the written and an inadequate patient assessment must repeat the entire course, and pay all required fees to appear on the official course roster for the second course.
2. Students who have below a 75% on the written, but pass the patient assessment station must repeat the lectures and written exam.\*
3. Students who pass the written exam (75% or greater) and receive an “inadequate” on the patient assessment station, must repeat all of the teaching and testing skill stations.\*

\*Students that receive an “Incomplete” at an ITLS provider course may once repeat the lectures and written exam portion of the course, or the teaching and testing skill stations portion of the course, to be eligible for retesting. Retesting must be completed within six (6) months of the date of the original course. Course participant fees will not be required to repeat a portion of the ITLS provider course, and the student’s names will not be placed on the official course roster for the second course. The Affiliate Faculty Member for the second course will forward documentation of the student’s performance to the ITLSWV Office to be placed in the original course file. If the student does not successfully complete the retest, they must repeat the entire course and pay all required fees.

### **B. *ITLS Provider Reciprocity***

The ITLSWV Chapter will grant reciprocal certification to ITLS providers from other Chapters for the length of certification on the cards from their home Chapter. In order to recertify in WV, candidates must successfully complete an ITLSWV course.

### **C. *ITLS Instructor Reciprocity***

The ITLSWV Chapter will grant reciprocal certification to ITLS instructors from other chapters for the length of certification on the cards from their home chapter. However, instructors requesting ITLSWV instructor certification must apply in writing to the ITLSWV Office. This letter of application must include the instructor’s past activities regarding ITLS instruction, and a letter confirming the activity from his or her former chapter Medical Director. Once approved by the ITLSWV Office, such instructors will be briefed and monitored by an Affiliate Faculty Member at the first course they attend. In order to recertify their ITLSWV instructor status, such instructors must complete the requirements for recertification as outlined in this manual.

***D. ITLS Affiliate Faculty Reciprocity***

The ITLSWV Chapter will not grant reciprocal certification at the Affiliate Faculty level. ITLSWV Affiliate Faculty status may only be achieved through the process outlined.

***E. ITLS Bridge Course Policy***

In an effort to facilitate the process by which certified trauma instructors may become ITLS instructors, ITLS has developed a "bridge" course. The following policy outlines the course requirements.

This course is open to any currently certified PHTLS or ATLS Instructor who wishes to become an ITLS Instructor. An ITLS faculty member must conduct the course.

Rationale: This course has been developed to facilitate the process by which certified trauma instructors may become certified as ITLS Instructors. The course assumes that the candidate is familiar with basic instructional methodology and the skills of ITLS. Successful completion certifies the candidate as an ITLS Instructor candidate.

Necessary Prerequisites: The prerequisite for registering in the Bridge Course is current PHTLS or ATLS (or similar trauma training program) Instructor Certification.

Certified By: Following completion of the Bridge Course, the candidate is classified as an "Instructor Candidate." In order to become certified as an ITLS Instructor, the candidate must be recommended for certification by a faculty member who monitors the candidate teaching during an ITLS Provider Course. Monitoring must be within 12 months of the bridge course and include teaching a lecture and a skill station. An extension may be granted on the 12 months if considered appropriate by the chapter medical director.

Certified For Three (3) years

Recertification: In order to be recertified as an ITLS Instructor, the individual must teach and be monitored in at least one ITLS course (Basic or Advanced) per year for the three years of certification. Instructor Updates may be required as deemed necessary by the chapter.

Recommended Course Length: One (1) Day

Required Text: ITLS Instructor Manual, Current Edition ITLS Text, and ITLSWV Policy & Provider Manual.

## **Bridge Course Outline**

- I. Introduction
  - A. History of ITLS
    - 1. Why and How
    - 2. Course Philosophy
    - 3. Educational Philosophy
      - a. Educational Flexibility/Academic Freedom
      - b. Emphasis on ITLS Survey
  - B. ITLS Program Structure
    - 1. Provider
      - a. Advanced
      - b. Basic
    - 2. Instructors
    - 3. Affiliate Faculty
    - 4. ITLS Chapter Committee
    - 5. ITLS
- II. ITLS Program Administration
  - A. Provider course schedule review
  - B. Provider course coordinator
  - C. Administrative guidelines
    - 1. Books
    - 2. Slides
    - 3. Pre Course Paperwork
    - 4. Course Fees
    - 5. Post Course Paperwork
- III. Student Evaluations
  - A. How to Conduct Patient Scenario Teaching and Testing Stations
    - 1. Scenarios
    - 2. Paperwork
    - 3. Pass/Retest/Fail Criteria
  - B. Mock Scenarios
- IV. Completion/ Recertification Requirements
  - A. Monitoring for Initial Certification
  - B. Required Teaching Activity
  - C. Monitoring for Recertification
- V. Wrap-Up

***F. ITLS Disability Policy***

In accordance with ITLS policy, if a student cannot complete the patient assessment portion of an ITLS course due to a physical disability, he or she should receive a certificate of continuing education or audit, but should not receive a course certification card. Certificate of completion are issued by WVACEP.

