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**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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