

# **INTERNATIONAL TRAUMA LIFE SUPPORT TENNESSEE CHAPTER, INC.**

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# **INTERNATIONAL TRAUMA LIFE SUPPORT OF TENNESSEE, INC.**

## **POLICY AND PROCEDURE MANUAL**

### **A. INTRODUCTION**

In 2005, Basic Trauma Life Support International announced its name change to International Trauma Life Support, Inc, thus changing the Chapter names throughout the world. Therefore “ITLS” and “BTLS” may be used interchangeably and will not alter the meaning or validity of the subject. Dr. John Campbell is the founder and author of ITLS.

ITLS is a not-for-profit organization dedicated to comprehensive trauma training and education. Its training programs are aimed at out of hospital providers. Founded in 1985 as Basic Trauma Life Support International, ITLS now has over 75 chapters around the world. Through ITLS, over 300,000 trauma care professionals have learned proven techniques endorsed by the American College of Emergency Physicians (ACEP).

ITLS has become accepted internationally as the standard training course for pre-hospital trauma care, and is not only taught as a continuing education course, but is also used as a course in many EMS training programs. In the United States, ITLS courses are monitored and certified in each state or Chapter, often by the State Chapter of ACEP in conjunction with a regional or state EMS agency. Other countries follow similar arrangements.

ITLS Courses offer the student the knowledge and hands-on skills to take better care of trauma patients. ITLS stresses rapid assessment, appropriate intervention, and identification of immediate life threats. The ITLS framework for rapid, appropriate and effective trauma care is a global standard that works in any situation.

ITLS Courses combine classroom learning and hands-on skills stations. They also challenge the student with scenario assessment stations, where learning is put to work in simulated trauma situations. ITLS courses are designed, managed, and delivered by course directors, coordinators, and instructors experienced in EMS, pre-hospital care, and the ITLS approach.

All ITLS courses are eligible to receive accreditation by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS).

ITLS TN, INC is chartered as a chapter of International Trauma Life Support (ITLS). Tennessee was originally chartered as a BTLS chapter in 1986 with the help of the Tennessee Chapter of the American College of Emergency Physician (ACEP), and the Tennessee Division of Emergency Medical Services. These individuals recognized the need to improve training for those individuals who are involved in all aspects of emergency patient management, to enhance patient care, decrease pre-hospital and in-hospital morbidity from trauma and cardiac-related problems, and improve overall communication between members of the emergency health care community.

Tennessee’s ACEP, EMS, and numerous others dedicated to this cause spearheaded the introduction of the Basic Trauma Life Support Course (herein “International Trauma Life Support Course” or “ITLS”). The ITLS course is designed to teach anyone having contact with patients involved in pre-hospital trauma (physicians, first responders, EMT-Basics, EMT-Intermediates, EMT-

Paramedics, flight nurses, emergency nurses and physician assistants) a systematic and orderly approach to initiating emergency interventions with the trauma patient.

The ITLS, Inc Tennessee Chapter (herein "ITLS TN") provides support for the organization and instruction of ITLS courses within the state. ITLS TN is actively involved in developing the Tennessee network, and upgrading and ensuring standardization of the instructional programs.

The overall goal of ITLS TN is to improve patient care through the education of emergency healthcare providers. The primary focus is to support the development and management of a centralized ITLS program that will provide a mechanism by which to build and extend ITLS training throughout the state.

The responsibilities of ITLS TN include: developing a system of education and a mechanism for conducting, approving, and certifying ITLS courses conducted in this state; establishing and ensuring standardization of instruction and certification; distributing course materials and collecting assessment fees; as well as assisting local organizations in conducting courses within their own areas.

It is our goal to continually develop and maintain a statewide educational program which ensures that a current, effective, and systematic approach to the assessment and management of the trauma patient is taught to all levels of health care providers within the Tennessee Emergency Medical Services System.

The specific objectives of the ITLS TN Program are:

1. To facilitate coordination, scheduling, approval and certification of ITLS courses within the state of Tennessee.
2. To develop and maintain a statewide network of ITLS instructors and Affiliate Faculty to ensure the quality of ITLS courses will not be compromised.
3. To develop, coordinate and promote an ITLS Instructor course to ensure that individuals teaching in ITLS Courses have a sound background in the principles of adult education, as well as the proper care and management of the trauma patient.
4. To promote ITLS TN programs by developing and maintaining an effective web site.
5. To implement forthcoming changes to the structure of ITLS provider courses, or to the information regarding patient care which is taught, as directed by ITLS.

The Policy and Procedure Manual of ITLS Tennessee will be evaluated on an as-needed basis, but updates will not exceed every three (3) years from the date of the last revision. The ITLS TN Chapter Board of Directors (herein the "Board" or "Board of Directors") must approve any modifications. The current Policy and Procedure Manual shall be available on the web site. The Board shall determine other applicable media, if any, by which to make the manual accessible.

The ITLS Chapter Coordinator for the TN Chapter is the Chapter Executive Director. The Chapter Executive Director is responsible for the day-to-day operations of the organization.

The ITLS TN Chapter Board of Directors shall include: the ITLS TN Regional Director of each respective ITLS TN Region, the Chapter Medical Director, the Associate Medical Director, and three At-Large members. At-Large members are ITLS TN Affiliate Faculty Members, one from each grand division of the state, appointed from a list of names submitted by the ITLS Regional Directors and approved by the Board.

The ITLS TN Chapter Advisory Committee shall include state-approved EMS Program Directors, one member representing the EMT-Paramedic Program, one member representing the EMT-Basic Program, and Training Directors/Officers of state EMS Agencies who support ITLS and ITLS TN.

Terms or conditions referring to course completion requirements, the documentation thereof, and/or conference of certification for any ITLS course sponsored by ITLS TN, whether omitted, or stated in whole or in part, shall presume “and only after all appropriate required and/or requested documentation and fees have been received by, and is satisfactory to, ITLS TN.”

Current Regional Directors, Affiliate Faculty, Course Coordinators, and Instructors (indicated as such in the ITLS CMS as of July 1, 2009) are exempt from changes to the initial position requirements contained herein, but are subject to the renewal requirements of their current position. Compliance with any new position obligations is required if adding an initial or new designation.

## **B. GENERAL POLICIES AND PROCEDURES**

### **Section 100 – Course Requirements**

#### **.01 Course Certifications:**

- (a) ITLS Course Management System (CMS):** Use of the ITLS Course Management System (CMS), and designation of Tennessee as the site state, is required for anyone seeking approval as a Course Coordinator, submitting a Course Request, and/or for Course Reporting for any ITLS course conducted within the territorial boundaries of the state of Tennessee.
- (b) Course Coordination:** Courses must be coordinated by a current ITLS TN Coordinator, taught by certified ITLS TN Instructors, and be under the sponsorship of the ITLS TN Chapter. Specific qualifications are addressed in Section 500 of this document. An ITLS TN Chapter-approved Course Coordinator must be physically onsite throughout the course.
- (c) Textbooks:** All students must have a copy of the appropriate ITLS course book 7 – 14 days prior to the course start date. This textbook must remain in the participant’s possession until course completion. If students are not required to purchase their own copy of the appropriate ITLS text, the course coordinator shall ensure the student has reasonable unrestricted access to that text after the course conclusion or inform the participant of ways by which the participant may purchase the appropriate text.  
**Pre-Test:** The current course-appropriate pre-test is required for completion of the course, and must be submitted upon each student entering the first day of class for initial and renewal courses. A passing score of at least 74 percent is required. Students not in compliance with this policy shall not be afforded participation in that course.
- (d) Instructor to Student Ratios:** The skill teaching and testing instructor-to-student ratio is 1:6. Though no official policy per se’ exists during the ITLS lectures, the course coordinator is responsible for ensuring adequate on-site staffing is physically present at all times to ensure an environment conducive to the optimal educational process.
- (e) Course Materials:** Only ITLS International approved course teaching and testing/grading materials may be utilized in an ITLS course. The ITLS (international) Editorial Board must review all alternative forms before they are used in ITLS Courses. Requests for alternative forms must first be received by the ITLS TN Executive Director prior to referral to ITLS.