## VII. FORMS

### A *ITLSWV Coordinator Worksheet*



## ITLSWV Course Coordinator Worksheet

COURSE DATE \_\_\_\_\_ COURSE NUMBER \_\_\_\_\_

LOCATION: \_\_\_\_\_

I. THREE MONTHS BEFORE THE COURSE DONE

A. Prepare budget \_\_\_\_\_

B. Request approval of course from chapter office \_\_\_\_\_  
• Proposed agenda \_\_\_\_\_

C. Identify and confirm \_\_\_\_\_  
• Medical Director \_\_\_\_\_  
• Course Coordinator \_\_\_\_\_  
• Affiliate Faculty \_\_\_\_\_

D. Arrange course facilities \_\_\_\_\_  
• Course location \_\_\_\_\_  
• Lodging \_\_\_\_\_  
• Refreshments \_\_\_\_\_  
    • Coffee \_\_\_\_\_  
    • Lunches \_\_\_\_\_  
    • Faculty dinner \_\_\_\_\_  
• Course equipment \_\_\_\_\_  
    • AV equipment \_\_\_\_\_  
    • LCD projector \_\_\_\_\_  
    • Podium \_\_\_\_\_  
    Skill station equipment \_\_\_\_\_

E Contact potential faculty, patient models, and station assistants \_\_\_\_\_  
1. Faculty \_\_\_\_\_  
    a. e.  
    b. f.  
    c. g.  
    d. h.

- 2. Course Assistants \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_

- 3. Patient Models \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
  - h. \_\_\_\_\_
  - i. \_\_\_\_\_

F. Arrange course schedule \_\_\_\_\_

G. Create and distribute course advertisement \_\_\_\_\_

**II. TWO MONTHS BEFORE THE COURSE**

A. Order textbooks \_\_\_\_\_

**III. ONE MONTH BEFORE THE COURSE**

A. Send pre-course packets \_\_\_\_\_

1. Student packets \_\_\_\_\_

- a. Introductory letter \_\_\_\_\_
- b. Hotel accommodation information \_\_\_\_\_
- c. ITLS textbook \_\_\_\_\_
- d. Pretest \_\_\_\_\_
- d. Course agenda \_\_\_\_\_
- e. Map \_\_\_\_\_
- f. ITLS specialty items order form \_\_\_\_\_

2. Faculty packets \_\_\_\_\_

- a. Introductory letter with assignments \_\_\_\_\_
- b. Hotel accommodation information \_\_\_\_\_
- c. Lecture CD/Slides \_\_\_\_\_
- d. Course schedule \_\_\_\_\_
- g. Course material \_\_\_\_\_
- h. Testing scenario \_\_\_\_\_
- f. Map \_\_\_\_\_

B. Mail packets to faculty \_\_\_\_\_

C. Mail packets and books to students' \_\_\_\_\_

**III. TWO WEEKS BEFORE THE COURSE**

A. Confirm patient models \_\_\_\_\_

B. Confirm station assistants' \_\_\_\_\_

C. On-site packets \_\_\_\_\_

1. Student Course \_\_\_\_\_

- a. Nametag \_\_\_\_\_
- b. Final course schedule \_\_\_\_\_
- c. Faculty list \_\_\_\_\_

- d. Student list \_\_\_\_\_
- e. Rotation schedule \_\_\_\_\_
- f. Course evaluation forms \_\_\_\_\_
- 2. Faculty \_\_\_\_\_
- a. Nametag \_\_\_\_\_
- b. Final course schedule \_\_\_\_\_
- c. Faculty list \_\_\_\_\_
- d. Student list \_\_\_\_\_

**IV. DAY BEFORE THE COURSE**

- A. Equipment placed in staging area \_\_\_\_\_
- B. Pre-course faculty meeting \_\_\_\_\_
- C. Arrange educational facility \_\_\_\_\_

