



INTERNATIONAL TRAUMA LIFE SUPPORT POLICY AND PROCEDURE CHECK SHEET

- I. Introduction _____
- II. Goals & Objectives _____
- III. Description of Organization Applying to Become
a Chapter or Training Centre _____
- IV. Description of EMS System _____
- V. Role of the Medical Director & Coordinator _____
 - A. Plan for continuity of operations
 - B. Immediate notification of ITLS International of any change
in Medical Director or Coordinator
- VI. Description of Training & Certification Levels _____
- VII. Student Classification & Course Completion
 - A. ITLS Provider courses - **Basic**
 - 1. Minimum course entry requirements _____
 - 2. Written test passing score _____
 - 3. Minimum score on patient assessment skills
Testing _____
 - 4. Minimum criteria to achieve Instructor
Potential status _____
 - 5. Course certification period _____
 - 6. Course recertification requirements _____
 - B. ITLS Provider courses - **Advanced**
 - 1. Minimum course entry requirements _____
 - 2. Written test passing score _____
 - 3. Minimum score on patient assessment skills
testing _____
 - 4. Minimum criteria to achieve Instructor
Potential status _____
 - 5. Course certification period _____

- 6. Course recertification requirements _____

- C. ITLS Military courses
 - 1. Minimum course entry requirements _____
 - 2. Written test passing score _____
 - 3. Minimum score on patient assessment skills testing _____
 - 4. Minimum criteria to achieve Instructor Potential status _____
 - 5. 4-year course certification period _____
 - 6. Course recertification requirements _____

- D. ITLS Pediatric courses
 - 1. Minimum course entry requirements _____
 - 2. Written test passing score _____
 - 3. Minimum score on patient assessment skills testing _____
 - 4. Minimum criteria to achieve Instructor Potential status _____
 - 5. Course certification period _____
 - 6. Course recertification requirements _____

- E. ITLS Access courses
 - 1. Minimum course entry requirements _____
 - 2. Written test passing score _____
 - 3. Minimum score on patient assessment skills testing _____
 - 4. Minimum criteria to achieve Instructor Potential status _____
 - 5. Course certification period _____
 - 6. Course recertification requirements _____

- F. ITLS Provider Recertification
 - 1. Minimum course entry requirements _____

- 2. Written test passing score _____
- 3. Minimum score on patient assessment skills testing _____
- 4. Minimum criteria to achieve Instructor Potential status _____
- 5. Course certification period _____
- 6. Course recertification requirements _____

- G. ITLS Instructor courses
 - 1. Minimum course entry requirements _____
 - 2. Time period for Instructor course eligibility _____
 - 3. Course teaching requirements _____
 - 4. Course certification period _____

- H. ITLS Instructor Recertification
 - 1. Teaching requirements _____
 - 2. Course certification period _____

- I. ITLS Instructor Bridge Course
 - 1. Minimum course entry requirements _____
 - 2. Course passing criteria _____
 - 3. Course teaching and monitoring requirements _____
 - 4. Course certification period _____
 - 5. Course recertification requirements _____

- VIII. Organizational Requirements _____

- A. Course Requirements
 - 1. Courses taught to latest editions of ITLS manuals _____
 - 2. Course conduct requirements _____
 - 4. Student confidentiality requirements _____

- 5. Student records retention policy _____
- 6. Notice requirements for course requests _____
- 7. Designation of course approval authority _____
- 8. Course application submission procedure _____
- 9. Requirements for faculty:
 - a. Course medical director _____
 - b. Course coordinator _____
 - c. Affiliate faculty _____
- 10. Requirements for course paperwork:
 - a. Timeframe for submission _____
 - b. Use of CMS _____

IX. Protocol for Conducting an ITLS Course

X. Teaching Eligibility

XI. Appointment Criteria

- A. Course Coordinator
 - 1. Qualifications _____
 - 2. Selection and removal process _____
 - 3. Course responsibilities _____
 - 4. Post course responsibilities _____
- B. Affiliate Faculty
 - 1. Qualifications _____
 - 2. Selection and removal process _____
 - 3. Course responsibilities _____
- C. Course Medical Director
 - 1. Qualifications _____
 - 2. Selection and removal process _____
 - 3. Course responsibilities _____
- D. Chapter Coordinator
 - 1. Qualifications _____
 - 2. Selection and removal process _____

- 3. Responsibilities _____
- E. Chapter Medical Director
 - 1. Qualifications _____
 - 2. Selection and removal process _____
 - 2. Responsibilities _____
- F. Instructors
 - 1. Qualifications _____
 - 2. Selection and removal process _____
 - 3. Responsibilities _____
- XII. Course Fees and Rosters
 - 1. Designation of how fees are set _____
 - 2. Course fee collection and remittance procedures to chapter or training centre and International office _____
 - 3. Designation of current course fees by type of course _____
 - 4. Description of procedure for printing cards and suspension of card-printing privileges _____
- III. Advisory Committee
 - A. Membership
 - 1. Designation of composition of membership the committee _____
 - 2. Designation of members' terms of office _____
 - 3. Designation of committee appointment process _____
 - B. Designation of committee responsibilities and oversight of courses and activities _____
 - C. Designation of selection process for International delegates if applicable _____

VI. Policy on Non-Discrimination and Harassment

VII. Policy on Dispute Resolution

VIII. Policy on Students with Disabilities

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