

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



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## **I. INTRODUCTION**

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

Primarily, the interests of WV ACEP have been directed toward emergency physicians. However, WV ACEP 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.

WV ACEP'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.

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

The primary goal of WV ACEP 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 WV ACEP 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 ITLS WV Medical Director and the ITLS WV 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 (ITLS WV) 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 WV ACEP Executive Director.

ITLS WV 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. ITLS WV 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 ITLS WV 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 ITLS WV 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.

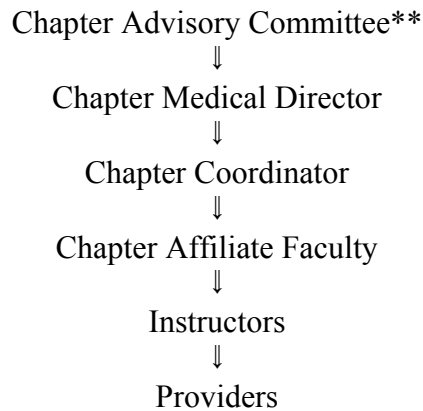
### ***E. Goals of the ITLS West Virginia Program***

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 WV ACEP, b) the ITLS WV Medical Director, c) the ITLS WV Chapter Coordinator, and d) two ITLS Instructors (to be named by the ITLS WV Medical Director).

***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 ITLS WV Chapter***

The area that will be primarily covered by the ITLS WV 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 ITLS WV instructors and coordinators to assist in training efforts outside of WV. If this occurs, the ITLS WV instructor, or coordinator, will notify the ITLS WV Chapter Coordinator that they seek permission to conduct training outside of WV. If approval is granted, all testing must be conducted within West Virginia.

### **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 Basic and Advanced 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 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 - ADVANCED, BASIC OR COMBINED COURSE AGENDA

### DAY ONE

7:45-8:00 am	Registration
8:00-8:15 am	Welcome and Overview of Course
8:15-8:45 am	Scene Size-Up (lecture)
8:45-9:30 am	Assessment and Initial Management of the Trauma Patient and "Load-and- Go Situations (lecture)
9:30-10:00 am	Airway Management for the Trauma Patient (Lecture)
10:00-10:15 am	Break
10:15-10:30 am	Abdominal Trauma (Lecture)
10:30-11:00 am	Thoracic Trauma (Lecture)
11:00-11:30 am	Shock and Fluid Replacement (lecture – Advanced Students Only)
11:30-12:00 pm	Spinal Cord Trauma (Lecture)
12:00-1:00 pm	Lunch - <b>Faculty Meeting</b>
1:00-1:15 pm	Patient Assessment Demonstration
1:15-5:15 pm	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 am	Head Trauma (Lecture)
8:30-9:00 am	Extremity Trauma (Lecture)
9:00-9:15 am	Trauma in the Elderly (Lecture)
9:15-9:40 am	Burns (Lecture)
9:40-10:00 am	Trauma in Pregnancy (Lecture)
10:00-10:15 am	Break
10:15-10:45 am	Trauma in Children (Lecture)
10:45-11:00 am	Patients Under the Influence (Lecture)
11:00-11:20 am	Blood and Body Fluid Precautions (Lecture)
11:20-11:35 am	Rapid Extrication (Lecture)
11:35-11:50 am	Patient Assessment Demonstration
11:50-12:30 pm	Lunch
12:30-1:00 pm	Post Test
1:00-5:00 pm	Patient Assessment Practice and Testing
	<u>Assessment Station #1</u> (Faculty)
	<u>Assessment Station #2</u> (Faculty)
	<u>Assessment Station #3</u> (Faculty)
	<u>Assessment Station #4</u> (Faculty)
	<u>Assessment Station #5</u> (Faculty)
	<u>Assessment Station #6</u> (Faculty)
5:00-5:30 pm	<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  
 Registrant #28  
 Registrant #31  
 Registrant #34

### Group E

Registrant #20  
 Registrant #23  
 Registrant #26  
 Registrant #29  
 Registrant #32  
 Registrant #35

### Group F

Registrant #21  
 Registrant #24  
 Registrant #27  
 Registrant #30  
 Registrant #33  
 Registrant #36

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  
 Registrant #31  
 Registrant #34

Group H  
 Registrant #26  
 Registrant #29  
 Registrant #32  
 Registrant #35

Group I  
 Registrant #27  
 Registrant #30  
 Registrant #33  
 Registrant #36

### ***C. ITLS Pediatric Provider Course***

Certified as: Pediatric ITLS Provider

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

Certified by: Certification received upon successful completion of the Pediatric ITLS provider course. The candidate must attend all lectures and skill stations, score 75% or greater on the Pediatric ITLS 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 ITLS provider, a candidate must successfully complete an approved Pediatric ITLS provider course.