- (f) Student Cards/Certificates: Students participating in ITLS sponsored courses where ITLS teaching and testing materials are used and when a student's reasonable presumption exists that the course in which they are participating is an official ITLS course, shall receive the appropriate ITLS course completion card/certificate. Optional fee assessment for the course completion documents is not permissible under any circumstance.
- (g) ITLS Cards/Certificates: Only cards/certificates printed from the ITLS Course Management System may be used. In addition to the official ITLS-issued course completion cards/certificates, services or departments sponsoring an ITLS Course may utilize special course completion certificates for their unique needs without the ITLS logo, and only when pre-approved by the ITLS TN Executive Director.
- (h) Disability Policy:
  - a. The Course Coordinator and sponsoring or host organization are responsible for complying with all applicable laws, rules, and regulations including but not limited to, the Americans with Disabilities Act (ADA). ITLS TN INC does not determine whether a facility accommodates the disabled with or without modifications and therefore do not and will not accept responsibility of any violations thereof.
  - b. The ADA imposes requirements on any person who offers examinations or courses related to applications, licensing, certification, or credentialing for professional or trade purposes. Therefore, the Course Coordinator and sponsoring or host organization should consult its own attorney, architects, or other professionals for assistance in complying the the law.
  - c. ITLS TN INC, through activities such as course monitoring, may be asked to evaluate programs in which ADA accommodations have been made. The International ITLS course objectives and successful completion criteria must be examined to ensure that there are no fundamental changes that would negate the ability of ITLS to issue a course completion card.
  - d. The Course Coordinator shall provide sufficient notification and documentation to the ITLS TN Executive Director, prior to or when the completed roster is submitted to CMS, for students unable to complete the patient assessment protion of the ITLS course due to a physical disability. The Course Coorindator may choose to make accommodations to assist students to complete portions of the course, as long as, the accommodations will not negate the ability of the ITLS to issue a course completion certificate. Course "completion" does not infer field competency in this section or at any time.
- (i) Courses Outside the TN Chapter: All ITLS courses must be approved by an ITLS Chapter or training center. Courses taught in states or territories that are not a current ITLS Chapter or training center must be pre-approved by the ITLS International office.
  - a. ITLS TN Instructors are not automatically or presumed to be authorized to conduct ITLS courses outside the geographical boundaries of the state of Tennessee. ITLS International has specific policies regarding courses conducted outside of Chapters.
  - b. Tennessee Instructors or Coordinators wanting to conduct an ITLS course in a state other than Tennessee shall first notify the ITLS TN Executive Director in writing, including all information contained on the course application form and providing details surrounding the request. The ITLS TN Executive Director may then provide contact information for the appropriate Chapter Director. Instructors/Course Coordinators must comply with the requirements of the state in which the course is conducted.
- (j) Submission of Fees and Rosters: Rosters are to be submitted as described herein and within (14) fourteen days of course completion. Course fees shall be submitted at the time of roster submission, but in no more than sixty (60) days from the roster submission date.

- (k) Late Charges: ITLS TN imposes a 1.5% finance charge per month, or a minimum charge of \$15.00 per month, whichever is greater, on balances not received beginning the 61<sup>st</sup> day after the roster is received through the ITLS CMS. Course completion documents will not be distributed to the Course Coordinator until all documentation is complete and fees have been paid in full to the ITLS TN office except whereas Section 200 (0.6) of this document may apply.
- (l) Official Language: English is the official language of ITLS.
- (m) Alcoholic Beverages: The use of, or reference to, the use of alcoholic beverages is prohibited in ITLS courses or on premises where ITLS courses are conducted.
- (n) Use of Tobacco or Tobacco Products: The use of tobacco or tobacco products during ITLS courses is prohibited.

.02 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 – 6th edition
- ITLS Instructor Guide – 6<sup>th</sup> edition
- ITLS Military Provider Manual – 1<sup>st</sup> edition
- Pediatric Trauma Life Support Provider Manual – 3<sup>rd</sup> edition
- Pediatric Trauma Life Support Instructor Guide – 3<sup>rd</sup> edition
- ITLS Access Provider Manual – 2<sup>nd</sup> edition

.03 Recertification courses may be conducted in conjunction with provider courses, or as determined by the Course Coordinator, whereby minimum requirements established by the ITLS TN Board of Directors must be successfully completed.

.04 Courses will be conducted in an organized professional manner that reflects positively on the Chapter and conforms to reasonable accepted practices of educational guidelines.

.05 Confidentiality with respect to student performance shall be maintained at all times.

.06 Course Documents

- 1) Course Coordinators must retain all required documents identified in item .06 (4) below for at least 3 years from the date of the course completion or according to their organizational retention policy if longer.
- 2) Course Coordinators may maintain records either as hard copy or electronically as long as all required records are immediately accessible; are backed up regularly using a secure, secondary means such as an on line, off site, external hard drive or other acceptable means; and can be provided to ITLS TN upon request.
- 3) All electronic files must be capable of being printed as hard copy.
- 4) Documents required to be maintained by the Course Coordinator:
  - a. Final course agenda with instructor assignments listed.
  - b. Original, completed pre-test answer sheet for each participant.
  - c. Original, completed post-test (written) answer sheet for each participant.
  - d. Original, completed patient assessment score sheet for each participant.
  - e. Summary of the post-course participant evaluation.
  - f. Original, post course participant evaluation if any negative comments were entered by the participant.
  - g. Original letters of complaint or notations if any negative comments were entered by the participant.
  - h. Other documentation the Course Coordinator or Medical Director deems appropriate.

- .07 Requests for the approval of courses shall be received no later than forty five (45) days prior to the beginning course date. If, for any reason, the course request is not received in a timely manner, the Executive Director will determine course approval or denial.
- .08 All requests for approval of courses will be accurately completed by the Course Coordinator and submitted through the ITLS CMS. Course approvals will be reviewed by the Executive Director. Incomplete applications will not be approved until the appropriate update has been entered by the Course Coordinator. If rosters change prior to the course being held, the change must be immediately reflected in the CMS course request approval and an email sent to the Executive Director. The Course Coordinator is solely responsible for ensuring all information entered into the ITLS CMS is accurate.
- .09 To assure the quality control of a course, the ITLS Regional Director will be notified of courses conducted within their respective ITLS TN Region. Every course must have a Medical Director, who is preferably on site, but at minimum must be available by phone or pager. One ITLS TN Affiliate Faculty member must remain physically on site at all times, and be immediately available for assistance or consultation as needed. The Affiliate Faculty member may concurrently serve as an Instructor in the course. The ITLS TN Board or Executive Director reserves the right to require additional Affiliate Faculty from time to time. The Executive Director reserves the right to modify this requirement based upon individual request.
- .10 The Executive Director may request a copy of all pre- and/or post-course paperwork at any time. The Course Coordinator will comply with such request, and in the time frame specified in the request.
- .11 The primary purpose of the course is to educate out-of-hospital care providers with the fundamental knowledge to deliver the trauma patient to the emergency department in the best possible condition, focusing on:
  - (a) Recognition of mechanisms of injury
  - (b) Performance of organized, time-efficient assessment
  - (c) Prioritization and performance of critical interventions
  - (d) Appropriately packaging patients for transport
  - (e) Expeditiously transporting the trauma patient to the most appropriate facility
- .12 Lectures set the stage for the course, but are designed as a course overview and are not to replace participant initial education. The participants are required to adequately prepare themselves for the course.
- .13 Chapters 1 – 22 are core chapters and all are to be covered in the course.
- .14 The Appendix sections are optional, but recommended if conducted in the traditional one, two or three day format.
- .15 The Appendix sections are required if incorporating the ITLS Provider Course in an initial EMT or initial EMT-Paramedic course.
- .16 The core skills which are required to be taught and practiced include:
  - (a) Basic and Advanced Airway Management
  - (b) Short Spinal Motion Restriction Devices, Emergency Rescue and Rapid Extrication
  - (c) Traction Splints: State EMS approved, used in the region where the course is being

- conducted, and without limitation to service or department specific equipment
  - (d) Helmet Management/Log Roll/Long Backboard
  - (e) Chest Decompression/IV Administration/Fluid Resuscitation
  - (f) Trauma Patient Assessment and Management
- .17 Students, who in their scope of practice can perform at least two of the advanced core skills listed in Section 100(.16) above, may qualify for the Advanced Provider Course. Contact the ITLS TN Executive Director if additional information is required.
- (a) ITLS Advanced
    - a. TN EMT-IV or TN EMT-IV Student
    - b. EMT-P or EMT-P Student
    - c. NREMT Intermediate
    - d. MD, DO, or Physician Assistant (PA)
    - e. RN or Advanced Practice Nurse (APN)
    - f. Respiratory Therapist (RT, CRRT, RRT)
  - (b) ITLS Basic
    - a. TN EMT-Basic or NREMT-B
    - b. State Certified or NREMT First Responder
    - c. LPN / CNA
  - (c) ITLS Combination Course
    - a. A course containing any combination of ITLS Advanced and ITLS Basic Students
- .18 The Skills Stations are the heart of the course and the key component to student success. Skills stations complement, not replace, lectures. Information presented in the lectures should not be repeated in the skills stations except whereas it may be required for reiterations. The skills should be demonstrated by the instructor and the instructor should ensure the students' time in the skills sessions is maximized. This is the student's time, not the instructor's.
- .19 The Patient Assessment Teaching Station should be presented in two parts or rotations.
- (a) During the first rotation, the student should observe a detailed demonstration of patient assessment, reviewing the ground rules of practice and testing (as presented in the text). The students should understand the specific steps of the assessment and the implications for management after the first rotation.
  - (b) During the second rotation, the students should practice the patient assessment using an ITLS scripted scenario. The instructor should not interrupt the student's practice but provide a brief post-performance critique, maintaining focus on the principals of the course: emergency, rapid, expeditious, organized, and methodical recognition and emergency intervention of immediate life threats and provision of appropriate transportation.
- .20 Retest Policy
- (a) Skills: At the sole discretion of the Course Coordinator, a student may re-test on the same day, time permitting, or may be given the opportunity to retest within six weeks.
    - a. The student must be re-evaluated with two different instructors and a different scenario.
    - b. No retests are allowed to raise a passing score.
    - c. Re-test is an immediate disqualifier for Instructor Potential.

