



ITLS Alberta

POLICY AND PROCEDURE MANUAL



ITLS Alberta

POLICY AND PROCEDURE MANUAL

A. INTRODUCTION

ITLS Alberta is chartered as a chapter of International Trauma Life Support (ITLS). The ITLS Program is designed as an initial or continuing education program for Prehospital Care. Every attempt will be made by the Alberta Chapter to maintain the high quality of instruction and educational information presented. Although certification is for a three year period, such certification does not guarantee future performance, nor is it a form of licensure of any kind.

The Policy and Procedure Manual of ITLS Alberta will be evaluated on a 3 year basis. The ITLS Alberta Chapter Advisory Committee must approve any modifications. Each ITLS Alberta Course Coordinator, Medical Director, and Instructor will receive a copy of the Policy and Procedure Manual when modifications are made to the document or when a new revision is adopted.

Purpose

The purpose of the Alberta Chapter's Policy & Procedure Manual is to define the goals, objectives, and policies guiding ITLS courses in Alberta. The Advisory Committee is chaired by the Provincial ITLS Co-Coordinators. Meetings are scheduled every 6 months and on a need to need basis. Members will be polled for dates at least 45 days prior to the meeting. Meetings require greater than 50% of all member attendance to be valid. With the exception of modifications to this manual, decisions are made by majority vote. Members do not have to be present at the meeting to vote, but they must contact the Provincial ITLS Medical Director prior to the meeting date in order to vote in absentia.

Goal

The goal of the Alberta Chapter is to make available a high quality prehospital trauma training program in Alberta; to improve patient outcomes and reduce prehospital fatalities in Alberta.

EMS system

The Alberta government provides funding for EMS. Only a small portion of the actual cost of the emergency health services

Alberta Health Services (AHS) is responsible for the provision of emergency medical services (EMS) which

includes ground and air ambulance services operations in Alberta.

- AHS EMS and 33 contracted EMS operators supply ground ambulance services throughout Alberta.
- EMS is available 24 hours a day, 7 days a week, every day of the year across Alberta.
- Over 550,000 events occur each year, involving more than 500 ambulance vehicles with 5,600 EMS practitioners providing care.
- Helicopter-based Every year, more than 5,600 EMS professionals support nearly a half a million emergency and transfer calls, both on the ground and in the air.

Role of the Medical Director and Coordinator

Plan for continuity of operations / succession planning for leadership:

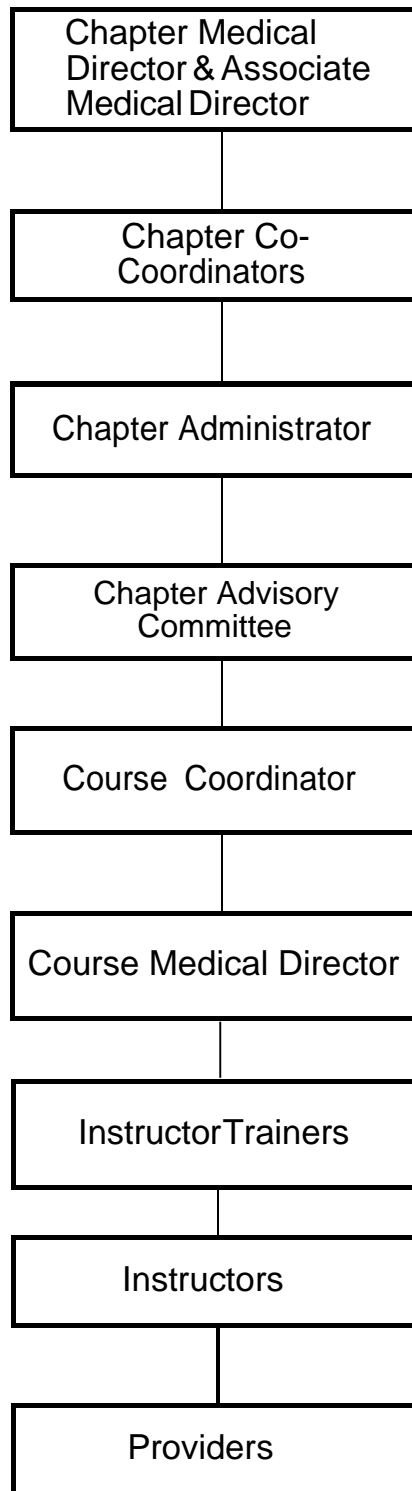
If the Medical Director or Coordinator should leave the Chapter, the Advisory Committee will appoint a member of the committee to serve in the role as either Medical Director or Coordinator until a suitable Medical Director or Coordinator has been appointed

Immediate notification to ITLS International of any change in Medical Director or Coordinator:

The Chapter will notify ITLS International immediately of any change

Chapter Organizational Structure

ITLS Alberta is organized as follows:



Chapter Responsibilities

The following is a list of the ongoing responsibilities of the Alberta Chapter. This list is not all inclusive and may include other chapter-specific responsibilities.