#### **SAMPLE PEDIATRIC ITLS 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

***D. ITLS Access Provider Course***

Certified as: ITLS Access Provider

Prerequisites: None

Course

Completion: Candidates will receive certificates of successful completion after participating in the course. A certification card will **not** be issued following successful completion the ITLS access provider course.

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.

***E. 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 ITLS WV 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 ITLS WV 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.

## ***F. 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 ITLS WV 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 ITLS WV 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.

### **G. *ITLS Pediatric Instructor***

Certified as: Pediatric ITLS Instructor

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

Certified for: Pediatric ITLS Instructors are certified for a period of three years.

Re-certification: The requirements for Pediatric ITLS Instructor recertification are:

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

\*Lapsed

Certification: Current ITLS instructor's whose Pediatric ITLS certification has lapsed less than one (1) year may, with the approval of the ITLS WV 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 ITLS 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 ITLS 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.

## **H. 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.***

The ITLS WV Office will maintain a database of ITLS Access instructors.

An ITLS Access course does not require the participation of a Course Medical Director.

## IV. ITLS APPOINTMENTS

### A. *ITLS WV Advisory Committee Members*

Appointed As: ITLS Advisory Committee Member

Appointed By: WV ACEP Chapter

Appointed For: 3 years

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

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 ITLS WV 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 WV ACEP 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

Other Duties:

- 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. *ITLS WV Advisory Committee Chairperson***

Appointed as: ITLS Advisory Chairperson

Appointed by: WV ACEP

Appointed for: 2 years

Prerequisites: 1) Must be a member of the Chapter Advisory Committee  
2) The nominee should have extensive experience in managing continuing education courses and demonstrated an in-depth knowledge of ITLS  
3) Experience as a committee member is preferred

Appointment: The ITLS Advisory Committee Chairperson will be appointed by WV ACEP 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 WV ACEP Board of Directors may initiate an investigation. The Chapter Advisory Committee Chairperson designee may also be suspended pending the outcome of the investigation.

The WV ACEP 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 WV ACEP 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. *ITLS WV 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: ITLS WV Advisory Committee and/or the Chapter Medical Director

Appointed for: 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 ITLS WV Chapter as an International Meeting Delegate.
- 2) Communicate the perspective of the ITLS WV 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. ITLS WV Medical Director***

Appointed as: ITLS West Virginia Medical Director

Appointed by: WV ACEP

Appointed for: 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 WV ACEP 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 ITLS WV Program.
- Approve all ITLS activities within the state.
- Participate in the selection of the ITLS WV Chapter Coordinator.
- Appoint individuals to serve as ITLS WV Affiliate Faculty Members.
- 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 ITLS WV provider, instructor, or Affiliate Faculty Member. In such event, the decision of the ITLS WV Medical Director shall be final.
- Other duties as assigned by the Chapter.

### ***E. ITLS WV Chapter Coordinator***

Appointed as: ITLS West Virginia Chapter Coordinator

Appointed by: WV ACEP Board of Directors and Chapter Medical Director

Appointed for: 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 WV ACEP 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 WV ACEP 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 ITLS WV program.
- Approve all ITLS WV 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 ITLS WV providers or instructors.
- Oversee the distribution and inventory maintenance of course materials and ITLS WV novelty items.
- Serve as the official representative of the ITLS WV 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 ITLS WV Affiliate Faculty Members; (Appointments as Affiliate Faculty Members are made by the ITLS WV 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 ITLS WV Chapter goals.

## ***F. ITLS WV Affiliate Faculty Members***

- Appointed as: ITLS West Virginia Affiliate Faculty Members
- Appointed by: ITLS Advisory Committee and/or Chapter Medical Director
- Appointed for: 3 years
- Prerequisites:
- Shall have extensive experience in conducting ITLS courses
  - Shall have in-depth knowledge of pre-hospital care
  - Shall be thoroughly familiar with the policies and procedures of the ITLS WV program
  - Must have certification as a ITLS WV instructor for a period of not less than two years
  - Must maintain current certification as an instructor
  - Must have coordinated at least two ITLS courses
  - 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 ITLS WV Medical Director from a list of nominees provided by the ITLS WV Chapter Coordinator. The Affiliate Faculty Members will serve at the discretion of the ITLS WV Medical Director, who may suspend or revoke Affiliate Faculty Members status of any individual who does not maintain the standards of the ITLS WV 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. ITLS WV 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 WV ACEP 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 ITLS WV Program
- Serve as a resource person for Course Medical Directors 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.
- For ITLS Basic provider courses the Course Medical Director must be certified as at least an EMT-I *and* certified as a ITLS instructor.

