

International Trauma Life Support Alabama Chapter

Policy & Procedure Manual

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Authority & Mission Statement

International Trauma Life Support (ITLS) is the first pre-hospital Trauma education course ever developed. Founded by Alabama Emergency Physician Dr. John Campbell, ITLS is now an international organization. The Alabama Chapter College of Emergency Physicians (ALACEP) is the organizational birthplace of ITLS and the central administrative organization for all courses held in Alabama.

Along with Dr. Campbell, many EMS educators in Alabama helped develop and promote ITLS across Alabama and the United States. These dedicated educators are considered pioneers of the ITLS program and or organized trauma care education as we know it today.

ALACEP is chartered by ITLS International to coordinate and support ITLS programs in Alabama. The ALACEP Board of Directors delegates overall program operations to the State Chapter Medical Director, Chapter Coordinator and the ALACEP Executive Director. Advisory support is provided by the ALACEP Committee on ITLS, State Affiliate Faculty, Advisory Board Members, Office of EMS and Trauma and Regional EMS organizations.

Guidance for the provision of courses is set forth in the published Instructor/Coordinator manuals. This manual further defines levels of certification and provides guidance for course medical directors and course coordinators in offering courses that may be certified by Alabama ITLS or other Chapters. Instructor/Coordinator manuals should be used as operational guides throughout all pre-course, course and post-course activities.

Please contact the Alabama Chapter ITLS office at 334-793-7789 for information or assistance or visit our web site at www.itraumaalabama.org.

Organizational Structure

Alabama ITLS recognizes the importance of quality patient care and is dedicated to supporting and improving the trauma education of pre-hospital providers by sponsoring ITLS courses statewide. Many professionals play a vital role in the identification, treatment and transport of trauma patients including dispatchers, first responders, volunteers, EMTs, Fire-Rescue, Ambulance Services, Nurses, Physicians and many other emergency medical services personnel. ITLS programs are dedicated to supplementing the knowledge, skills and abilities of basic life support and advanced life support providers of pre-hospital trauma care. Well-trained providers working in coordination with EMS medical control hospitals provide patients an improved rate of survival and often life-saving care. ITLS is designed to teach pre-hospital providers to perform trauma assessment and initial trauma care in a rapid and systematic approach.

The Alabama ITLS Trauma Life Support (ITLS) Program is the first such state-level program in the United States. The course was developed and organized similar to other educational and/or certification programs. This type organization has proved to be effective and efficient in delegating responsibility, maintaining quality control and in the coordination and overall administration of courses Statewide.

Alabama Chapter College of Emergency Physicians
Chapter Medical Director
Chapter Coordinator
Chapter Advisory Committee
Chapter Affiliate Faculty
Instructors
Providers

Chapter Responsibilities

The following is a partial listing of ongoing responsibilities of the Alabama ITLS Chapter.

- Collection of data
- Dissemination of information to the members of the Chapter
- Coordination of Statewide ITLS Activities
- Provide reports to ITLS International as requested
- Provide quality assurance for ITLS courses that are conducted within the chapter
- Appoint delegates to represent the chapter at the ITLS International conference
- Send fees to ITLS at least quarterly

ITLS International Responsibilities

Please refer to your ITLS Instructor/Coordinator guide for International Responsibilities. This will provide you with the most up-to-date listing.

Description of ITLS Certifications

Basic ITLS Provider

- Prerequisites: The candidate must be an entry level EMS provider such as first responder or EMT or other allied health professional who holds suitable qualifications for entry.
- Certified by: A student who attends all the lectures and skill stations, scores at least 74% on the written and at least “adequate” on patient assessment.
- Certified for: Three (3) years
- Recertification: The candidate must attend an approved ITLS Basic refresher course prior to the expiration date on the card or complete an ITLS provider course or complete the on-line ITLS renewal course and successfully complete the “completer” course.

Advanced ITLS Provider

- Prerequisites: The candidate must be an advanced level practitioner such as certified EMT-Intermediate, paramedic, registered nurse, physician assistant, physician, or other allied health professional who holds suitable qualifications for entry.
- Certified by: A student who attends all the lectures and skill stations, scores at least 74% on the written and at least “adequate” on patient assessment.
- Certified for: Three (3) years
- Recertification: The candidate must attend an approved ITLS Advanced refresher course prior to the expiration date on the card or complete an ITLS provider course or complete the on-line ITLS renewal course and successfully complete the “completer” course.