- Local coordination of ITLS courses
- Collection of data, including the number of providers and various faculty members
- Effectively use the ITLS electronic Course Management System (CMS)
- Dissemination of information from the ITLS International Office to the constituents of the chapter
- Provide information to the ITLS International Office on ITLS Advisory Committee activities and new concepts developed within the chapter
- Provide quality assurance for ITLS courses that are conducted within the chapter
- Provide processing of registration 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 International Congress
- Send rosters and fees to ITLS International (\$17 USD per student) quarterly
- Actively promote ITLS programs within the province
- Actively network with the Alberta ITLS instructor network

ITLS Responsibilities Relating to the Chapters

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

- Disseminating current information regarding changes in protocols, changes in ITLS teaching materials, and updates in revision to ITLS International policies and procedures
- Providing resources to new chapters and organizational materials to assist them in developing ITLS programs
- Providing a clearinghouse for ITLS International committee recommendations to the chapters
- Providing quality assurance at an international level by enforcing the guidelines and standards recommended by the ITLS International Board and Committees
- Conducting the Annual Meeting and Trauma Conference for constituents from all chapters to be represented
- Preparing financial reports
- Publishing an ITLS newsletter and maintaining a web site designed to disseminate information to the chapters
- Distributing ITLS instructional materials and novelties
- Distributing all ITLS certification and maintaining course roster information via the Course Management System (CMS)

B. GENERAL POLICIES AND PROCEDURES

Section 100 – Course Requirements

- .1 International Trauma Life Support courses must follow the nationally/internationally accepted guidelines for trauma care as outlined in the following reference materials:

- ITLS Provider Manual
9th edition
- ITLS Instructor Guide
- ITLS High Threat Provider Manual
- Pediatric Trauma Life Support Provider Manual
3rd edition
- Pediatric Trauma Life Support Instructor Guide
- ITLS Access Provider Manual 3rd edition
- ITLS Duty to Respond Provider Manual

- .2 Recertification courses may be conducted in conjunction with provider courses or as determined by the Course Coordinator, whereby, minimum requirements established by the ITLS Alberta Chapter Advisory Committee as outlined in this Policy and Procedure Manual must be successfully completed. For complete recertification requirements, please see Section 500 – Requirements for ITLS Certification.

All instructors must be updated to the latest edition materials through the ITLS Instructor Update Online. Instructors are not eligible to teach Provider courses from the new edition materials until updating to the new edition is completed is successfully completed.

- .3 Courses will be conducted in an organized professional manner that reflects positively on the chapter.
- .4 Confidentiality with respect to student performance shall be maintained at all times.
- .5 Records of student performance shall be maintained by the Chapter Administrator for a minimum period of 3 years. Because ITLS Alberta utilizes the Course Management System (CMS) online, hard copy records are not required. Course Coordinators may keep paper copies of post-tests, patient assessment score sheets, and other course documents, or electronic (scanned) documents instead.

All records stored in the CMS remain in the CMS database permanently; deletions or modifications related to student or instructor certification may be made at the discretion of the Chapter Coordinator.

- .6 All requests for approval of courses shall be submitted via a Course Notification to the Chapter Administrator for approval. At the time of approval, course requests must include the course dates, location, course medical director, and Course Coordinator.

Any changes to the course dates, location, course medical director, course coordinator, or instructors must be updated and the Chapter Administrator must be informed.

If, for any reason, the course request is not received within this specified parameter, the Chapter coordinators will determine course approval or denial.

- .7 The appropriate ITLS course manual must be distributed to students at least 30 days in advance of the course start date.
- .8 To assure the quality control of a course, every course must have a Course Medical Director who is available for consultation by phone or pager. The on-site presence and involvement of the Course Medical Director is strongly encouraged.
- .9 The Chapter Administrator is to receive a complete copy of all course paperwork from the Course Coordinator within 7 days after the course is completed. This ensures a quick delivery of ITLS cards and certificates.

See Section 200 – Course Fees for additional information about payment of fees and consequences of non-payment.

.10 Certification Card Issuance

ITLS Chapter Course Administrators are responsible for the issuance of certification cards from all Provider courses as well as all instructor courses.

After the Instructor Monitoring Form for an instructor candidate is received by the Chapter Administrator from the Course Coordinator, the Chapter co-coordinator/Administrator will issue the Instructor certification card and Policy & Procedure manual from the Chapter.

- .11 The required ratio of instructors to students for all skills stations is 1:6. The number of students permitted to attend a course is limited by the number of faculty available to teach. The minimum number of students to be registered and present at any ITLS Course are 3 students.

.12 Pass/Fail and Retesting Criteria

For specific course pass/fail criteria, please see Section 500 – Requirements for ITLS Certification.

Students are allowed to retest one component only. Students who fail the patient assessment test will be retested immediately. Any student who fails the written post-test may retake the test between 1-6 weeks. If either the patient assessment or written post-test is failed twice, an ITLS card will not be granted. To earn ITLS certification, a student would need to repeat the full provider course and reattempt the patient assessment and written post-test at the time of the second course.