- (b) Written
    - a. The minimum passing score for the written evaluation is 74 percent.
    - b. Students who only fail the written cannot retake the written on the same day.
    - c. The student will be given one retest opportunity having had time to review the material and study identified areas of weakness.
    - d. The retest will be scheduled within six weeks. If the retest is not completed in six weeks, or the student fails the retest, the student fails the course.
  - (c) Students failing both the written and the skills fail the course and are required to repeat the entire course.
- .21 Certification indicates the student successfully completed an ITLS course taught by ITLS Instructors under the sponsorship of the ITLS Organization, but does not certify performance, nor does it confer licensure of any kind.

### **Section 200 – Course Fees**

- .01 Course Coordinators may charge a reasonable fee to students as necessary to cover costs associated with conducting the course including, but not limited to: instructor honorariums, course materials, postage, chapter fees, and international student certification fees.
- .02 The following fees shall be assessed for each participant whose names are submitted (pass or fail) to the ITLS CMS beginning January 1, 2010:
- |    |                                     |         |
|----|-------------------------------------|---------|
| a) | Provider Initial or Recertification | \$20.00 |
| b) | Instructor Initial                  | \$20.00 |
| c) | Instructor Recertification          | \$ 0.00 |
- Instructors renewing Provider certification are required to submit the Provider Recertification Fee. Instructors renewing Instructor Certification are NOT required to submit an Instructor Recertification Fee.
- .03 Chapter fees are established by the ITLS TN Board of Directors.
- .04 Reserved.
- .05 Chapter fees will be paid when completed course rosters and post-course paperwork are submitted to the ITLS TN Chapter Office. Accepted forms of payment include: Organization, Institution, Training Center, Training Agency, or Course Sponsor checks; cashier's checks; or money orders for the total dollar amount assessed for the course. Other forms of payment may be accepted if pre-approved by the ITLS TN Board of Directors. Fees will not be accepted from individual course participants.
- .06 Printing of provider course completion cards/certificates by Course Coordinators through the ITLS CMS for Course Coordinators may be approved by ITLS TN on an individual basis and may be revoked at any time.
- a) All course logistic information included on the Course Maintenance/Course Details page must accurate and complete prior to on-site printing activation.
    - a. Course roster information must be submitted as complete through the CMS according to Section B, 100, 0.1 (j) of this document.
  - b) Blank, White card stock, 92 brightness, 110 weight paper is the required and therefore only acceptable paper on which to print ITLS Course Completion Certificates.

- c) ITLS TN INC will issue an email to the Course Coordinator when the cards are available for on-site printing. The on-site print option will remain open, allowing the Course Coordinator to print replacement certificates if needed.
  - d) Invoices must be paid in accordance to Section B, 100, 0.1 (j) and (k) of this document. The Executive Director is empowered by the ITLS TN Board of Directors to withhold on-site printing privileges for violations of this policy, incomplete or inaccurate course information, or for any other just cause.
- .07 The Executive Director reserves the right to deny course approval for just cause including, but not limited to, an outstanding debt or bad debts incurred by a particular agency or individual that pertains to ITLS TN, Inc.
  - .08 ITLS TN will assess an administrative service fee of \$25.00 per check/payment returned due to insufficient funds.
  - .09 ITLS TN will assess an administrative service fee of \$15.00 per card/certificate request for replacement or correction unless the error, as determined by the Executive Director, is the fault of ITLS TN.
  - .10 Post-course documentation or other communication distributed by ITLS TN to the Course Coordinator, unless returned by the U.S. Postal Service or other original carrier, will be assumed to be received by the Course Coordinator. Documents returned to ITLS TN will be held until the respective Course Coordinator contacts the ITLS TN Office and arranges for reimbursement of original postage costs, plus the cost to re-issue the documents.
  - .11 Administrative cost for canceled registration at a course may be recovered by the organizing agency.

**Section 300 – Chapter Board of Directors**

- .01 The ITLS TN Board of Directors shall operate in accordance with the bylaws of the organization and the applicable laws of the State of Tennessee. The job descriptions, duties, and responsibilities of the ITLS TN Directors, Board of Directors and Officers are delineated in the corporation's bylaws.
- .02 ITLS Tennessee is responsible for ensuring ITLS courses are conducted within the policies and procedures established by ITLS and ITLS TN. ITLS TN is responsible for administration of the ITLS programs, including issuance of cards and certificates, collection and remittance of fees, reporting to ITLS International, and representation at the annual ITLS International Congress (delegate organization).
- .03 There shall be a minimum of four scheduled Board meetings each year to coincide with the quarterly meetings of the Education Committee of the Tennessee Emergency Medical Services Board, and held at such time and place as determined by the Board of Directors.
- .04 The ITLS TN Board of Directors is responsible for overall policy and direction of the corporation, and delegates the day-to-day operations to the Executive Director.
- .05 The ITLS TN Board of Directors shall elect a Board Chair and Vice-Chair. The Chair shall conduct all business meetings.

- .06 The ITLS TN Board of Directors shall select individuals to represent the organization at the ITLS International Conference.
- .07 The ITLS TN Board of Directors and/or the Executive Committee has the authority to decertify courses, Regional Directors, Affiliate Faculty, Course Coordinators, Course Medical Directors, and/or Instructors for reasons as may be determined by, and at the discretion of, the ITLS TN Board or the Executive Committee for failure to adhere or enforce the ITLS or ITLS TN Policies and Procedures, or for other reasons so determined as just cause.

**Section 400 – Chapter Executive Committee**

- .01 The Executive Director, Board Chair, Medical Director, and one At-Large Board Member shall form the Executive Committee.
- .02 The intent and purpose of an Executive Committee meeting, otherwise known as an Executive Session, is to address specific business and administrative issues related to the organization as determined by the Executive Director and/or Board Chair.
- .03 The committee may be convened to gather facts, investigate complaints, and enforce the policies and procedures of the organization.
- .04 All parties who may be subject to an investigation of the facts in an Executive Session shall be entitled to due process.
- .05 The Executive Committee may remove a Regional Coordinator, Affiliate Faculty, or Instructor certification after due process.
- .06 Executive Committee members who may be involved in incidents that are under consideration as part of an Executive Session shall be temporarily replaced by another member from the ITLS TN Board of Directors.
- .07 Any course participants, Instructors, Affiliate Faculty or Chapter Committee members affected by actions taken, or recommendations made, as the result of an Executive Session shall be notified in writing of such action or recommendation. Written notice will be given via certified, return-receipt mail.
- .08 All decisions made in the Executive Session shall be final unless overturned or changed following appeal by the person(s) affected. The Executive Committee has the right to restrict the ITLS abilities or responsibilities of the Instructor(s) in question.
- .09 Due Process shall be defined as: Within 60 days of receipt of complaint, the Executive Committee will initiate the investigation process. The Committee will determine validity, act on the complaint, and notify the person(s) identified herein. Depending upon the seriousness, breadth and/or depth of the investigation required, additional time may be necessary. Upon the findings and decision, the Executive Director shall notify the person(s) involved in writing of the Committee's decision within 30 days of that decision. Appeals by the person(s) shall be received by ITLS TN within 30 days of the date issued on the Chapter's response. No appeals will be considered if not received pursuant to this policy. Appeals must contain new information not presented in the original hearing for consideration.

- .10 Members of the Executive Committee should maintain a high interest level in ITLS during their term of duty. If unable to carry out the duties as specified, the Executive Director must be notified as soon as possible.
- .11 The ITLS Board of Directors or Executive Committee may vote to remove a member from the Executive Committee if it has been determined that individual is not participative in ITLS activities, based on attendance records and/or lack of participation in the region, and/or for any other just cause as may be determined by the Chapter Board of Directors or Executive Committee.

## **Section 500 – Classifications**

### **.01 Basic Provider**

- a) The Course: The ITLS Basic course gives basic EMS personnel comprehensive training in the skills they need for rapid assessment, resuscitation, stabilization and transportation of trauma patients. The 16-hour course is designed for providers who are first to evaluate and stabilize the trauma patient.
- b) Eligibility Requirements: Must be a certified First Responder, First Responder Student, state licensed EMT-Basic or EMT-Basic Student, or other certified/licensed provider with suitable qualifications whose scope of practice is commensurate with the course objectives. Upon completion of the Basic Provider course, with a written test score of at least 74 percent and at least an “adequate” rating on the patient assessment skills test, the student will be certified for a period of (3) three years.

