****

**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/succession planning for leadership

 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. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Requirements for faculty:

* 1. Course medical director \_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Course coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Affiliate faculty \_\_\_\_\_\_\_\_\_\_\_\_\_
1. Requirements for course paperwork:
	1. Timeframe for submission \_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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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