.13 Patient Assessment Testing Criteria

All students are graded on patient assessment according to the following criteria as outlined in the Coordinator & Instructor Guide:

Inadequate Rating

1. Disorganized assessment exams
2. Prolonged on-scene times in the setting of load-and-go situations
3. Critical actions missed (such as not stabilizing the neck)
4. Fatal errors made (such as poor cervical-spine management)
5. Causes death of the patient

Adequate Rating

1. Reasonable organization of assessment exams
2. Accurate identification of load-and-go situations
3. Abbreviated on-scene times for load-and-go situations
4. Performs all critical actions
5. No fatal errors made

Good Rating

1. Organized exams and solid overall performance
2. Interacts well with patient and team members
3. Performs all critical actions
4. Abbreviated on-scene times for load-and-go situations
5. Correctly performs or oversees performance of all critical interventions

Excellent Rating

1. Excellent organization of assessment exams
2. Excellent patient care
3. Interacts well with patient and team members
4. Directs the team well; displays leadership
5. Performs all critical actions
6. Abbreviated on-scene times for load-and-go situations
7. Demonstrates clear understanding of prehospital trauma assessment and management
8. Cooperative and supportive in the learning environment
9. Conveys attitude of interest and desire to help teach trauma assessment and management

- .14 **Reciprocity** – Provider and Instructor certifications will be accepted from other Chapters and Training Centres.

Provider Reciprocity

ITLS Provider certification issued from another Chapter or Training Centre will be accepted in Alberta to the date of expiration. When certification expires, the candidate must fulfill Provider Recertification requirements in Alberta for recertification.

Instructor Reciprocity

Instructor certification will be accepted from other ITLS Chapters or Training Centres. An instructor coming into ITLS Alberta must apply to the Chapter Co-Coordinators for reciprocity. This application will include the candidate's past ITLS instruction history and a letter confirming good standing from the candidate's former ITLS Chapter or Training Centre.

Once approved by the Chapter co-coordinator, the instructor candidate must be monitored while teaching at a Provider course by an ITLS Alberta Advisory Committee member or Course Coordinator identified by the Advisory Committee. Upon completion of monitoring, a recommendation will be sent to the Chapter Co-Coordinators. The Chapter Co-Coordinators may issue an Instructor certification card or discuss the results with the Chapter Advisory Committee for resolution.

An Instructor Bridge course is available for current PHTLS, ATLS, TNS, or TNCC Instructors. Please see Section 500 – Requirements for ITLS Certification for more information.

- .15 ITLS may be utilized as part of a paramedic, Emergency Medical Technician, Medical First Responder, or Emergency Medical Responder training program. The training program must adhere to all ITLS Alberta guidelines contained in this Policy and Procedure Manual when conducting ITLS training as part of a training program. ITLS certification cards will be issued at the completion of the training program when the student has successfully completed all training. For example, students cannot receive an ITLS Advanced Provider card until they have successfully completed the full paramedic program.

Section 200 Core Curriculum

- Scene Size-up
- Trauma Assessment and Management
- Shock Evaluation and Assessment
- Trauma Arrest
- Trauma in Pregnancy
- Pediatric Trauma
- Geriatric Trauma

While these are the required topics for all ITLS Provider courses, it does not mean that these subjects are the only subjects that should be taught. The course must continue to be a minimum of 16 hours. The local course coordinator in consultation with course medical director will have the flexibility to decide what additional subjects should be added to the course to make it a complete program. These decisions should be based on your knowledge of student population and local requirements.

Section 300 – Course Fees

.1 Course Coordinators may charge a reasonable fee to students as necessary to cover costs of conducting the course, instructor honorariums, meals, course materials and chapter and international student certification fees.

.2 The following fee schedule shall apply for Chapter and International student certification fees:

Chapter: \$30.00 per Provider student (All ITLS Provider Courses)
 \$30.00 per Instructor student (All ITLS Instructor Courses)

Fees are paid for all students in attendance at a course, pass or fail.

.3 Chapter fees for students are established by the ITLS Alberta Advisory Committee.

.4 International fees for students are established by the International ITLS Board of Directors.

.5 International and Chapter fees for students attending or enrolled are to be paid when completed course rosters and post-course paperwork are submitted to the Chapter Office. The payment of International fees will be handled by the Chapter Coordinator and are included in the Chapter fees.

Payment of Chapter fees should be sent to the Chapter Administrator at the ITLS Alberta Office within 30 days of the course completion date or by the date indicated on the invoice.

.6 The Chapter Co-Coordinators reserve the right to deny course approval based on outstanding or bad debts incurred by a particular agency or individual that pertains to ITLS Alberta.

.7 Service fees or administrative costs may be charged for checks returned due to insufficient funds.

Section 400 – ITLS Alberta Chapter Advisory Committee

.1 Overview of Operations

The ITLS Alberta Chapter Advisory Committee shall operate in accordance with the bylaws of ITLS International. The Chapter co-coordinators chair the ITLS Alberta Chapter Advisory Committee and conduct all committee meetings.

Chapter Advisory Committee members are appointed for a term of two years. The performance of the Chapter Advisory Committee member will be subject to review in order to determine the advisability of reappointment.

Application for the Chapter Advisory Committee must include a curriculum vitae (resume), recommendations by two current Advisory Committee members, and a letter stating intent. These application materials should be sent to the Chapter Coordinator in advance of the Chapter Advisory Committee meeting.