### **.02 Advanced Provider**

- a) The Course: The ITLS Advanced Provider course is a comprehensive course for advanced EMTs, paramedics, nurses, mid-level providers/practitioners, physicians, and other advanced EMS personnel. This course covers the skills necessary for rapid assessment, resuscitation, stabilization and transportation of trauma patients. This 16-hour course emphasizes evaluation steps, sequencing and techniques for resuscitation and packaging of a trauma patient.
- b) Eligibility Requirements: Must be a State Licensed EMT-IV or EMT-IV student, NREMT-I, State Licensed EMT-Paramedic or EMT-Paramedic Student, or other advanced-level practitioner with suitable qualifications and whose scope of practice is commensurate with the course objectives. Upon completion of the Advanced Provider course, with a written test score of at least 74 percent and at least an “adequate” rating on the patient assessment skills test, the student will be certified for a period of (3) three years.

- .03 **ITLS Combined Course** – An ITLS provider course with both Basic and Advanced participants. The basic level students are responsible for the basic skills. They may participate in the advanced skills but are not required to demonstrate proficiency of advanced skills. Basic participants are responsible for the advanced cognitive material.

### **.04 Pediatric Provider**

- a) The Course: Pediatric ITLS continues the learning of the Basic and Advanced Courses, with an emphasis on understanding and responding to trauma in children. The 8-hour course teaches the proper assessment, stabilization and packaging of pediatric trauma patients. It also highlights techniques for communicating with these patients and their parents.

- b) Eligibility Requirements: Must be a licensed state licensed First Responder, EMT-Basic, EMT-IV or EMT-IV student, NREMT-I, State Licensed EMT-Paramedic or EMT-Paramedic Student, or other advanced-level practitioner with suitable qualifications and whose scope of practice is commensurate with the course objectives. It is strongly recommended that the candidate be a certified ITLS Basic, ITLS Advanced, or PHTLS Provider. Upon completion of the Pediatric Provider course, with a written test score of at least 74 percent and at least an “adequate” rating on the patient assessment skills test, the student will be certified for a period of (3) three years.

.05 **Access Provider**

- a) The Course: Access gives EMS crews and first responders the training they need to reach, stabilize and extricate trapped patients. The 8-hour course focuses on using hand tools commonly carried on an ambulance or a first responder unit.
- b) Eligibility Requirements: Must have a first responder role in the pre-hospital setting. Upon successfully completing an Access course by attending all lectures and skill stations, the participant will be certified for a period of (3) three years.

.06 **Provider Re-Certification**

Current Basic and Advanced providers may attend a one-day ITLS recertification course prior to the expiration date on their card. Any provider whose ITLS certification card has expired shall complete the appropriate two-day ITLS Advanced or Basic Provider course.

.07 **Completer Course**

Specific information will be inserted at a later date. Information can be temporarily obtained from the ITLS International web site, [www.itrauma.org](http://www.itrauma.org).

.08 **Instructor Courses**

Instructor courses prepare EMS professionals to teach ITLS courses. To participate, potential instructors must successfully complete the provider course that they want to teach, demonstrate instructor potential, and meet ITLS TN Chapter requirements.

- (a) **Instructor Candidate** – Is a student who has successfully passed an ITLS Basic, Advanced, or Pediatric Provider Course with a written score of 86 percent or better; a rating of “excellent” on the patient assessment skills test; and an "instructor potential" demonstrated by a letter of recommendation by the course's Affiliate Faculty member and Course Coordinator during the ITLS provider course.

- (i) The candidate must have a working knowledge of, and at least three years practical experience responding to calls involving, the assessment and care of, and the transportation of, pre-hospital high priority trauma patients. The appropriate instructor level will be determined by the Course Coordinator in consultation with the Regional Director and will be based upon the candidate's qualifications. ITLS TN will ensure the Instructor Candidate's scope of practice is commensurate with the level of instructor sought. The Executive Director, Executive Committee or the Board of Directors may adjust the level for just cause.

- (b) **Instructor** – After meeting all Instructor Candidate requirements, the candidate must:

- (i) First successfully complete an ITLS TN Chapter pre-approved ITLS Instructor Course within twelve months of receiving Instructor Potential, then

(ii) The candidate must be monitored in at least two (2) ITLS TN Provider Courses at the course level in which the Instructor Candidate was received and within twelve months of the instructor course conclusion. The candidate, in each course for evaluation, must teach at least one lecture, teach at least one skill teaching station, and must test at least one skills evaluation (patient assessment) station for consideration of instructor certification. The Course Coordinator, Medical Director, Regional Faculty, or Regional Director reserve the right to require additional courses for monitoring with just cause.

(iii) The respective Course Coordinators, Medical Directors, and Regional Faculty Members are responsible for ensuring the credibility and reliability of Instructor Candidate monitoring, and submitting the appropriate documentation to ITLS TN in a timely manner. The Instructor application will be submitted to ITLS TN for record and entry into the ITLS CMS only after the candidate successfully completes and fulfills these requirements as an ITLS Instructor.

(iv) Instructor Candidates earning Instructor Certification shall be certified for a period of (3) three years.

(v) Basic Providers who earn Instructor Certification may instruct only Basic-level courses. Upon pre-approval of the Course Coordinator, in consultation with the Regional Director and when adequate numbers of Advanced Instructors cannot be secured, an ITLS Basic Instructor may assist with instruction and evaluation of basic skills in an Advanced Course. At least one ITLS Advanced Instructor must be physically present in that skill station at all times. Current Advanced Providers who earn Instructor Certification may instruct Basic or Advanced courses. Current ITLS Advanced Instructors who pass the Pediatric ITLS provider course are then eligible to instruct Pediatric ITLS courses, but only after completing the requirements in Section 500(.07){b}, with the only exception that monitoring is required in, at minimum, one ITLS Pediatric Provider Course.

(vi) No Instructor will be authorized by the ITLS TN Chapter until all completed paperwork has been submitted to the ITLS TN Chapter and the Instructor is entered into the ITLS CMS.

.09 **Instructor Reciprocity** – This policy is for current ITLS Instructors from a chapter other than Tennessee, who desire to transfer or add ITLS Instructor Affiliation to Tennessee. This policy is retroactive to current applications for reciprocity on file.

- (a) The applicant must first submit the completed ITLS TN Instructor Reciprocity Form contained in the Appendix of this document to the ITLS TN Executive Director, and meet or be eligible to meet all requirements as an ITLS Instructor in Tennessee.
- (b) After review and verification of information submitted, the Executive Director will refer the candidate to the appropriate Regional Director to facilitate the candidate's monitoring within twelve months from the date of application. Monitoring will occur in at least one ITLS TN Provider Course at the course level which the reciprocity candidate indicates on the candidate's application. The candidate must teach and be monitored delivering at least one lecture, at least one skill teaching station, and must test at least one skills evaluation (patient assessment) station for consideration of instructor reciprocity.
- (c) The Regional Director may determine additional evaluations are needed, and the Instructor candidate will comply. Report of such need, with supporting documentation, will be forwarded to the Executive Director.
- (d) Instructor reciprocity is not to be assumed or presumed.
- (e) Instructor reciprocity is not approved until the ITLS TN Board or the Executive

Committee completes its review of the application and supporting documents, approves the application, and the candidate receives a letter from the ITLS TN Executive Director indicating ITLS TN instructor approval.

- .10 **Instructor Re-Certification**
- (a) Must maintain current ITLS Provider Certification evidenced by a current ITLS Provider card
  - (b) Must teach in at least one ITLS course (instructor or provider) per year during every year of certification
  - (c) Must attend an Instructor Update or Refresher Course as determined by the Chapter
  - (d) Pediatric instructors must teach in at least one Pediatric ITLS course per year during each year of certification, and attend an Instructor Update or Refresher Course as determined by the Chapter.
- .11 **Instructor Bridge Course** – In an effort to facilitate the process by which certified trauma instructors may become ITLS instructors, ITLS has developed a “bridge” course. This Policy outlines the course requirements.
- (a) ITLS Instructor Bridge Courses must be physically coordinated and conducted by appropriate ITLS TN Affiliate Faculty or a higher ITLS TN official.
  - (b) The pre-requisite for registration in the ITLS Instructor Bridge Course is current PHTLS or ATLS Instructor Certification ,and completion of an ITLS TN provider initial or renewal course within twelve months of submitting the bridge course application.
  - (c) Following completion of the Bridge Course, the candidate is then classified as an Instructor Candidate and must comply with the ITLS TN Policy #500(7)(a).
  - (d) The candidate, following completion of the Instructor Candidate requirements and Approval, is received as an ITLS instructor in Tennessee, and will comply with all policies, procedures, duties, and responsibilities associated with the ITLS TN Instructor certification.
- .12 **Course Coordinator** – Must be an experienced EMS educator and program organizer with a thorough knowledge of the ITLS program and a demonstrated history of coordinating and conducting multiple session programs. Must have at least three (3) years experience as an ITLS Instructor, receive recommendation in writing from the respective ITLS TN Regional Director, which will be submitted to and approved by the ITLS TN Board of Directors.
- (a) Approved ITLS TN Course Coordinators will be designated as such in the ITLS CMS.
  - (b) Must possess considerable knowledge with respect to the Chapter structure and operations, and is willing to maintain involvement with the growth and development of the ITLS program and educational materials.
  - (c) Serves as a liaison between and resource for, local Instructors, other Course Coordinators, Course Medical Directors, the Regional Director, and the EMS Community.
  - (d) Must maintain ITLS Provider and Instructor Certification in the courses coordinated.
  - (e) Responsible for coordinating all aspects of the ITLS course, from pre-course to post-course; physically present through all courses to serve as the primary resource for information and questions of an administrative nature.
  - (f) Collaborate with the Regional Director to assist with ensuring the quality, validity and reliability of ITLS courses primarily in their respective region, or at the request of the ITLS TN Chapter provide oversight or investigation of other ITLS TN regions. Course Coordinators have the authority to take actions up to, and including, temporary suspension of instructor responsibilities, and suspension or termination of course operations until the matter can be corrected or other such actions as may be necessary