Pediatric ITLS Provider

- Prerequisites: It is strongly suggested that the candidate be a certified basic or advanced ITLS or PHTLS provider.
- Certified by: A student who attends all the lectures and skill stations, scores at least 74% on the written and at least “adequate” on patient assessment.

Certified for: Three (3) years

Recertification: The candidate must attend an approved ITLS Pediatric refresher course prior to the expiration date on the card or complete an ITLS provider course or complete the on-line ITLS renewal course and successfully complete the “completer” course.

ITLS Access Provider

Prerequisites: The candidate must be in EMS in at least a first responder role.

Course Completion: The candidate must attend the lectures and skill stations.

Certified for: Three (3) years.

Recertification: The provider must attend an approved ITLS access provider update course.

Basic ITLS Instructor

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

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

Certified for: Three (3) years

Recertification: The instructor must teach at least one (1) ITLS course (provider or instructor) each year or teach at least three (3) ITLS courses within the three (3) year certification. The instructor may also be required to attend any instructor updates as required by the Chapter.

Removal Procedure: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the chapter advisory committee may initiate an investigation. The instructor’s certification status may also be suspended pending the outcome of the investigation. The chairperson of the chapter advisory committee shall appoint a three-member special committee to conduct the investigation. The investigation shall be completed within 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 30 days.

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

1. Temporary suspension of instructor certification for a specified period of time
2. Permanent suspension of instructor certification
3. Remedial training
4. Supervision by an affiliate faculty for a specified period of time

Advanced ITLS Instructor

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

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

Certified for: Three (3) years

Recertification: The instructor must teach at least one (1) ITLS course (provider or instructor) each year or teach at least three (3) ITLS courses within the three (3) year certification. The instructor may also be required to attend any instructor updates as required by the Chapter.

Removal Procedure: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the chapter advisory committee may initiate an investigation. The instructor’s certification status may also be suspended pending the outcome of the investigation. The chairperson of the chapter advisory committee shall appoint a three-member special committee to conduct the investigation. The investigation shall be completed within 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 30 days. The special committee will then make recommendations to the chapter advisory committee for action including, but not limited to, one or more of the following:

1. Temporary suspension of instructor certification for a specified period of time
2. Permanent suspension of instructor certification
3. Remedial training

4. Supervision by an affiliate faculty for a specified period of time

Pediatric ITLS Instructor

- Prerequisites: ITLS Instructor (Basic Instructors cannot teach advanced skills or assessment in the Pediatric ITLS Course.
- Certified by: Achieve greater than 86% on the written pediatric test, “excellent” on pediatric patient assessment or be recommended as a potential instructor by an affiliate faculty during an ITLS Pediatric provider course.
- Certified for: Three (3) years
- Recertification: The instructor must teach at least one (1) Pediatric ITLS course (provider or instructor) each year or teach at least three (3) ITLS courses within the three (3) year certification. The instructor may also be required to attend any instructor updates as required by the Chapter.
- Removal Procedure: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the chapter advisory committee may initiate an investigation. The instructor’s certification status may also be suspended pending the outcome of the investigation. The chairperson of the chapter advisory committee shall appoint a three-member special committee to conduct the investigation. The investigation shall be completed within 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 30 days. The special committee will then make recommendations to the chapter advisory committee for action including, but not limited to, one or more of the following:
1. Temporary suspension of instructor certification for a specified period of time
 2. Permanent suspension of instructor certification
 3. Remedial training
 4. Supervision by an affiliate faculty for a specified period of time

Access ITLS Instructor

Prerequisites: ITLS Instructor.

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

Certified for: Three (3) years

Recertification: The instructor must teach at least one (1) ITLS Access course (provider or instructor) each year or teach at least three (3) ITLS courses within the three (3) year certification. The instructor may also be required to attend any instructor updates as required by the Chapter.

Removal Procedure: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the chapter advisory committee may initiate an investigation. The instructor's certification status may also be suspended pending the outcome of the investigation. The chairperson of the chapter advisory committee shall appoint a three-member special committee to conduct the investigation. The investigation shall be completed within 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 30 days. The special committee will then make recommendations to the chapter advisory committee for action including, but not limited to, one or more of the following:

1. Temporary suspension of instructor certification for a specified period of time
2. Permanent suspension of instructor certification
3. Remedial training
4. Supervision by an affiliate faculty for a specified period of time

Chapter Committee's

The Alabama ACEP Committee on ITLS

The Alabama ACEP Committee on ITLS is a standing committee of the Alabama ACEP Board of Directors. The committee provides input and recommendations to the Chapter Medical Director and Chapter Coordinator. The committee assists in the development and implementation of all approved policies and procedures associated with the program.