The Chapter Medical Director in conjunction with the Chapter Co-Coordinators will review Chapter Advisory Committee member applications and make recommendations. All Advisory Committee members will come to an agreement.

A broad base of providers representing all geographical areas as well as basic and advanced EMS providers and other allied health professionals will be recommended for Chapter Advisory Committee membership.

.2 Duties and Responsibilities

- Advise the Chapter Medical Director and Chapter Co-Coordinator on matters concerning the ITLS Alberta program on issues such as:
 - Development of chapter policy and procedures
 - Promulgation of ITLS throughout the chapter area
 - Development long range and strategic plans
 - Dissemination of information at the local level
 - Upholds and models Quality Assurance within Alberta chapter
 - Disciplinary issues
- Provide support for new training sites and assist with new program development in the chapter
- Provide input into the process of maintaining the chapter
- Act as ambassadors for ITLS Alberta and ITLS International
- Provide mechanism through which personnel throughout the area have a voice in ITLS-related matters
- In conjunction with the Chapter Medical Director and Chapter Co-Coordinators, appoint Course Coordinators
- Oversee the due process of revocation for ITLS instructors, Course Coordinators, and course medical directors
- Teach instructor courses and instructor updates
- Perform other duties as assigned

.3 Removal Procedures

If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Chapter Advisory Committee Member, the ITLS Chapter Coordinator may initiate an investigation. The Chapter Advisory Committee Member designation may also be suspended

pending the outcome of the investigation. The Chapter Co-Coordinators, along with the Chapter Medical Director shall appoint a three member special committee to conduct the investigation which shall include one of the Chapter Co-Coordinators. 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.

Advisory Board Attendance

It is an expectation that members attend two ITLS Advisory Committee meetings per year. An attendance report will be added to the agenda of each meeting. Members of the advisory board who miss two meetings in two consecutive years may be asked to vacate the position.

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

- Temporary suspension of the Chapter Advisory Committee Member designation for a specified period of time
- Permanent suspension of Chapter Advisory Committee Member designation
- Remedial training

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

.4 Selection of Delegates at International Trauma Conference Business Session

Each year, individuals are selected to represent the chapter at the annual ITLS International Trauma Conference business sessions. Delegates represent the chapter at the business meetings, including the elections for Board of Directors members, elections for Speaker and Vice Speaker, and voting on any organization bylaws changes or other business.

The number of delegates representing the chapter for the annual business session is determined by the number of ITLS students trained, fees paid, and rosters submitted during the past two calendar years. In order for these certifications to be included in a chapter's count of delegates, payment must be received by the International office prior to March 31 of the next year. It is the prerogative to appoint delegates to accurately represent the interests of the chapter.

Selection criteria for International Trauma Conference Delegates:

- Opportunity offered first to Chapter Advisory Committee members
- Opportunity offered second to Course Coordinators and Medical Directors
 - Selection made based on the Course Coordinator's or Medical Director's level of involvement over the past year, including but not limited to number of courses taught and attendance at Chapter Advisory Committee meetings

Delegates' responsibilities include the following:

- Represent the ITLS chapter and attend all business sessions as an International meeting delegate
- Act as an ambassador for the ITLS chapter
- Communicate the perspective of the chapter with regard to major issues
- Disseminate information to all members of the Chapter Advisory Committee as required
- Participate in the assessment of the ITLS program

- Participate in the formative process of continuing course revision
- Participate in the development of ITLS International

Reimbursement for International Trauma Conference Delegates will be provided as budgeted by the Alberta ITLS Chapter each calendar year. To be eligible for reimbursement, the delegate must register for the International Trauma Conference and attend all sessions as directed by the chapter.

Section 500 – Chapter and Course Faculty and Administration

- .1 **Chapter Medical Director** –Appointed by the Alberta ITLS Advisory Committee. An Associate Medical Director may also be appointed for capacity building and succession planning. The performance of the Medical Director should be reviewed by the Chapter Co-Coordinators on an annual basis to determine the advocacy of reappointment which is the purview of the ITLS Advisory Committee.

Eligibility:

- Must be a physician licensed to practice medicine within Alberta
- Must be a physician involved in emergency medicine with a background of involvement in pre-hospital care
- Must be a current ITLS instructor
- Must be or become a member of the Chapter Advisory Committee
- Must have extensive experience in managing continuing education courses and demonstrate an in-depth knowledge of ITLS
- Experience as a committee is preferred

Duties and Responsibilities:

- Ultimately responsible for the oversight of the ITLS program within the chapter, in both educational and business-related matters
- Provide consistent leadership for the program
- Stimulates the growth and consistency of ITLS programs throughout Alberta
- Ensures the availability of training and the quality of the programs offered
- Ensures the medical appropriateness of the course content
- Mentors the Associate Medical Director
- Ensures that the program is taught in a manner consistent with the Alberta EMS legislation and regulations
- Ensure the medical quality of ITLS courses throughout Alberta
- Advises the ITLS Alberta Chapter Advisory Committee on the appointments of Course Coordinators
- Represents ITLS Alberta as an International Meeting Delegate, if possible
- Relieves a Course Coordinator of this title if he/she fails to present courses that are consistent with ITLS standards, or where management of the course impedes student education or the reputation of the ITLS Alberta program
- In association with the Chapter Co-Coordinators, facilitates the daily operation of the ITLS Alberta program
- Oversees the appeal of due process activities
- Leads, supervises, and oversees the operation of the Chapter Advisory Committee
- Appoints ad hoc subcommittees as needed to address specific ITLS issues
- Provides leadership for the ITLS Alberta Chapter Advisory Committee for strategic and long range planning
- Appoints a special committee to execute due process in the event of possible revocation