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 WV ACEP Board of Directors may initiate an investigation. The Course Medical Director designation may also be suspended pending the outcome of the investigation.

The WV ACEP 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 WV ACEP Board of Directors may initiate an investigation. The Course Coordinator designation may also be suspended pending the outcome of the investigation.

The WV ACEP 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 ITLS instructor to student ratio is preferably 1:6.
3. An ITLSWV Affiliate Faculty Member must be present at all courses.
4. A Course Medical Director does not necessarily have to be present during a course, but must be available by phone.
5. Course Coordinators are current ITLSWV instructors who are approved by the ITLS WV Coordinator to serve as course coordinator.
6. Staffing by certified ITLS instructors at patient assessment stations, regardless of course, will reflect the 1:6 ratio.
7. All co-sponsoring organizations must be identified when requesting course approval.
8. No product endorsement may result from this program.
9. 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.
10. 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.
11. 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 ITLS WV office.
12. 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 and Intraosseous Inf.)

Skill Station #5 - Patient Assessment

Skill Station #6 - Patient Assessment

### **Pediatric Course**

1. The first fifteen chapters of the Pediatric ITLS 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 (Adv.), 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 issues encountered.
- Enter demographic information of all students, successfully completing or not, 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 ITLS WV, along with copies of student and faculty rosters, and \$15 per student to WV ACEP/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 ITLS WV. The Affiliate Faculty member must also attach faculty and student roster from the Course Management System to the affiliate faculty report.

## ***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). ITLS WV 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 ITLS WV 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 WV ACEP 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 ITLS WV website at [www.ITLSwv.org](http://www.ITLSwv.org).
4. Upon completion of the course, the Course Coordinator must submit the following, within ten (10) days of completion of the course via the Course Management System:
  - Faculty and Student rosters

## ***I. ITLS WV Affiliate Faculty Training Program***

The ITLS WV 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 ITLS WV 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 ITLS WV 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 ITLS WV Medical Director and ITLS WV 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 ITLS WV Office:
  - Affiliate Faculty Visitation Report (one required for each course).
  - Instructor Monitor Reports (one for each new instructor).
  - Copy of the Student and Faculty Rosters from the Course Management System Along With Appropriate Fees.
  - Course Tally Sheet.
  - Completed Post Test Answer Sheets (all students and any recertifying instructors).

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 ITLS WV 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

\*\*A sample agenda for the ITLS instructor course can be found in the ITLS Instructor's Manual.

### ***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. ITLS Provider Course:

The topics listed below are considered core material, and must be covered in all ITLS 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 ITLS 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 ITLS provider course, include the following:

- 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 ITLS Course Medical Director***

In order for a physician to serve as the Course Medical Director for a Pediatric ITLS Course, they must have training and experience in trauma care. It is recommended that the Pediatric ITLS Course Medical Director also have training and experience in the medical treatment of children. Ideally, they should be certified as a Pediatric ITLS 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 ITLS 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 ITLS Course Medical Director should be prepared to present the information. If questions arise concerning grading, the vote of the majority of the faculty will prevail. The Pediatric ITLS Course Medical Director will vote only in the case of a tie.

Teamwork and communication are the keys to a successful Pediatric ITLS course. The Pediatric ITLS Course Medical Director and the Pediatric ITLS 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 ITLS WV Office must be consulted for guidance before this course can be conducted. The ITLS WV 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 ITLS WV Chapter Coordinator or a designated ITLS WV 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 "WV ACEP/ITLS"
- **One** check, money order, or cashier's check for the International assessment fee payable to "ITLS, Inc."

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

### ***P.    Refresher/Recertification Course***

The ITLS Recertification and/or Refresher course must include, at a minimum, the following items:

- ITLS Update\*\*\*
- Patient Assessment Review (didactic and skill stations)
- Practical Skill Stations
- Written Examination
- Practical Examination

\*\*\*The ITLS Update must include any changes made to the initial assessment and management of the trauma patient, and a recap of current assessment and management practices of head trauma, chest trauma, spinal trauma, and shock management.

### ***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. *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 ITLS WV 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 ITLS WV 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 ITLS WV course.