An executive committee is comprised of the Chapter Medical Director, Chapter Coordinator, Committee on ITLS chair, and the ALACEP Executive Director. In the event of emergent or other special circumstances, may conduct official business of the committee deemed to be appropriate and necessary to fulfill the goals and objectives of the program, including the selection of Chapter delegates based upon their willingness and availability to represent the Chapter.

The Executive Committee consists of the following members:

1. Chapter Medical Director (Chair person)
2. Founding Medical Director (Chairman Emeritus)
3. ALACEP President
4. ALACEP Executive Director
5. ALACEP Secretary/Treasurer
6. Two (2) at-large members of the ALACEP Board of Directors

The Chapter Advisory Board provides guidance, recommendations and advice on all aspects of the program. Members serve a three (3) year term and are selected by the Committee Chair, ALACEP President and Executive Director. The Board meets twice annually.

Chapter Advisory Board

The Chapter Advisory Board provides guidance, recommendations and advice on all aspects of the program. Members serve a 3-year term and are selected by the Chair, the ALACEP President and the Executive Director. The board meets twice annually.

1. Chapter Medical Director (Chair)
2. Founding Medical Director (Chair Emeritus)
3. ALACEP President
4. ALACEP Executive Director
5. Chapter Coordinator
6. Three (3) ITLS Affiliate Faculty Members
7. One (1) representative from the Office of EMS and Trauma
8. One (1) representative from the Alabama Hospital Association

9. One (1) representative from an accredited University-Based EMS training program
10. One (1) representative from an accredited Community College-Based Training program
11. Two (2) representatives from a licensed ambulance service
12. One (1) representative from each of the Regional EMS organizations
 - a. Region 1
 - b. Region 2
 - c. Region 3
 - d. Region 4
 - e. Region 5
 - f. Region 6

Vacancy Procedure: A Curriculum Vitae (resume), and a letter stating intent should be sent to the Chapter Coordinator. The Chapter coordinator will inform the Chapter Advisory Committee who will select the most suited for the position from the pool of applicants.

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

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

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

1. Temporary suspension of the Chapter Advisory Committee Member designation for a specified period of time.
2. Permanent suspension of the Chapter Advisory Committee Member designation.
3. Remedial training
4. Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

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

- Development of Chapter policy and procedures
- Promulgation of ITLS throughout the Chapter area
- Development of long range and strategic plans
- Dissemination of information at the local level
- Disciplinary issues

Other Duties:

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

International Meeting Delegate

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

Appointed by: Chapter Medical Director and Chapter Advisory Committee

Appointed for: Duration of the annual international meeting

Prerequisites: Should be an Affiliate Faculty, have a strong working knowledge of ITLS and related issues and be orientated by the Chapter Coordinator and/or ALACP executive director to the position.

Duties and Responsibilities: Represent the Chapter as an International Meeting Delegate, Communicate the perspective of the Chapter with regard to major issues, disseminate information to all members of the advisory committee as required, participate in the assessment of the ITLS program, participate in the formative process of continuing course revision and participate in the development of ITLS.

Chapter Medical Director:

Appointed by: Alabama Chapter College of Emergency Physicians

Appointed for: Three (3) years

Prerequisites: Must be a physician licensed to practice medicine within the Chapter area, must be a physician involved in emergency medicine with a background of involvement in pre-hospital care and must be an ITLS instructor.

Reappointment: The performance of the Chapter Medical Director will be reviewed on an annual basis by the ALACEP Board of Directors to determine the advocacy of reappointment.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Chapter Medical Director, the ALACEP Board of Directors may initiate an investigation. The Chapter Medical Director's designation may also be suspended pending the outcome of the investigation. The ALACEP 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 (30) days.