when issues occur which negatively affect the integrity, validity or reliability of ITLS courses are either witnessed or reported. In such event, the on-site Affiliate Faculty shall be immediately notified, and the Regional Director must be contacted as soon as possible. A written incident report detailing the findings and actions shall be filed with the Executive Director within seven (7) days of the incident. The Executive Director will forward a copy of the report to the respective Regional Director for review. Incidents of this nature will be reviewed by the Executive Committee for appropriate action

- (g) Attend annual or other updates or meetings as may be mandated from time to time by the Chapter Board of Directors.
- (h) Should maintain a high interest level in ITLS during their term of duty. If unable to fulfill the duties as specified, the Executive Director must be notified as soon as possible.
- (i) Are encouraged, but not required, to attend the ITLS TN Chapter Board Meetings.
- (j) Must not have a conflict of interest with potential competing courses in his/her area. If a potential conflict exists, the Executive Director must be notified as soon as possible.
- (k) The ITLS Board of Directors or Executive Committee may vote to remove a Course Coordinator from his/her position if it has been determined that individual is not active in ITLS activity, based on attendance records and/or lack of participation in the region or for any other just cause as may be determined by the Chapter Board of Directors or Executive Committee.
- (l) Responsible for any other duties and/or responsibilities which may be assigned by the Chapter.
- (m) Regions and their respective Affiliate Faculty are listed in Attachment A of this document.

.13 **Affiliate Faculty** – Must be an experienced EMS educator and program organizer with a thorough knowledge of the ITLS program and a demonstrated history of coordinating and conducting multiple session programs. Must have at least three (3) years experience as an ITLS Course Coordinator. Affiliate Faculty:

- (a) Must possess considerable knowledge with respect to the Chapter structure and operations, and be willing to maintain involvement with the growth and development of the ITLS program and educational materials.
- (b) Shall be appointed to a three year term and selected from names submitted by the respective Regional Director, Affiliate Faculty, and Course Coordinators to, and approved by, the ITLS TN Board of Directors.
- (c) Must maintain ITLS Advanced Provider and Instructor Certification and ITLS Pediatric Provider Certification.
- (d) Shall serve as the liaison between and resource for, local Instructors, Course Coordinators, Course Medical Directors and the Regional Director.
- (e) Shall monitor new ITLS Instructors and Instructors requesting reciprocity.
- (f) Will collaborate with the Regional Director to assist with monitoring, and ensuring the quality, validity and reliability of ITLS Provider and Instructor Courses, primarily in their respective region or, at the request of the ITLS TN Chapter, provide oversight or investigation of other ITLS TN regions. Affiliate Faculty have the authority to take actions up to and including temporary suspension of course coordinator and or

instructor responsibilities, and suspension or termination of course operations until the matter can be corrected, or other such actions as may be necessary when issues negatively affecting the integrity, validity or reliability of ITLS courses are witnessed or reported. In such event, the Regional Faculty must contact the appropriate Regional Director as soon as possible and a written incident report detailing the findings and actions filed with the Executive Director within seven (7) days of the incident. The Executive Director will forward a copy of the report to the respective Regional Director for

review. Incidents of this nature will be reviewed by the Executive Committee for appropriate action, if any action is deemed necessary by the Executive Committee.

- (g) Must attend annual or other updates or meetings as may be mandated from time to time by the Chapter Board of Directors.
- (h) Should maintain a high interest level in ITLS during their term of duty. If unable to fulfill the duties as specified, the Executive Director must be notified as soon as possible.
- (i) Must not have a conflict of interest with potential competing courses in his/her area. If a potential conflict exists, the Executive Director must be notified as soon as possible.
- (j) Is responsible for any other duties and/or responsibilities which may be assigned by the Chapter.
- (k) The ITLS Board of Directors or Executive Committee may vote to remove an Affiliate Faculty from his/her position if it has been determined that individual is not active in ITLS activity, based on attendance records and/or lack of participation in the region a or for any other just cause as may be determined by the Chapter Board of Directors or Executive Committee.
- (l) Affiliate Faculty members are listed in Attachment B of this document and will be updated upon a reasonable basis.

.14 **Course Medical Director** – Must be a Tennessee licensed physician familiar with EMS systems and prehospital care and have experience and training related to trauma patients. The Course Medical Director should be an ITLS instructor or should have served as co-director for at least one course with a physician ITLS instructor. The Course Medical Director provides clinical oversight during the course and must be on-call and available by phone throughout the course if not physically present. The ITLS Board of Directors or Executive Committee may vote to remove a Course Medical Director from his/her position if it has been determined that individual is not participative in ITLS activity, based on attendance records and/or lack of participation in the region or for any other just cause as may be determined by the Chapter Board of Directors or Executive Committee.

.15 **Executive Director (Chapter Coordinator)** – The Executive Director will serve as the Chapter Coordinator. The Executive Director must possess and maintain Affiliate Faculty status or be the administrative designate of the Chapter. The Executive Director is required to demonstrate extensive experience managing continuing education programs, coordinating ITLS provider and instructor courses, and demonstrate an in-depth knowledge of prehospital care. The Executive Director can be replaced at any time for just cause, but the position itself is a permanent administrative position within the ITLS TN Chapter.

- (a) Shall be appointed by the ITLS Board of Directors from names submitted by the Chapter's Regional Directors and Affiliate Faculty members.
- (b) Shall be the Chief Operating Officer of the corporation and will be responsible to the Board of Directors for actions taken within the policies established by the Board of Directors.
- (c) Shall have the authority to temporarily suspend Regional Director, Affiliate Faculty, Course Coordinator, and/or Instructor responsibilities when evidence is presented indicating such action may be necessary, and until such time as the Executive Committee may be convened for an Executive Session. See Section 400 of this document regarding the Executive Committee and Session.
- (d) Shall serve as the official liaison between the State Chapter and the International Office, the State EMS Office, and other State EMS and educational institutions or organizations.
- (e) Shall have the authority to approve and disapprove courses, and carry out all other duties specified in the chapter bylaws or other policies as may be established by the Board of Directors.
- (f) Is responsible for coordinating activities of the Regional Coordinators, Affiliate Faculty

and Committee Members.

- (g) Is responsible for, and will execute, the day-to-day operations of the corporation. Consultation with the Chair and Board of Directors shall occur as needed.

.16 **Regional Director** – Must possess and maintain Affiliate Faculty status, have extensive experience coordinating ITLS provider and instructor courses and managing continuing education programs. Regional Directors:

- (a) Shall be appointed to three (3) year terms from names submitted by the respective Regional Director, Affiliate Faculty, and Course Coordinators to and approved by the ITLS TN Board of Directors.
- (b) Shall serve as the liaison between local Instructors, Course Coordinators, and the Chapter.
- (c) Is responsible for monitoring and ensuring the quality, validity and reliability of ITLS Provider and Instructor Courses primarily in their respective region or, at the request of the ITLS TN Chapter, provide oversight or investigation of other ITLS TN regions. The Regional Director has the authority to take actions up to, and including, temporary suspension of Affiliate Faculty, Course Coordinator and/or Instructor responsibilities; suspension or termination of course operations until the matter can be corrected; or other such actions as may be necessary when issues negatively affecting the integrity, validity or reliability of ITLS courses are witnessed or reported. In such event, the Chapter Executive Director must be contacted as soon as possible and a written incident report detailing the findings and actions will be submitted within seven (7) days of the incident.
- (d) Shall serve on the Chapter Board of Directors and is required to attend the Chapter Board Meetings, and any other meetings as may be required from time to time to conduct corporation business.
- (e) Is responsible for ensuring Instructor Update Courses, as mandated by the Chapter or National office, are scheduled and conducted within their respective region.
- (f) May appoint an Associate Regional Director for assistance meeting the requirements of the position, but retains full responsibility of the position. The Regional Director is responsible for notifying the Executive Director in writing of the Associate's name and contact information, and any other pertinent information, in a timely manner. The Associate Regional Director may fill in for the Regional Director at the Board Meeting, but not more than one-quarter of the scheduled meetings in any twelve month period.
- (g) Should maintain a high interest level in ITLS during their term of duty. If unable to fulfill the duties as specified, the Executive Director must be notified as soon as possible.
- (h) Must not have a conflict of interest with potential competing courses in his/her area. If a potential conflict exists, the Executive Director must be notified as soon as possible.
- (i) The ITLS Board of Directors or Executive Committee may vote to remove a Regional Coordinator from his/her position if it has been determined that individual is not participative in ITLS activity based on attendance records and/or lack of participation in the region, or for any other just cause as may be determined by the Chapter Board of Directors or Executive Committee.
- (j) Responsible for any other duties and/or responsibilities which may be assigned by the Chapter.
- (k) Regional Directors are listed in Attachment A of this document.