- Performs other duties as necessary

Removal:

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

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

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

- .2 **Chapter Co- Coordinators** –Appointed by the Chapter Advisory Committee. The performance of the Co-Coordinator should be reviewed on an annual basis to determine the advocacy of reappointment. Should either Coordinator not demonstrate satisfactory performance or not wish to continue, the Chapter Advisory Committee shall initiate a search for a qualified candidate.

Eligibility:

- Must be the administrative designate of the ITLS chapter or possess and maintain ITLS Instructor and Course Coordinator status
- Should be an individual who has experience in managing continuing education courses and has demonstrated an in-depth knowledge of prehospital trauma care

Duties and Responsibilities:

- In association with Chapter Medical Director, facilitate the daily operation of the ITLS Alberta program
- Provides consistent leadership for the program
- Stimulate the growth and consistency of ITLS programs throughout the chapter area
- Ensures the availability of training and the quality of the programs offered
- Provides financial management and oversight of the ITLS chapter including organization of chapter finances
- Ensures the quality and consistency of ITLS focusing primarily on the administrative aspects
- Advises the Chapter Advisory Committee regarding the appointment of Course Coordinators
- Organizes chapter records
- Executes the plans and enforces the policies of the ITLS Policy and Procedure Manual
- Coordinates due process activities of the Chapter Advisory Committee
- Performs other duties as necessary

Removal:

If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of a Chapter Coordinator, the Chapter Advisory Committee may an investigation. The Chapter Coordinator designation may also be suspended pending the outcome of the investigation. The Chapter Advisory Committee shall appoint a three member special committee to conduct the investigation including the

Chapter Medical Director. The investigation shall be completed within sixty (60) days. Upon completion, Chapter Coordinator will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

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

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

.3 **Course Medical Director** – Approved by the Chapter Medical Director.

Eligibility:

- Must be a licensed physician within Alberta
- Should be familiar with EMS systems and prehospital care and have experience and training related to trauma patients
 - Must be an ITLS instructor and have taught at least one ITLS course following certification as an instructor
 - Must be satisfactorily monitored and mentored by the Chapter Medical Director, Associate Medical Director or a member of the Chapter Advisory Committee at a two-day provider course

Duties and Responsibilities:

- Ensures that the program is consistent with ITLS standards
- Responsible for every aspect of the ITLS course
- Ensures adequate time for lectures and skills stations
- In the absence of an instructor, is prepared to present information
- It is strongly advised that the Course Medical Director consult with the Course Coordinator during the planning stages of the course

Removal:

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

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

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

.4 **Course Coordinator** – Approved by the Chapter Advisory Committee

- Must be an experienced educator and program organizer with a thorough knowledge of the ITLS program
- Must provide a current resume to the Chapter Co-Coordinator when requesting course coordinator status
- Must have a letter of support from an existing course coordinator.
- Must have a demonstrated history of coordinating and conducting multiple session programs
- Must hold a current ITLS instructor certification for at least 3 years teaching at least five courses within the 3 year time frame
- Must be able to coordinate all requirements pre-course, during the course and post course follow-up
- Must be mentored by and co-coordinate a full provider course with Chapter Advisory Committee member or Course Coordinator designated by the Chapter Advisory Committee

Duties and Responsibilities:

- Must be on-site throughout the course and will serve as the primary resource for information and questions of an administrative nature
- Serves as a liaison between providers and the Course Medical Director, and Chapter office
- Coordinates all aspects of the ITLS course:
- Submits pre-course paperwork to Chapter Administrator at least 30 days prior to course start date
- Completes pre-course preparation
- Verifies that each registrant meets pre-course criteria
- Selects and recruits faculty
- Prepares student and faculty course packets
- Arranges for equipment
- Provides on-site coordination
- Registers students
- Makes arrangements for faculty
- Ensures appropriate equipment placement
- Ensures flow of skills stations
- Arranges patient assessment practice and testing stations
- Arranges for grading of written exams
- Completes the appropriate paperwork and submission of fees to ITLS Alberta Chapter within 30 days after the course
- The Course Coordinator must work closely with the Course Medical Director, Affiliate Faculty, and Chapter Coordinator
- Performs other duties as necessary

Removal:

If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Course Coordinator, the Chapter Advisory Committee may initiate an investigation. The Course Coordinator's designation may also be suspended pending the outcome of the investigation. The Chapter Medical Director shall appoint a three member special committee to conduct the investigation.

