



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.	Courses 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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