.15 **Chapter Medical Director** – Must be a Tennessee licensed physician familiar with EMS systems and prehospital care, and have experience and training related to trauma patients. The Course Medical Director provides clinical oversight for the Chapter. The Chapter Medical Director serves as a voting member of the Chapter Board of Directors and Executive Committee, and may serve as a liaison between Course Medical Directors and the Chapter.

The Chapter Medical Director should be an ATLS Instructor, but it is strongly recommended he/she be an ITLS instructor or, at minimum, shall have served as co-director for at least one course with a physician ITLS instructor. The Chapter Medical Director is appointed to a three (3) year term from names submitted by the respective Regional Director, Affiliate Faculty, and Course Coordinators to, and approved by, the ITLS TN Board of Directors. The Chapter Medical Director may not be required to physically attend all Board Meetings but is required to attend the Executive Committee Session when convened.

.16 Reserved.

### **Section 500 – Non-Discrimination and Harassment**

01. It is the policy of ITLS TN that all our participants should be able to enjoy an educational environment free from all forms of discrimination including, but not limited to, sexual harassment.
  - (a) 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 in any ITLS Tennessee approved education program.
  - (b) Such conduct, whether committed by Instructors, Affiliate Faculty, 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 based on his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical contact.
  - (c) 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.
- .02 ITLS TN will not tolerate any instances of Human Rights violations. Any agency, organization, or group that conducts or sponsors an educational course approved by ITLS Tennessee is responsible for providing the above stated discrimination-free education environment, and should have available and on file a copy of this policy.
- .03 Any ITLS TN approved educational program, Regional Director(s), Course Coordinator(s), and/or Instructor(s) who do not comply with Section 500 of this document shall be subject to sanctions up to, and including, course decertification by ITLS Tennessee. ITLS Tennessee retains the right to determine whether future courses may be conducted by the person(s) found in violation of this policy.
- .04 Any participants in an ITLS TN approved educational program who do not comply with this policy shall be subject to sanctions up to, and including, decertification of Affiliate, Instructor and Provider certifications.
- .04 Neither ITLS Tennessee nor ITLS International are liable for any actions arising from any EMS Agency, Training Center or other individual or entity as a result of their hosting and/or conducting an ITLS TN approved course.
- .05 ITLS TN shall comply with all of the appropriate rules and regulations current in the jurisdiction, territory, state, city, prefecture, or any other such term used for "jurisdiction" in which they will operate.

**Section 600 – Dispute Resolution**

- .01 It is the policy of ITLS TN that this 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.
- .02 If a dispute occurs, the dispute must be reported in writing either to the Lead Instructor or the on-site Affiliate Faculty member prior to the course conclusion. The written dispute must clearly and specifically delineate the dispute, free from bias or personal conjecture. Disputes not reported during or presented in writing prior to the course conclusion will not be considered.
- .03 The student and instructor will first attempt to resolve the dispute by researching information in either the student textbook or the ITLS TN Policy and Procedure Manual.
- .04 If the dispute is not satisfactorily resolved as stated above, the student and Instructor will go to either the Lead Instructor of the course or the Affiliate Faculty member.
- .05 If the course's Lead Instructor or Affiliate Faculty member cannot satisfactorily resolve the dispute, the student and instructor will consult the Executive Director within seven (7) days of course conclusion. The Executive Director may consult the respective Regional Director or may refer the issue to the Executive Committee.
- .06 The Executive Director will contact staff at the ITLS International office as needed for additional assistance.
- .07 ITLS TN 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 ITLS Executive Committee. Refer to Section 400 of this document regarding the Executive Committee.

**APPENDIX A****OFFICIAL RECORD OF CHAPTER OFFICIALS****January 1, 2010 – July 31, 2013**

	<b><u>Name</u></b>	<b><u>Position</u></b>
1.	John S. Holloway, Sr., MBA, FF/NREMT-P	Executive Director/ Chapter Coordinator
2.	Jake E. Carrol, ThD, MBA, NREMT-P	Board Chair
3.	James L. Thompson, RN, FF/NREMT-P	Board Vice-Chair
4.	Angie Bowen, RN, BSN, CPEN, NREMT-P	Board Secretary
5.	James H. Creel, Jr., MD, FACEP	Medical Director
6.	Johnathan Greene, BS, NREMT-P	Region (1)
7.	Angela M. Bowen, RN, BSN, CPEN, NREMT-P	Region (2)
8.	David Burdett, NREMT-P	Region (3)
9.	Dennis Parker, EMT-P	Region (4)
10.	Tim Lankford, AAS, FF/MT-P	Region (5)
11.	Marsha Goodman	Region (6)
12.	Jonathan Wood, BS, NREMT-P	Region (7)
13.	James L. Thompson, RN, NREMT-P	Region (8)
14.	Ronnie D. Patterson, CCEMTP-P	At-Large (1)
15.	Stanley E. Whiteway, Jr., AAS, FF/EMT-P	At-Large (2)
16.	Jake E. Carrol, ThD, MBA, NREMT-P	At-Large (3)

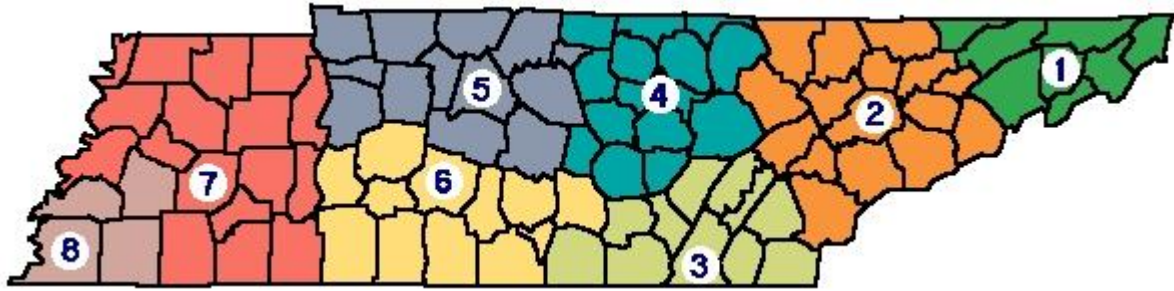
Revised: June 1, 2011

## **APPENDIX B**

### **ITLS TN REGIONS REGIONAL DIRECTORS**

Listed on Next Page

ITLS TN Region Numbers are similar to the EMS regions, established by the Tennessee Department of Health Division of Emergency Medical Services. Some modifications have been made in Regions 7 & 8.



<p><b>Region 1 - Northeast</b> Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, Washington</p> <p><b>Johnathan Greene</b></p>	<p><b>Region 5 – Mid-Cumberland</b> Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Stewart, Sumner, Trousdale, Williamson, Wilson</p> <p><b>Tim Lankford</b></p>
<p><b>Region 2 – East Tennessee</b> Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, Union</p> <p><b>Angie Bowen</b></p>	<p><b>Region 6 – South Central</b> Bedford, Coffee, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, Wayne</p> <p><b>Marsha Goodman</b></p>
<p><b>Region 3 – Southeast</b> Bledsoe, Bradley, Franklin, Grundy, Hamilton, McMinn, Marion, Meigs, Polk, Rhea, Sequatchie</p> <p><b>David Burdett</b></p>	<p><b>Region 7 – West Tennessee</b> Benton, Carroll, Chester, Crockett, Decatur, Dyer, Gibson, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, McNairy, Madison, Obion, Weakley</p> <p><b>Jonathan Wood</b></p>
<p><b>Region 4 – Upper Cumberland</b> Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, White</p> <p><b>Dennis Parker</b></p>	<p><b>Region 8 – Memphis-Delta</b> Fayette, Haywood, Shelby, Tipton</p> <p><b>James Lynn Thompson</b></p>

**ITLS TN Affiliate Faculty and Course Coordinators**

*Will be added at a later date*

**ATTACHMENT C  
ITLS TN FORMS**

## COURSE COORDINATOR CHECKLIST

This form may be utilized by Course Coordinators to assist as they plan, organize and complete a course.