The investigation shall be completed within sixty (60) days. Upon completion, the Course Coordinator will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days. The special committee will then make recommendation to the Chapter Advisory Committee for action including, but not limited to one or more of the following:

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

Instructor – Responsible for teaching lecture, skills station, and/or patient assessment at courses as directed by Course Coordinator. See Section 500 – Requirements for ITLS Certification for instructor requirements.

.5

Removal

If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the Chapter Advisory Committee may initiate an investigation. The instructor's certification status may also be suspended pending the outcome of the investigation.

The Chairperson of the Chapter Advisory Committee shall appoint a three member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the instructor will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

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

- Temporary suspension of instructor certification for a specified period of time
- Permanent suspension of instructor certification
- Remedial training
- Supervision by an Affiliate Faculty for a specified period of time

Section 600 – Requirements for ITLS Certification

Basic ITLS Provider

Certified As: Basic ITLS Provider

Prerequisites: The candidate must be a certified Emergency Medical Technician or First Responder.

Certified By: Successfully meeting the requirements to pass the International Trauma Life Support Basic Provider Course. Must obtain a minimum of 74% on the written exam and score at least an adequate rating in the patient assessment practical.

Certified For: 3 years from end date of course

Recertification: The candidate must attend an ITLS approved Basic ITLS certification or Recertification course.

Advanced ITLS Provider

Certified As: Advanced ITLS Provider

Prerequisites: The candidate must be a certified/licensed ACP, Registered Nurse, Physician Assistant, or Physician.

Certified By: Successfully meeting the requirements to pass the International Trauma Life Support Advanced Provider Course. Must obtain a minimum of 74% on the written exam and score at least an adequate rating in the patient assessment practical.

Certified For: 3 years from end date of course

Recertification: The candidate must attend a ITLS approved ITLS certification or recertification course.

Pediatric ITLS Provider

Certified As: Pediatric ITLS Provider

Prerequisites: The candidate must be a certified/licensed ACP, PCP Registered Nurse, Physician Assistant, or Physician who has successfully completed an ITLS Basic or Advanced Provider course.

Certified By: Successfully meeting the requirements to pass the International Trauma Life Support Pediatric Provider Course. Must obtain a minimum of 74% on the written exam and score at least an adequate rating in the patient assessment practical.

Certified For: 3 years from end date of course

Recertification: The candidate must attend a ITLS PA approved Pediatric ITLS certification or recertification course.

ITLS High Threat Provider

Certified As: ITLS High Threat Provider

Prerequisites: Participants must possess an ITLS Provider Card not void greater than six (6) months from expiration date.

Participants who possess a Pre-hospital Trauma Life Support (PHTLS) card not greater than three years and six months (3 1/2 years) from completion date are eligible to take the ITLS Recertification/Refresher course.

Certified By: Successfully meeting the requirements to pass the International Trauma Life Support Recertification Course for the. Must obtain a minimum of 74% on the written exam and score at least an adequate rating in the patient assessment practical.

Certified For: 3 years from end date of course

Recertification: The candidate must attend an ITLS approved ITLS certification or recertification course.

ITLS Access Provider

Certified As: ITLS Access Provider

Prerequisites: The candidate must be a certified/licensed ACP,PCP,EMT, MFR Registered Nurse, Physician Assistant, or Physician.

Certified By: Successfully meeting the requirements to pass the International Trauma Life Support Access Course. Must obtain a minimum of 74% on the written exam and score at least an adequate rating in the patient assessment practical.

Certified For: 3 years from end date of course

Recertification: The candidate must attend an ITLS approved ITLS Access certification or recertification course.

ITLS eTrauma

Prerequisites: Candidates must be certified or licensed as an ACP,PCP,EMT, MFR RN, PA, or Physician.

Description: This is a course lasting approximately 8 hours designed to be used in conjunction with the ITLS eTrauma: Taking Trauma Training Online course. During the course, students will learn, practice, and demonstrate proficiency of the necessary skills that comprise the practical assessment of the ITLS provider course, thus earning ITLS basic or advanced certification.

Target Audience: This audience consists of those who have successfully the ITLS eTrauma Trauma Training Online course within the past 12 month period as evidenced by a valid course completion certificate.

Certified by: Successful completion of the ITLS completer provider course requires achieving a score of 74% or higher on the ITLS advanced or basic written provider examination, and achieving a score of adequate, good or excellent on the ITLS patient assessment examination.

Certified for: 3 years from end date of course

Recertification: To renew certification as an ITLS provider, a candidate must successfully complete one of the following: ITLS advanced or basic refresher course; ITLS advanced or basic provider course; or the ITLS eTrauma course and complete course.

ITLS Duty to Respond (DTR)

Description: This course is a non-certified course designed for the initial responder such as

police, fire department, emergency medical responders or any other entity that could arrive at the trauma patient before EMS.

Objectives: The ultimate objective of the course is to provide education with initial assessment and care for the trauma patient before EMS arrives.

Prerequisites: There are no prerequisites for this course.

Target audience: Police, Fire Departments, Emergency Medical Responders, First Responders

Certified by: This is a non-certified course, but the participant will receive a course completion recognition

Certified for: 3 years

Recertification: To recertify, the student would need to take the full program

Basic or Advanced ITLS Provider Recertification

Certified As: Basic or Advanced ITLS Provider

Prerequisites: Participants must possess an ITLS Provider Card not void greater than six (6) months from expiration date.