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

1. Temporary suspension of the Chapter Medical Director's designation for a specified period of time.
2. Permanent suspension of the Chapter Medical Director's designation.
3. Remedial training
4. Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Duties and Responsibilities:

1. Ultimately responsible for the management of the ITLS program within the Chapter, in both educational and business related matters
2. Provide consistent leadership for the program
3. Stimulate the evolution and consistency of ITLS programs through the Chapter
4. Ensure the availability of training and the quality of the programs offered
5. Ensure the medical appropriateness of the course content
6. Ensure that the program is taught in a manner consistent with the EMS laws of the Chapter
7. Ensure the medical quality of ITLS courses throughout the Chapter
8. Represent ITLS as an International Meeting Delegate, if possible

9. Regularly review the courses held under the auspices of the appointed Course Directors within the Chapter
10. Relieve a Course Director of this title if he/ she fails to present courses that are consistent with ITLS standards, or where management of the course impedes student education or the reputation of the Chapter ITLS program
11. In association with the Chapter Coordinator, facilitates the daily operation of the ITLS program
12. Oversee the appeal of due process activities

Chapter Coordinator

Appointed by: ALACEP Executive Director and/ or the ALACEP President. Must be a member of the ALACEP staff.

Appointed for: Three (3) years. May be extended without limits at the discretion of the ALACEP Executive Director and/ or the ALACEP President

Prerequisites: Must possess and maintain Affiliate Faculty status or be the administrative designate of the ITLS Chapter, be an individual who has experience in managing continuing education courses and has demonstrated an in-depth knowledge of pre-hospital and in-hospital trauma care.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Chapter Coordinator, the Chapter Medical Director may initiate an investigation. The Chapter 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 Chapter Coordinator will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within (30) days.

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

1. Temporary suspension of the Chapter Advisory Coordinator's designation for a specified period of time.
2. Permanent suspension of the Chapter Coordinator's designation.
3. Remedial training
4. Supervision by the Chapter Advisory Committee and/or Chapter Advisory Committee

Duties and Responsibilities:

1. In association with the Chapter Medical Director, facilitates the daily operation of the ITLS program

2. Provide consistent leadership for the program
3. Stimulate the evolution and consistency of the ITLS programs throughout the Chapter
4. Ensure the availability of training and the quality of the programs offered
5. Provide financial management and oversight of the ITLS chapter including organization of Chapter finances
6. Ensure the quality and consistency of ITLS focusing primarily on the administrative aspects
7. Advise the Chapter Advisory Committee regarding the appointment of affiliate faculty
8. Represent ITLS as an International meeting delegate
9. Organization of chapter records
10. Provide administrative support for the ITLS Chapter
11. Execute the plans and enforce the policies of the ITLS Policy and Procedure manual
12. Coordinate due process activities of the Chapter Advisory Committee
13. Serve as the chief administrative staff of the program
14. Serve as the secretary of the Chapter advisory board
15. Serve as the primary liaison to the ALACEP Board of Directors and Committee on ITLS

Affiliate Faculty

Appointed by: Chapter Medical Director

Appointed for: Three (3) years

Prerequisites:

1. Must keep ITLS Instructor Certification
2. Must complete a Chapter ITLS Advisory Committee approved Affiliate Faculty Training Program
3. Must possess considerable knowledge with respect to the ITLS Chapter
4. Must be willing to maintain involvement with the development of ITLS educational material
5. Must possess a willingness to actively promote the growth and development of the ITLS program

Appointment: Affiliate faculty must be equally distributed throughout the Chapter. Candidates should submit a resume, recommendations by a current affiliate faculty member and/or course medical director and a letter stating intent to the Chapter Coordinator.

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

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Affiliate Faculty Member, the Chapter Medical Director may initiate an investigation. The Affiliate Faculty Member 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 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 (30) days.

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

1. Temporary suspension of the Affiliate Faculty Member designation for a specified period of time.
2. Permanent suspension of the Affiliate Faculty Member designation.
3. Remedial training
4. Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Duties and Responsibilities:

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

Protocol for Conducting ITLS Courses

Course Medical Director

Eligibility:

- The course medical director must be a licensed physician within the Chapter
- Should be familiar with EMS systems and pre-hospital care and have experience and training related to trauma patients
- Should be an ITLS instructor OR should serve as co-director for one course with a physician ITLS instructor
- Must be approved by the Chapter Medical Director

Responsibilities:

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

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Course Medical Director, the Chapter Medical Director 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 (30) days.