---

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

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

### I. THREE MONTHS BEFORE THE COURSE

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

B. Request approval of course through CMS or from Chapter Committee \_\_\_\_\_

#### C. Identify and confirm

- Medical Director \_\_\_\_\_
- Course Coordinator \_\_\_\_\_
- Affiliate faculty \_\_\_\_\_

#### D. Arrange course facilities

- Course location \_\_\_\_\_
- Lodging \_\_\_\_\_
- Refreshments \_\_\_\_\_
  - Coffee/Soft Drinks \_\_\_\_\_
  - Lunches \_\_\_\_\_
  - Faculty dinner \_\_\_\_\_
- Course equipment
  - AV equipment \_\_\_\_\_
  - Slide projector \_\_\_\_\_
  - Podium \_\_\_\_\_
  - Skill station equipment \_\_\_\_\_

(Refer to ITLS Instructor Manual)

#### E. Contact potential faculty, station assistants, patient models

##### 1. Faculty

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

##### 2. Station Assistants

- a. \_\_\_\_\_
- b. \_\_\_\_\_

##### 3. Patient Models

- a. \_\_\_\_\_
- b. \_\_\_\_\_

- F. Arrange course schedule \_\_\_\_\_
- G. Create and distribute course advertisement \_\_\_\_\_

## II. TWO MONTHS BEFORE THE COURSE

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

## III. ONE MONTH BEFORE THE COURSE

### A. Prepare pre-course packets

#### 1. Student pre-course 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 pre-course packets

- a. Introductory letter with assignments \_\_\_\_\_
- b. Hotel accommodation information \_\_\_\_\_
- c. Lecture slides \_\_\_\_\_ **\*(issue CD of course slides only)**
- d. Course schedule \_\_\_\_\_
- g. Course material \_\_\_\_\_
- h. Testing scenario \_\_\_\_\_
- f. Map \_\_\_\_\_

**\* All instructors should receive a CD of the course slides when completing the instructor course and as a result of major ITLS updates.**

- B. Mail textbooks and pre-course packets to students \_\_\_\_\_

- C. Mail pre-course packets to faculty \_\_\_\_\_

## IV. TWO WEEKS BEFORE THE COURSE

- A. Distribute books and pre-course letters \_\_\_\_\_

- B. Confirm patient models \_\_\_\_\_

- C. Confirm station assistants \_\_\_\_\_

- D. On-site packets

- 1. Course Students \_\_\_\_\_
  - a. Name tag \_\_\_\_\_
  - b. Final course schedule \_\_\_\_\_
  - c. Faculty list \_\_\_\_\_
  - d. Student list \_\_\_\_\_
  - e. Rotation schedule \_\_\_\_\_

f. Course evaluation forms \_\_\_\_\_

**2. Faculty**

- a. Name tag \_\_\_\_\_
- b. Final course schedule \_\_\_\_\_
- c. Faculty list \_\_\_\_\_
- d. Student list \_\_\_\_\_

**V. DAY BEFORE THE COURSE**

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

**VI. DAY OF THE COURSE**

- A. Arrive early to confirm seating, temperature, refreshments and registration area \_\_\_\_\_
- B. Register students \_\_\_\_\_
- C. Introduce faculty \_\_\_\_\_
- D. Set-up skill stations \_\_\_\_\_
- E. Moulage models \_\_\_\_\_
- F. Faculty meetings as necessary \_\_\_\_\_
- G. Provide feedback to students \_\_\_\_\_
- H. Conduct post-course faculty meeting \_\_\_\_\_

**VII. POST COURSE**

- A. Thank-you letters to faculty, station assistants and patient models \_\_\_\_\_
- B. Course report forms and fees forwarded to ITLS TN \_\_\_\_\_
- C. Reimburse faculty and staff \_\_\_\_\_
- D. Distribute course completion cards \_\_\_\_\_

## PROPOSED COURSE BUDGET & FINANCIAL SUMMARY

This form may be utilized by the Course Coordinators to assist with planning, organizing, and completing ITLS Courses.

---

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

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

### RECEIPTS:

#### I. Tuition:

\_\_\_\_\_ Participants @ \$ \_\_\_\_\_ each

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

#### II. OTHER GRANT MONIES (IF APPLICABLE): L.E.(?) \_\_\_\_\_

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

### DISBURSEMENTS:

#### I. Travel Expenses / Subsistence

##### A. Faculty & Staff

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_
5. \_\_\_\_\_ \$ \_\_\_\_\_
6. \_\_\_\_\_ \$ \_\_\_\_\_
7. \_\_\_\_\_ \$ \_\_\_\_\_
8. \_\_\_\_\_ \$ \_\_\_\_\_

##### B. Coordinator

1. \_\_\_\_\_ \$ \_\_\_\_\_

##### C. Assistants (Station assistants and Patient models, etc.)

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_
5. \_\_\_\_\_ \$ \_\_\_\_\_
6. \_\_\_\_\_ \$ \_\_\_\_\_
7. \_\_\_\_\_ \$ \_\_\_\_\_
8. \_\_\_\_\_ \$ \_\_\_\_\_

#### II. Course Equipment/Material

##### A. Material

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_

**B. Office Supplies/Services**

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

**C. Expendable Equipment**

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

**D. Non-expendable Equipment**

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

**E. Facilities/Services**

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

**III. Indirect Cost Charges**

A. ITLS Certification Fee  
\_\_\_\_\_ Participants @ \$ \_\_\_\_\_ each

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

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

**Minus TOTAL DISBURSEMENTS \$ \_\_\_\_\_**

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

COURSE COORDINATOR  
\_\_\_\_\_

DATE  
\_\_\_\_\_

## POST-COURSE CHECKLIST

This check-list may be utilized by the Course Coordinators after a course to assist with ensuring all documents have been prepared, submitted, and distributed according to current ITLS and ITLS TN INC Rules, Regulations, Policies, and Procedures.

COURSE COORDINATOR: \_\_\_\_\_

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

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

1. Responsible party for payment of fees: \_\_\_\_\_

Need Invoice: Yes No

Send Invoice to: \_\_\_\_\_

Attention of: \_\_\_\_\_

Address: *Street:* \_\_\_\_\_ *City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip Code:* \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

2. Cards & Certificates:

Mail Cards & Certificates to: \_\_\_\_\_

Attention of: \_\_\_\_\_

Address: *Street:* \_\_\_\_\_ *City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip Code:* \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

### The following items have been sent to the Chapter Office:

*(Please put an "X" after each item enclosed)*

1. Complete ITLS course roster \_\_\_\_\_  
*(Typed list of participants' names and addresses)*

2. Typed faculty roster \_\_\_\_\_

3. Post tests \_\_\_\_\_

4. Score sheets \_\_\_\_\_

5. Evaluations \_\_\_\_\_

6. Payment of fees \_\_\_\_\_ *(Request invoice if needed)*

### For office use only

Paperwork received: \_\_\_\_\_ International Fees Paid: \_\_\_\_\_

Fees Invoiced: \_\_\_\_\_ Fees Received: \_\_\_\_\_

Do you really want all this? Post-tests & score sheets? Typed rosters—those will be in CMS, correct?

## SAMPLE CONFIRMATION LETTER TO INSTRUCTORS

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**Date:**

**To:** ITLS Instructors

**From:** Course Director

**RE:** Assignments - Course Location and Date

Thank you for your agreement to serve as an instructor at the <TYPE OF COURSE> to be held on <DATE OF COURSE> at <NAME OF FACILITY>, <MAILING ADDRESS>.

An agenda 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, the slides for your topic are enclosed. They should be returned to <COURSE COORDINATOR> immediately following your lecture.

Please review the ITLS Instructor 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 you'll find :**

- A map with directions to the course location
- Faculty informational material
- Course agendas
- **CD of course slide set (if applicable)**

If you have any questions, please contact <COURSE COORDINATOR> at <PHONE NUMBER> or <EMAIL ADDRESS>.

*Sincerely,*

**Course Director**

+Enclosures

## SAMPLE CONFIRMATION LETTER TO COURSE REGISTRANTS

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Date:

***Dear ITLS Registrant:***

Thank you for registering for the ITLS <TYPE OF COURSE> to be held on <DATE OF COURSE> at <NAME OF FACILITY>, <MAILING ADDRESS>.

**Enclosed you will find the following materials:**

- ITLS textbook
- Pretest, answer sheet and key
- Course agenda
- Map with directions to course location

The <TYPE OF COURSE> is an intense, <COURSE LENGTH> learning experience that 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. There is not enough time to thoroughly introduce all material during this course. Participants must take the initiative and professional responsibility to carefully and thoroughly study the material prior to taking this course. The lecture presentations and skill stations only provide an overview of the course topics. Take the pretest after you have studied the text. Check your responses with the answer key provided.