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

The ITLS WV 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 ITLS WV instructor certification must apply in writing to the ITLS WV 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 ITLS WV Office, such instructors will be briefed and monitored by an Affiliate Faculty Member at the first course they attend. In order to recertify their ITLS WV instructor status, such instructors must complete the requirements for recertification as outlined in this manual.

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

The ITLS WV Chapter will not grant reciprocal certification at the Affiliate Faculty level. ITLS WV Affiliate Faculty status may only be achieved through the process outlined in this Manual.

#### ***E. 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 Day

Required Text: ITLS Instructor Manual and ITLS 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

## VII. FORMS

### A *ITLS WV 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**

B. 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 \_\_\_\_\_

C. Mail packets to faculty \_\_\_\_\_

D. 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. ITLS WV 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. ITLS WV Chapter fee  
     \_\_\_\_\_ Participants @ \$15.00 ea. \$ \_\_\_\_\_

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

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

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

\$ \_\_\_\_\_

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

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

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

**C. ITLS WV 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. ITLS WV Sample - Letter to Instructors**

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

---

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. ITLS WV Affiliate Faculty Report*



**WV AFFILIATE FACULTY REPORT**

**Course Information:**

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

Date(s): 9/6/2008

Sponsoring Agency: \_\_\_\_\_

Coordinator: \_\_\_\_\_

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

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

**Course Type:**

- Basic     Advanced     Combined     Peds

Number of Students Registered: \_\_\_\_\_

Number Completed: \_\_\_\_\_

Number of ITLS Instructors Utilized: \_\_\_\_\_

Barriers Encountered or Problems Encountered:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**Instructor Recertification Information:**

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

<b>INSTRUCTOR NAME</b>	<b>WRITTEN TEST (Test Score)</b>	<b>PRACTICAL TEST (Inadequate, Adequate, Good, or Excellent )</b>
1. _____	_____	Choose one
2. _____	_____	Choose one
3. _____	_____	Choose one
4. _____	_____	Choose one
5. _____	_____	Choose one
6. _____	_____	Choose one

**Student Information:**

The following students successfully completed the course and were issued the following certification cards:

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

**Total Cards Issued:**

**Basic:** \_\_\_\_      **Advanced:** \_\_\_\_      **Pediatrics:** \_\_\_\_      **Total:** \_\_\_\_

**State Assessment Fee:**

\$15.00 per participant payable to WV ACEP/ITLS must accompany this report.

\*\*\*\*\*

**Comments:**

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

*This report, copies of CMS rosters, and fees must be submitted to WV ACEP/ITLS with in 5 business days of course.*

**F. ITLS WV Instructor Reciprocity Form**



**WEST VIRGINIA CHAPTER  
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 ITLS WV Policy and Procedure Manual, "Section VI. Administrative Considerations, Sections B, C, and D."

**G. ITLS WV 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 form below 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, ITLS WV Coordinator  
 51 Middletown Road  
 White Hall, WV 26554-8103  
 (866) 275-4671

Date	Course Location	Lecture Assignment	Skills Station

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

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

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

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

**H. ITLS WV 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. ITLS WV Pediatric Course Evaluation Form**



**PEDIATRIC ITLS 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. ITLS WV 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.

1 = Poor	2 = Unsatisfactory	3 = Good	4 = Excellent	N/A = Not observed
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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. ITLS WV Course Tally Sheet**



**WV Chapter Course Tally Sheet**

**Chapter Name:** \_\_\_\_\_ West Virginia \_\_\_\_\_

**Type of Course:** \_\_\_\_\_

**Date of Course:** \_\_\_\_\_

**Location of Course:** \_\_\_\_\_

**Course Fees:**

Basic Provider	= \$10
Advanced Provider	= \$10
Basic Instructor	= \$10
Advanced Instructor	= \$10
Pediatric	= \$10
Access	= \$10
Provider Recertification	= \$10
Instructor Recertification	= \$0

**Total Number of Students:** \_\_\_\_\_

**Course Fees (See Table):** \_\_\_\_\_

**TOTAL AMOUNT DUE** (number of students x fee): \_\_\_\_\_

Please send completed Course Tally Sheet with completed Course Rosters from CMS. Courses are not considered complete until fees are remitted to:

International Trauma Life Support  
1 S. 280 Summit Ave., Court B-2  
Oakbrook Terrace, IL USA 60181

*L. ITLS WV 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. \_\_\_\_\_



## West Virginia ITLS Student Data Form

Effective January 2, 2008, ITLS Course information will be completed online. The following information must be provided by each student seeking an ITLS certification. All items are mandatory to receive a card and certificate upon successful completion of the course.

### 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>