**V. DAY OF THE COURSE**

- A. Arrive early to confirm seating, temperature of classroom(s), refreshments and registration area \_\_\_\_\_
- B. Register students \_\_\_\_\_
- C. Introduce faculty \_\_\_\_\_
- D. Set-up skill stations \_\_\_\_\_
- E. Moulage models \_\_\_\_\_
- F. Hold faculty meetings as necessary \_\_\_\_\_
- G. Provide feedback to students' \_\_\_\_\_
- H. Conduct post-course faculty meeting \_\_\_\_\_
- I. Collect slides from instructors' \_\_\_\_\_

**VI. POST COURSE**

- A. Thank-you letters to faculty, etc. \_\_\_\_\_
- B. Affiliate Faculty Report sent to ITLSWV \_\_\_\_\_
- C. Reimburse faculty and staff \_\_\_\_\_
- D. Distribute course completion cards \_\_\_\_\_

**B. ITLSWV Course Budget Worksheet**



**WV PROPOSED COURSE - BUDGET/FINANCIAL SUMMARY**

Course Location \_\_\_\_\_

Course Date \_\_\_\_\_

**RECEIPTS**

\_\_\_\_\_ Participants @ \$ \_\_\_\_\_  
 \_\_\_\_\_ Participants @ \$ \_\_\_\_\_      TOTAL RECEIPTS \$ \_\_\_\_\_

**DISBURSEMENTS**

**I. Travel Expenses**

**A. Faculty & Staff**

- 1. \$
- TRAVEL \$
- 2. \$
- TRAVEL \$
- 3. \$
- TRAVEL \$
- 4. \$
- TRAVEL \$
- 5. \$
- TRAVEL \$
- 6. \$
- TRAVEL \$
- 7. \$
- TRAVEL \$
- 8. \$
- TRAVEL \$

**B. Coordinator**

- 1. \$
- TRAVEL \$

**C. Assistants (Patients, assistants, etc.)**

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_
- 4. \_\_\_\_\_ \$ \_\_\_\_\_
- 5. \_\_\_\_\_ \$ \_\_\_\_\_
- 6. \_\_\_\_\_ \$ \_\_\_\_\_

II. Course Equipment/Material

A. Material

- 1. \_\_\_\_\_ @ \_\_\_\_\_
- 2. \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_

B. Office Supplies/ Services

- 1. Postage \$ \_\_\_\_\_
- 2. Photocopying \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_
- 4. \_\_\_\_\_ \$ \_\_\_\_\_
- 5. \_\_\_\_\_ \$ \_\_\_\_\_

C. Expendable Equipment

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_
- 4. \_\_\_\_\_ \$ \_\_\_\_\_
- 5. \_\_\_\_\_ \$ \_\_\_\_\_

D. Nonexpendable Equipment

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_
- 4. \_\_\_\_\_ \$ \_\_\_\_\_
- 5. \_\_\_\_\_ \$ \_\_\_\_\_

E. Facilities/Services

- 1. Room Rental \$ \_\_\_\_\_
- 2. Audio-Visual Rental \$ \_\_\_\_\_
- 3. Coffee Break(s) \$ \_\_\_\_\_
- 4. Lunch(s) \$ \_\_\_\_\_
- 5. Dinner(s) \$ \_\_\_\_\_
- 6. Administrative Charges \$ \_\_\_\_\_
- 7. \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

III. Indirect Cost Charges

- A. ITLSWV Chapter fee  
     \_\_\_\_\_ Participants @ \$15.00 \$ \_\_\_\_\_

- B. ITLS Fee  
     \_\_\_\_\_ Participants @ \$10.00 \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

PLUS GRANT MONIES (IF APPLICABLE) \$ \_\_\_\_\_

TOTAL RECEIPTS \$ \_\_\_\_\_

MINUS TOTAL DISBURSEMENTS \$ \_\_\_\_\_

TOTAL NET GAIN OR LOSS \$ \_\_\_\_\_

**C. ITLSWV Sample Letter to Course Registrants**

Date

Dear ITLSWV Course Participant:

Welcome to the **Advanced, Basic, Combined, or Pediatric** International Trauma Life Support Course to be held (date) \_\_\_\_\_ at \_\_\_\_\_, (address) \_\_\_\_\_.

Enclosed you will find the following materials:

- ITLS provider textbook
- Pretest, answer sheet and key
- Agenda
- Map with directions to the course

We suggest you wear casual clothes. Several skill stations require floor work with various types of equipment.