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

If you have any questions, please contact <COURSE COORDINATOR> at <PHONE NUMBER> or <EMAIL ADDRESS>. We look forward to seeing you at the course!

***Sincerely,***

***Course Director***

+Enclosures

## AFFILIATE FACULTY COURSE EVALUATION

This form must be completed by the ITLS TN Affiliate Faculty responsible for course oversight at the completion of course.

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

Assistant Course Coordinator: \_\_\_\_\_

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

### Course Information:

Type: (circle)      Advanced / Basic / Combined / Pediatric / Access

Recertification / Initial / Instructor

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

No. of students: \_\_\_\_\_ No. of faculty: \_\_\_\_\_ No. of teaching stations: \_\_\_\_\_

No. of faculty at each teaching station: \_\_\_\_\_ No. of testing stations: \_\_\_\_\_

Please indicate the number of students for each category:

**Basic Course:**      Passed: \_\_\_\_\_ Incomplete: \_\_\_\_\_ Retest: \_\_\_\_\_

**Advanced Course:** Passed: \_\_\_\_\_ Incomplete: \_\_\_\_\_ Retest: \_\_\_\_\_

**Comments:**

**Evaluating Affiliate Faculty Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**ITLS TN INSTRUCTOR RECIPROCITY FORM**  
*Please neatly and legibly PRINT or TYPE*

---

Name as it appears on ITLS Instructor Card: \_\_\_\_\_

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

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Home:(\_\_\_\_\_) \_\_\_\_\_ Work or Cell: (\_\_\_\_\_) \_\_\_\_\_

Credentials: EMT-B EMT-IV NREMT-I EMT-P RN APN PA DO MD  
Other: \_\_\_\_\_

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

Instructor Course Medical Director: \_\_\_\_\_

Date of Instructor Course: \_\_\_\_\_

***Please include a front and back copy of your occupational license(s), front and back copies of your current ITLS provider and instructor certification cards, a current resume or curriculum vitae, as well as a letter of verification from your previous Chapter Coordinator. The front and back card/cert copies should coincide with each other – we should easily be able to determine which front goes with each back, etc.***

***The ITLS TN Executive Director may request an interview with the applicant. See Section 500 (.08) for the ITLS TN Reciprocity Policy.***

***The ITLS Executive Committee and Board of Directors will review all applications for reciprocity, and reserves the right to overturn the approval or disapproval decision of the Executive Director.***

***Applicant Name: Print:*** \_\_\_\_\_

***Signature:*** \_\_\_\_\_

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

## INSTRUCTOR RECERTIFICATION APPLICATION

To be completed by instructors requesting recertification status and new instructor card

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

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

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Home phone: ( ) \_\_\_\_\_ Work phone: ( ) \_\_\_\_\_

Credentials: EMT-B EMT-IV NREMT-I EMT-P RN PA APN Physician

Other: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_ Type: Basic Advanced Pediatric

***As an ITLS instructor, you are required to instruct one course per year. Please complete the form below with the appropriate information and submit it to the ITLS TN Chapter office.***

Date Course Type Location Course Coordinator

Lecture Assignment Skills Station Patient Assessment

***Regional Director:*** \_\_\_\_\_ ***Approve*** \_\_\_\_\_ ***Not Approve***

***Print Name of Regional Director:*** \_\_\_\_\_

***Signature of Regional Director:*** \_\_\_\_\_

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

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**State ITLS Office Use Only:**

Date Received: \_\_\_\_\_ Complete \_\_\_\_\_ Yes \_\_\_\_\_ No

Recommend/Approve \_\_\_\_\_

Deny \_\_\_\_\_ Reason: \_\_\_\_\_

New Instructor Certification Issued: \_\_\_\_\_

ITLS Tennessee Student Post Course Survey

Course Date: \_\_\_\_\_ ITLS Course #: \_\_\_\_\_

Student Name: (Optional): \_\_\_\_\_

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

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

*The purpose of this survey instrument is to evaluate our education and training program and its resources. The data compiled will aid in the continuous quality improvement process of this medical training program.*

**INSTRUCTIONS:** Consider each item separately and rate each item independently of all others. Circle the rating that indicates the extent to which you agree with each statement. Please do not skip any rating.  
**If you do not know about a particular area or the area does not apply, please circle N/A.**  
 5 = Strongly Agree 4 = Generally Agree 3 = Neutral (acceptable) 2 = Generally Disagree 1 = Strongly Disagree N/A = Not Applicable

**I. PERSONNEL RESOURCES (Instructors)**

**A. INSTRUCTORS TEACH EFFECTIVELY:**

01.	In the classroom	5	4	<b>3</b>	2	1	N/A
02.	In the skills laboratory	5	4	<b>3</b>	2	1	N/A
03.	To deliver the content.	5	4	<b>3</b>	2	1	N/A

**B. INSTRUCTOR NUMBER IS ADEQUATE:**

01.	In the classroom.	5	4	<b>3</b>	2	1	N/A
02.	In the skills laboratory <u>practice</u> sessions.	5	4	<b>3</b>	2	1	N/A
03.	In the skills laboratory <u>testing</u> sessions.	5	4	<b>3</b>	2	1	N/A

**C. INSTRUCTORS HAVE GOOD RAPPORT WITH PARTICIPANTS**

5	4	<b>3</b>	2	1	N/A
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**D. INSTRUCTORS ARE WILLING TO HELP PARTICIPANTS LEARN/ANSWER QUESTIONS**

5	4	<b>3</b>	2	1	N/A
---	---	----------	---	---	-----

**E. INSTRUCTORS ARE ABLE TO MOTIVATE THE PARTICIPANT**

5	4	<b>3</b>	2	1	N/A
---	---	----------	---	---	-----

**F. PROFESSIONALISM OF THE INSTRUCTORS**

5	4	<b>3</b>	2	1	N/A
---	---	----------	---	---	-----

**G. INSTRUCTORS DISPLAYED A PERSONAL INTEREST IN THE STUDENTS AND THEIR LEARNING**

5	4	<b>3</b>	2	1	N/A
---	---	----------	---	---	-----

Section I Related Comments:

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**II. PHYSICAL RESOURCES**

**A. THE CLASSROOMS:**

01.	Are adequate in size.	5	4	<b>3</b>	2	1	N/A
02.	Have adequate lighting.	5	4	<b>3</b>	2	1	N/A
03.	Have adequate seating.	5	4	<b>3</b>	2	1	N/A
04.	Have adequate ventilation.	5	4	<b>3</b>	2	1	N/A

- OVER PLEASE -

05.	Please rate the availability of the following items as they relate to the course laboratory exercises:						
a.	Amount of equipment.	5	4	<b>3</b>	2	1	N/A
b.	Variety of equipment.	5	4	<b>3</b>	2	1	N/A
c.	Amount of supplies.	5	4	<b>3</b>	2	1	N/A
d.	Variety of supplies.	5	4	<b>3</b>	2	1	N/A
06.	Activities prepare the participant to perform effectively in the clinical setting (field).	5	4	<b>3</b>	2	1	N/A
07.	Pre-Course materials including Pre-Test received in a timely manner (within 7 – 14 days of course beginning)	5	4	<b>3</b>	2	1	N/A

Section II Related Comments:

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**III. ADDITIONAL COMMENTS**

Please rate items 01 through 06 using the following grading scale:  
 5 = Excellent      4 = Very Good      3 = Good      2 = Fair      1 = Poor

01.	Overall activity effectiveness.						
03.	Overall organization of the activity.	5	4	<b>3</b>	2	1	
04.	Overall effectiveness of the Instructor(s).	5	4	<b>3</b>	2	1	
05.	Prior to participating in this activity I feel my comfort level managing this type of situation was:	5	4	<b>3</b>	2	1	
06.	As a result of this presentation I feel I am more comfortable managing situations presented in this topic.	5	4	<b>3</b>	2	1	
07.	The amount of material covered for the time allotted.	5	4	<b>3</b>	2	1	
08.	I will recommend this course to a colleague.	5	4	<b>3</b>	2	1	
09.	Length of time in current position/level of licensure _____ Years						
10.	My PRIMARY status at the time of this course is: (Only circle ONE)						

a. First Responder b. EMT-B c. EMT-IV d. EMT-P e. RN or APN f. MD, DO, or PA g. RT / RRT h. Other _____	i. First Responder Student j. EMT-B Student k. EMT-IV Student l. EMT-P Student m. RN or APN Student n. MD, DO, or PA Student o. RT / RRT Student p. Other Student: _____
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Please provide a more detailed description for any rating of 3 or less:

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**THANK YOU!** One of our goals is to exceed your expectations. If we failed to meet this goal and/or if an area needs immediate attention, please ensure it is addressed on this evaluation and please see the course director immediately.

**For ITLS TN State Office Use Only:**