Participants who possess a Pre-hospital Trauma Life Support (PHTLS) card not greater than three years and six months (3 1/2 years) from completion date are eligible to take the ITLS Recertification/Refresher course.

Certified By: Successfully meeting the requirements to pass the International Trauma Life Support Recertification Course for the ACP,PCP,EM,MFR,RN. Must obtain a minimum of 74% on the written exam and score at least an adequate rating in the patient assessment practical.

Certified For: 3 years from end date of course

Recertification: The candidate must attend an ITLS approved ITLS certification or recertification course.

Pediatric ITLS Provider Recertification

Certified As: Pediatric ITLS Provider

Prerequisites: Participants must possess an ITLS Provider Card not void greater than six (6) months from expiration date.

Participants who possess a Pre-hospital Trauma Life Support (PHTLS) card not greater than three years and six months (4 1/2 years) from completion date are eligible to take the ITLS Recertification/Refresher course.

Certified By: Successfully meeting the requirements to pass the International Trauma Life Support Recertification Course for the ACP,PCP,EMT, MFR,RN. Must obtain a minimum of 74% on the written exam and score at least an adequate rating in the patient assessment practical.

Certified For: 3 years from end date of course

Recertification: The candidate must attend an ITLS approved ITLS certification or recertification

course.

ITLS Access Provider Recertification

Certified As: ITLS Access Provider

Prerequisites: Participants must possess an ITLS Provider Card not void greater than six (6) months from expiration date.

Participants who possess a Pre-hospital Trauma Life Support (PHTLS) card not greater than three years and six months (3 1/2 years) from completion date are eligible to take the ITLS Recertification/Refresher course.

Certified By: Successfully meeting the requirements to pass the International Trauma Life Support Recertification Course for the ACP,PCP,EMT, MFR,RN. Must obtain a minimum of 74% on the written exam and score at least an adequate rating in the patient assessment practical.

Certified For: 3 years from end date of course

Recertification: The candidate must attend an ITLS approved ITLS certification or recertification course.

ITLS High Threat Provider Recertification

Certified As: ITLS High Threat Provider

Prerequisites: Participants must possess an ITLS Provider Card not void greater than six (6) months from expiration date.

Participants who possess a Pre-hospital Trauma Life Support (PHTLS) card not greater than three years and six months (3 1/2 years) from completion date are eligible to take the ITLS Recertification/Refresher course.

Certified By: Successfully meeting the requirements to pass the International Trauma Life Support Recertification Course for the. Must obtain a minimum of 74% on the written exam and score at least an adequate rating in the patient assessment practical.

Certified For: 3 years from end date of course

Recertification: The candidate must attend an ITLS approved ITLS certification or recertification course.

Basic ITLS Instructor

Certified As: Basic ITLS Instructor

Prerequisites: The prerequisite for registering in the ITLS Instructor Course is current certification as a Basic ITLS Provider.

Certified By: Following completion of an ITLS Instructor 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 an Approved Course

coordinator during an ITLS provider course. Monitoring must be within six months of the instructor course and in two of the following areas: lecture, skill station, and scenario.

Certified For: 3 years

Upgrades: From Basic to Advanced: In the event that a Basic ITLS Instructor becomes certified/licensed as an ALS Provider and successfully completes the ITLS advanced level practical and written exam, their Basic ITLS Instructor certification is upgraded to ITLS Instructor.

Recertification: In order to be recertified as an ITLS Instructor the individual must teach in at least three ITLS courses over the three years of certification. Instructor Updates may be required as deemed necessary by ITLS Alberta.

Advanced ITLS Instructor

Certified As: ITLS Instructor

Prerequisites: The prerequisite for registering in the ITLS Instructor Course is current certification as an Advanced ITLS Provider.

Certified By: Following completion of a ITLS Instructor Course, the candidate is classified as an "Instructor Candidate". To become certified as a ITLS Instructor the candidate must be recommended for certification by an Approved Course coordinator Affiliate during a ITLS provider course. Monitoring must be within six months of the instructor course and in two of the following areas: lecture, skill station, and scenario.

Certified For: 3 years

Recertification: To be recertified as an ITLS Instructor the individual must teach and be monitored in at least three Advanced ITLS courses over the three years of certification. Instructor Updates may be required as deemed necessary by ITLS Alberta.

Pediatric ITLS Instructor

Certified As: Pediatric ITLS Instructor

Prerequisites: Currently Certified as a Pediatric ITLS Provider and a ITLS Instructor.

Certified By: Following completion of a Pediatric ITLS Course, the candidate is classified as a "Pediatric Instructor Candidate". In order to become certified as a Pediatric ITLS Instructor the candidate must be recommended for certification by an Approved Course coordinator during a Pediatric ITLS Provider Course. Monitoring must be within six months of the Pediatric ITLS course and be in two of the following areas: lecture, skill station, or scenario.