The (Pediatric) International Trauma Life Support Course is an intense, two-day (one day for Pediatric) learning experience, which consists of didactic presentations, skill stations, a written examination and patient assessment testing. It is extremely important that you be familiar with the text and be well prepared prior to the course. Take the pretest after you have studied the text and check your responses with the answer key provided.

If you have any questions, please contact (course coordinator) \_\_\_\_\_ at (phone number) \_\_\_\_\_.

Sincerely,

Course Director

Enclosures

**D. ITLSWV Sample - Letter to Instructors**

TO: ITLS Instructors  
FROM: Course Director  
RE: Assignments - Course Location and Date  
DATE:

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Thank you for agreeing to serve as an instructor at the **ADVANCED, BASIC, COMBINED, OR PEDIATRIC**) ITLS COURSE to be held (date) \_\_\_\_\_, (at) \_\_\_\_\_, (address) \_\_\_\_\_.

Agendas indicating the assignment of lectures, skill stations and patient assessment testing are enclosed. Your assignments are circled in red on the agendas.

If you are lecturing, we have enclosed the PowerPoint slides for your topic. They should be returned to (coordinator) \_\_\_\_\_ **immediately** following your lecture.

Please review the *Instructor's Guide* for station objectives and important points when preparing for the teaching stations. For patient evaluation and testing, we have enclosed a copy of your assigned scenario. Instructors are responsible for orienting the models to their roles **prior** to the testing session.

Enclosed are:

- Map indicating the general area of the hospital
- Faculty informational material
- Scenario for testing station
- Course agendas
- PowerPoint Slides (if lecturing)

If you have any questions, please contact (course coordinator) \_\_\_\_\_ at (phone number) \_\_\_\_\_.

Sincerely,

Course Director  
Enclosures

**E. ITLSWV Affiliate Faculty Report**

Course Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

Course Number: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Medical Director: \_\_\_\_\_ Affiliate: \_\_\_\_\_

Course Type: \_\_\_\_\_ Total Cards Issues: \_\_\_\_\_

Instructor Recertification Information:

The following instructors were evaluated on the written and practical patient assessment for the purposes of recertification:

Instructor Name	Written Test (Test score)	Practical Test (Inadequate, Adequate, Good, or Excellent)
1.		
2.		
3.		
4.		
5.		
6.		

State Assessment Fee: \$15.00 per participant payable to **WVACEP/ITLS** must accompany this report.

Number of Students \_\_\_\_\_ X's \$15.00 = \$ \_\_\_\_\_

International Assessment Fee: \$10.00 per participant payable to **ITLS** must accompany this report.

Number of Students \_\_\_\_\_ X's \$10.00 = \$ \_\_\_\_\_

Affiliate Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This report and fees must be submitted to WVACEP within ten days of course conclusion***

**F. ITLSWV Instructor Reciprocity Form**



**INSTRUCTOR RECIPROCITY FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Occupation:        EMT                      Paramedic                      RN                      PA                      Physician

Location of Instructor Course: \_\_\_\_\_

Medical Director: \_\_\_\_\_

Date Instructor Course was conducted: \_\_\_\_\_

Please include a copy of your occupational license, current ITLS provider and instructor certification cards, resume or curriculum vitae, as well as a letter of verification from your previous Chapter Coordinator. The Chapter Coordinator may request an interview if any questions or discrepancies arise. It may be necessary for the candidate to be monitored by an Affiliate Faculty Member while teaching one lecture and one skill station. The Affiliate Faculty Member should forward a recommendation in writing to the Chapter Coordinator. The ITLS Committee will review all applications for reciprocity and reserves the right to overturn the approval by the Chapter Coordinator.

See the ITLSWV Policy and Procedure Manual, “Section VI. Administrative Considerations, Sections B, C, and D.”

**G. ITLSWV Instructor Recertification Form**



**ITLSWV Instructor Recertification Form**

Name: \_\_\_\_\_ Level of Certification: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Licensure/Certification Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Certification Expiration: \_\_\_\_\_ Type (*Circle One*)      Basic      Advanced

As a ITLS Instructor, you are required to instruct in three (3) ITLS courses during the certification period; complete the patient assessment testing station (with an "excellent" or "good" rating; and, complete the ITLS written exam (with a score of 85% or greater) during the certification period. Please complete the this form with the appropriate information and submit it to the Chapter office. If you have questions, please call the Chapter.