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

1. Temporary suspension of the Course Medical Director's designation for a specified period of time.
2. Permanent suspension of the Course Medical Director's designation.
3. Remedial training
4. Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Course Coordinator:

Eligibility:

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

Responsibilities:

- a. Must be present throughout the course and will serve as the primary resource for information and questions
- b. Must submit course for approval through the Course Management System (cms.itrauma.org) prior to the course
- c. Coordinates all aspects of the ITLS course:
 - i. Proper pre-course preparation
 - ii. Ordering of textbooks
 - iii. Preparation of student and faculty course packets
 - iv. Arranging for equipment
 - v. On-site coordination
- d. Registration of students
- e. Appropriate equipment placement
- f. Flow of skills stations
- g. Patient assessment practice and testing stations
- h. Grading of written exams
- i. Enters student, faculty, Affiliate faculty and course Medical Director into the Course Management System and submits for card printing.
- j. Submits fees to the Chapter office
- k. Works closely with the Course Medical Director and the ITLS Chapter office

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Course Coordinator, the Chapter Medical Director may initiate an investigation. The Course Coordinator's designation may also be suspended pending the outcome of the investigation. The 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 (30) days.

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

1. Temporary suspension of the Course Coordinator's designation for a specified period of time.

2. Permanent suspension of the Course Coordinator's designation.
3. Remedial training
4. Supervision by the Chapter Advisory Committee and/or Chapter Coordinator

Requesting an ITLS Course

1. The course coordinator should submit a Course application through the ITLS online Course Management System (CMS) at least 30 days prior to the proposed course.
2. Upon receipt of the application, the Chapter Coordinator will review the request within seven days and respond back to the course coordinator with the results.
3. For Guidance throughout the planning, conducting and finalizing of the ITLS course, assistance can be obtained by contacting an affiliate faculty. The Chapter Coordinator will provide a list of the affiliate faculty upon request. Affiliate Faculty should be the only faculty for an instructor course.
4. Upon completion of the course, the Course Coordinator must submit the required information through the ITLS online Course Management System within ten days of course completion. The fee for cards is \$20.00 and is payable once the Course Coordinator receives the invoice from the Chapter office. Cards will not be mailed out until all fees are paid.
5. If you are requesting approval for an out-of-state course you must submit your request 45-days in advance. Once the request has been received, the Chapter Coordinator will contact the State Chapter Coordinator from the State that you wish to teach the course in and request permission. Approval for out-of-state courses is at the sole discretion of that State's Chapter Coordinator.

Basic and Advanced Provider, Pediatric ITLS and ITLS Access

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

Affiliate Faculty Training Program Guide

This training program will be administered through a webinar conducted and hosted by the Chapter office. This training will consist of:

- International ITLS Overview
- Alabama ITLS Chapter Overview
- Overview of Chapter policies and procedures
- Roles and responsibilities of the Chapter Affiliate Faculty
- Common perils and pitfalls within an ITLS course
- Review of the ITLS scoring system
- Questions and Answers
- Course Evaluation

ITLS Instructor Course:

Mandatory Topics Include:

- a. Introduction
 - i. Structure of ITLS program internationally
 - ii. Structure of the ITLS Chapter
 - iii. Chapter policies and procedures
 - iv. Seeking authorization for a course
 - v. Administrative guidelines
 1. Books
 2. Slides
 3. Pre-course paperwork
 4. Course fees
 5. Post-course paperwork
- b. Effective Teaching Techniques
 - i. How to teach
 - ii. The bad lecture
 - iii. The good lecture
- c. Faculty Meetings
 - i. Pre course
 - ii. Before skills stations
 - iii. Before patient assessment teaching and testing
 - iv. Post course
- d. Moulage Techniques
- e. Skills Stations
 - i. Instructor objectives
 - ii. Setup
 - iii. Techniques and troubleshooting
 - iv. Grading criteria and grading sheets
 - v. Demonstrations and pitfalls
 - vi. Mini-Lectures

Refresher/ Recertification

The ITLS Recertification and/ or Refresher course must include each of the following areas:

1. ITLS update
2. Patient assessment Review
3. Practical Skill Stations

4. Written Examination
5. Practical Examination

If the student attends the on-line ITLS Refresher/ Recertification then the student must complete the course completion section before a card can be issued.

Certification Cards

The Chapter Coordinator will issue ALL ITLS provider certification cards and certificates to participants who successfully completed the course. The Course Coordinator is responsible for submitting all required student/ faculty information into the CMS in a timely manner.

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

Retest Policy

The Alabama Chapter of ITLS retest policy will be the same as that published in the most recent edition of the Coordinator and Instructor Guide for ITLS.

ITLS Reciprocity

ITLS Provider Status

ITLS provider status from other chapters will be accepted to date of expiration, The candidate must attend an ITLS course for recertification.

ITLS Instructor Status

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

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

PHTLS Provider Reciprocity

A PHTLS provider may become an ITLS provider by taking and passing an ITLS provider course.

PHTLS Instructor Reciprocity

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