Certified For: 3 years

Recertification: In order to be recertified as a Pediatric ITLS Instructor the individual must teach and be monitored in at least three Pediatric ITLS courses over the three years of certification. Instructor Updates may be required as deemed necessary by ITLS Alberta.

ITLS Access Instructor

Certified As: ITLS Access Instructor

Prerequisites: 1. Currently certified as an ITLS Access Provider and a ITLS Instructor.
2. In lieu of ITLS Provider and Instructor Certification, be certified as a Rescue Instructor and should have attended a ITLS Access Course.
3. For a certified Rescue Instructor without ITLS Provider and/or Instructor certification, an Approved course coordinator in ITLS Access must provide oversight at the ITLS Access course to assure adherence to course curriculum.

Certified By: Following completion of a ITLS Access Course or certification as a Rescue Instructor, the candidate is classified as a "ITLS Access Instructor Candidate".

In order to become certified as a ITLS Access Instructor the candidate must be recommended for certification by an Approved ITLS Coordinator during a ITLS Access Provider Course. Monitoring must be within six months of the instructor course and in two of the following areas: lecture, skill station, and scenario.

Certified For: 3 years

Recertification: In order to be recertified as an ITLS Access Instructor the individual must teach and be monitored in at least three ITLS Access courses over the three years of certification. Instructor Updates may be required as deemed necessary by ITLS Alberta.

ITLS High Threat Instructor

Certified As: ITLS High Threat Instructor

Prerequisites: The prerequisite for registering in the ITLS High Threat Instructor Course is current certification as an ITLS High Threat Provider.

Certified By: Following completion of an ITLS Instructor Course, the candidate is classified as an "Instructor Candidate". To become certified as a ITLS Instructor the candidate must be recommended for certification by an Approved Course coordinator Affiliate during an ITLS provider course. Monitoring must be within six months of the Instructor course and in two of the following areas: lecture, skill station, and scenario.

Certified For: 3 years

Recertification: To be recertified as an ITLS High Threat Instructor the individual must teach and be monitored in at least three ITLS High Threat courses over the three years of certification. Instructor Updates may be required as deemed necessary by ITLS Alberta.

Section 700 – Non-Discrimination and Harassment

ITLS Alberta recognizes the importance of conducting courses free of discrimination or harassment.

- .1 It is the policy of ITLS Alberta that all our participants should be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment or other forms of harassment.

No person shall, on the basis of race, color, religion, sex, national origin, handicap, age or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any ITLS Alberta approved education program.

Such conduct, whether committed by instructors, or participants, is specifically prohibited. This includes offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual on his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical contact.

In addition no one should imply or threaten that a participant's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's successful completion of the program, future instructional assignments or status as an Affiliate Faculty.

- .2 ITLS Alberta will not tolerate any instances of Human Rights violations. Any agency, organization, or group that conducts or sponsors and educational course approved by ITLS Alberta is responsible for providing the above stated discrimination-free education environment, and should have available and on file a copy of this Policy.
- .3 Any ITLS Alberta approved educational program that does not comply with this policy shall be subject to sanctions, up to and including course decertification by ITLS Alberta.

Any participants of ITLS Alberta approved educational program that does not comply with this policy shall be subject to sanctions up to and including decertification of, Instructor and Provider certifications.

- .4 Neither ITLS Alberta nor ITLS International are liable for any actions arising from any EMS Agency, Training Center or other entity as a result of their hosting and/or conducting an ITLS Alberta approved course.
- .5 ITLS Alberta shall comply with all of the appropriate rules and regulations current in the jurisdiction, territory, province, city, prefecture, parish or any other jurisdiction in which they will operate.

Section 800 – Dispute Resolution

- .1 It is the policy of ITLS Alberta that the following standard procedure should be followed to resolve any conflict that may arise between a student and an instructor regarding materials taught in a course; between a student and an instructor unrelated to material taught; and/or between two instructors.
- .2 The student and instructor will first attempt to resolve the dispute by researching information in either the student textbook or the ITLS Alberta Policy and Procedure Manual.

- .3 If the dispute is not satisfactorily resolved with research as stated above, the student (and Instructor if needed) will go to either the Course Coordinator or Course Medical Director, if the individual is on-site.
- .4 If the Course Coordinator or Course Medical Director cannot satisfactorily resolve the dispute, the student (and instructor if needed) will consult with one of the Chapter Co-Coordinators
- .5 The Chapter Co-Coordinators will work in conjunction with the Chapter Medical Director as needed to satisfactorily resolve the dispute.
- .6 The Chapter Co-Coordinators and Chapter Medical Director will contact staff at the ITLS International office as needed for additional assistance.
- .7 ITLS Alberta reserves the right to investigate all complaints brought to its attention and to proceed with disciplinary measures as deemed appropriate at the sole discretion of the Chapter Medical Director (or at the discretion of the Executive Director of ITLS International).
- .8 All Post-Test exams are administered from ITLS International therefore no questions or answers can be altered or changed within the Chapters.

Section 900 – Students with Disabilities

- .1 It is the policy of ITLS Alberta that if a student cannot complete the patient assessment portion of the ITLS course due to physical disability, he or she should receive a certificate of completion or audit, but should not receive a course certification card. Completion of a course does not signify field competency.