West Virginia Chapter ACEP/ITLS  
Darby Copeland, ITLSWV Coordinator  
51 Middletown Road  
White Hall, WV 26554-8103  
(866) 275-4671

Written and Practical Scores: \_\_\_\_\_ Date Tested: \_\_\_\_\_

Location: \_\_\_\_\_

Affiliate Faculty: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ / \_\_\_\_\_  
Date

**H. ITLSWV Provider Course Evaluation Form**



**ITLS COURSE EVALUATION**

Name (Optional) \_\_\_\_\_

I am a:       First Responder       Practical Nurse       Physician Assistant  
 EMT-B       Registered Nurse       Physician (MD or DO)  
 EMT-I       EMT-P  
 Other (explain) \_\_\_\_\_

For the following, please circle the number that best describes your opinion of this course in relationship to each of the following issues:

**1 = Poor                      2 = Unsatisfactory                      3 = Good                      4 = Excellent**

**GENERAL:**

- |   |   |   |   |   |
|---|---|---|---|---|
| 1. Location of this course in relation to travel time and accessibility?                                    | 1 | 2 | 3 | 4 |
| 2. Location of this course in relation to adequate space for lecture and skill stations?                    | 1 | 2 | 3 | 4 |
| 3. The time allotted to cover the didactic material?  | 1 | 2 | 3 | 4 |
| 4. The time allotted to cover the practical skills?   | 1 | 2 | 3 | 4 |
| 5. Your level of skill and comfort in the treatment of a trauma patient <u>prior to</u> taking this course? | 1 | 2 | 3 | 4 |
| 6. Your level of skill and comfort in the treatment of a trauma patient <u>after</u> taking this course?    | 1 | 2 | 3 | 4 |

**LECTURES/DEMONSTRATIONS:**

Instructor(s)

- |   |       |   |   |   |   |
|---|-------|---|---|---|---|
| 1. Mechanism of Injury  | _____ | 1 | 2 | 3 | 4 |
| 2. Assessment & Initial Management  | _____ | 1 | 2 | 3 | 4 |
| 3. Initial Airway Management  | _____ | 1 | 2 | 3 | 4 |
| 4. Thoracic Trauma  | _____ | 1 | 2 | 3 | 4 |
| 5. Shock  | _____ | 1 | 2 | 3 | 4 |
| 6. Spinal Trauma  | _____ | 1 | 2 | 3 | 4 |
| 7. Head Trauma  | _____ | 1 | 2 | 3 | 4 |
| 8. Extremity Trauma   | _____ | 1 | 2 | 3 | 4 |
| 9. Abdominal Trauma   | _____ | 1 | 2 | 3 | 4 |
| 10. Burns   | _____ | 1 | 2 | 3 | 4 |
| 11. Trauma in Children  | _____ | 1 | 2 | 3 | 4 |
| 12. Trauma in the Elderly   | _____ | 1 | 2 | 3 | 4 |
| 13. Trauma in Pregnancy   | _____ | 1 | 2 | 3 | 4 |
| 14. Patients under the influence of alcohol or drugs                      | _____ | 1 | 2 | 3 | 4 |
| 15. Critical Situations (Load & Go) and the Trauma Cardiopulmonary Arrest | _____ | 1 | 2 | 3 | 4 |
| 16. Blood & Body Fluid Precautions  | _____ | 1 | 2 | 3 | 4 |

**SKILL STATIONS**

1. Patient Assessment	_____	1	2	3	4
2. Airway Management	_____	1	2	3	4
3. Chest Decompression	_____	1	2	3	4
4. Fluid Resuscitation Skills	_____	1	2	3	4
5. Spinal Immobilization	_____	1	2	3	4
6. Short Board & Rapid Extrication	_____	1	2	3	4
7. Long Backboard	_____	1	2	3	4
8. Traction Splint	_____	1	2	3	4
9. Helmet Removal	_____	1	2	3	4

**What was the strongest feature of this course?**

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**What was the weakest feature of this course?**

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**Any additional comments concerning this course?**

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**I. ITLSWV Pediatric Course Evaluation Form**



**PEDIATRIC TRAUMA LIFE SUPPORT COURSE EVALUATION**

Name (Optional): \_\_\_\_\_ Date: \_\_\_\_\_

For the following, please rate the number that best describes your opinion of this course in relationship to each of the following issues:

**1 = Poor                      2 = Unsatisfactory                      3 = Good                      4 = Excellent**

**GENERAL:**

- 1. Location of this course in relation to travel time and accessibility? \_\_\_\_\_
- 2. Location of this course in relation to adequate space for lecture and skill stations? \_\_\_\_\_
- 3. The time allotted to cover the didactic material? \_\_\_\_\_
- 4. The time allotted to cover the practical skills? \_\_\_\_\_
- 5. Your level of skill & comfort in the treatment of pediatric trauma patient **PRIOR** to the course? \_\_\_\_\_
- 6. Your level of skill & comfort in the treatment of pediatric trauma patient **AFTER** the course? \_\_\_\_\_

**LECTURES/DEMONSTRATIONS:**

**INSTRUCTOR:**

- The Injured Child \_\_\_\_\_
- Assessment & Management of the Pediatric Trauma Patient \_\_\_\_\_
- Special Considerations/Child Abuse \_\_\_\_\_
- Chest/Abdominal Trauma \_\_\_\_\_
- The Injured Child \_\_\_\_\_
- Head/Cervical Spine Trauma \_\_\_\_\_
- (Over) \_\_\_\_\_

**SKILL STATIONS:**

**INSTRUCTOR:**

Fluid Resuscitation

\_\_\_\_\_

Airways & Chest Decompression

\_\_\_\_\_

Rapid Assessment

\_\_\_\_\_

Spinal Immobilization/Extrication

\_\_\_\_\_

Rapid Assessment

\_\_\_\_\_

**What was the strongest feature of this course?**

\_\_\_\_\_

**What was the weakest feature of this course?**

\_\_\_\_\_

**Please provide any additional comments and/or suggestions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**J. ITLSWV Instructor Monitor Report**



**WV INSTRUCTOR MONITOR REPORT**

Instructor Candidate's Name: \_\_\_\_\_ Date: \_\_\_\_\_

For the following, please circle the number that best describes evaluation of the instructor's performance.

<b>1 = Poor</b>	<b>2 = Unsatisfactory</b>	<b>3 = Good</b>	<b>4 = Excellent</b>	<b>N/A = Not observed</b>
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1. Didactic Presentation					
Topic _____					
Overall knowledge	1	2	3	4	N/A
Speaking ability	1	2	3	4	N/A
Ability to handle questions	1	2	3	4	N/A
Use of audiovisuals	1	2	3	4	N/A
2. Skill Station					
Topic _____					
Knowledge of objectives	1	2	3	4	N/A
Presentation	1	2	3	4	N/A
Ability to handle questions	1	2	3	4	N/A
Utilization of teaching aids	1	2	3	4	N/A
3. Patient Assessment Testing Station					
Scenario # _____					
Knowledge of objectives	1	2	3	4	N/A
Presentation of scenario	1	2	3	4	N/A
Documentation	1	2	3	4	N/A

AVERAGE OF SCORES \_\_\_\_\_ (Score must average 3 or more for certification)

COMMENTS \_\_\_\_\_

Monitor - Candidate Conference completed?	Yes	No
Recommendation for instructor certification?	Yes	No
First Time Instructor?	Yes	No
Instructor Signature _____	Date _____	
Affiliate Faculty Signature _____	Date _____	

**K. ITLSWV Student Answer Sheet**



Name: \_\_\_\_\_

**POST TEST**

Date: \_\_\_\_\_

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\_\_\_ Advanced Test    \_\_\_ Basic Test    \_\_\_ Instructor Recertification    \_\_\_ Pediatric

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- |           |           |
|-----------|-----------|
| 1. _____  | 18. _____ |
| 2. _____  | 19. _____ |
| 3. _____  | 20. _____ |
| 4. _____  | 21. _____ |
| 5. _____  | 22. _____ |
| 6. _____  | 23. _____ |
| 7. _____  | 24. _____ |
| 8. _____  | 25. _____ |
| 9. _____  | 26. _____ |
| 10. _____ | 27. _____ |
| 11. _____ | 28. _____ |
| 12. _____ | 29. _____ |
| 13. _____ | 30. _____ |
| 14. _____ | 31. _____ |
| 15. _____ | 32. _____ |
| 16. _____ | 33. _____ |
| 17. _____ |           |

*L. ITLSWV Student Data Sheet*



**Please Print**

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Alternate Phone Number:** *(Optional)* \_\_\_\_\_

**Skill Level:**                      **Advanced**    **Basic**

**Licensure/Certification Number:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**Credentials:** *(Circle all that apply)*

<b>FR</b>	<b>FN</b>	<b>EMT-B</b>	<b>EMT-I</b>	<b>EMT-P</b>	
	<b>MD</b>	<b>DO</b>	<b>PA</b>	<b>RN</b>	<b>LPN</b>