



## **International Trauma Life Support**

### ***Becoming an ITLS Chapter Or Training Centre***

International Trauma Life Support (ITLS) was founded in the early 1980s as Basic Trauma Life Support (BTLS). From its early roots as a local and regional trauma education course, BTLS grew to have many chapters around the world. In 2005, BTLS changed its name to ITLS to better reflect its international scope.

The first BTLS course was developed in 1982 by the late John E. Campbell, MD, FACEP, with the support of an ACEP chapter grant to the Alabama Chapter of the American College of Emergency Physicians. The course was based on the need for a quality, skill-oriented continuing education program for emergency care providers. Since its inception, ITLS has undergone tremendous growth and has become the internationally accepted standard education program for pre-hospital trauma care.

As of January 2021, ITLS has 99 chapters and 21 training centres all over the world. More than 825,000 emergency care professionals have been trained in ITLS. ITLS has expanded beyond its initial course and now offers several types of educational programs:

ITLS reflects a Core Curriculum model for its Provider course. The following core content is the requirement for all ITLS Provider courses:

- Scene Size-up
- Trauma Assessment and Management
- Shock Evaluation and Assessment
- Trauma Arrest
- Trauma in Pregnancy
- Pediatric Trauma
- Geriatric Trauma

While these are the required topics for all ITLS Provider courses, it does not mean that these subjects are the *only* subjects that should be taught. The course must continue to be a minimum of 16 hours. The local course coordinator in consultation with course medical director will have the flexibility to decide what additional subjects should be added to the course to make it a complete program.

**ITLS Basic** - Designed for the EMT-Basic and First Responder, this hands-on training course offers basic EMS providers complete training in the skills necessary for rapid assessment, resuscitation, stabilization and transportation of the trauma patient. The course provides education in the initial evaluation and stabilization of the trauma patient.

**ITLS Advanced** - This comprehensive course covers the skills necessary for rapid assessment, resuscitation, stabilization, and transportation of the trauma patient for advanced EMTs, paramedics, nurses, and physicians. The course teaches the correct sequence of evaluation and the techniques of critical intervention, resuscitation and packaging a patient.

**ITLS Combined** – Many ITLS courses choose to train both Advanced and Basic level providers. In these courses, the Basic level providers partake of all didactic sessions, and observe the advanced skill stations.

**ITLS Military** – The ITLS Military Provider course combines the fundamentals of ITLS trauma assessment and treatment with recent military innovations utilized in the world’s current war zones. The course adapts proven techniques taught in the civilian ITLS course to the military environment where limited resources are the rule, not the exception. The course will be replaced by the ITLS High Threat course in 2021.

**ITLS eTrauma** - ITLS eTrauma covers the eight hours of ITLS Provider classroom instruction in an online format, covering the core principles of rapid assessment, resuscitation, stabilization and transportation of trauma patients. ITLS eTrauma is offered at both the Basic and Advanced levels. At the completion of eTrauma, the learner may receive 8 CEH hours from CAPCE and is qualified to take the ITLS Completer course that will lead to ITLS certification.

**ITLS Completer Course** – The ITLS Completer course is for the learner who has successfully completed ITLS eTrauma and wishes to become ITLS Provider certified. The Completer course covers 8 hours of skills learning and assessment as well as the ITLS written post course exam.

**ITLS Provider Recertification** - This course provides continuing education in ITLS for the experienced provider who has already completed the Basic or Advanced Course. Sample course agendas are available in the ITLS Coordinator & Instructor Guide or from the International Office.

**ITLS Rapid Renewal Provider Update** – This blended-learning program combines an online course component with the Written Exam and Patient Assessment Practical Exam in the classroom setting to allow current Basic or Advanced Providers to quickly, easily and effectively renew their ITLS Provider certification.

**ITLS Instructor Bridge Course** - Designed for the instructor who has successfully completed an ATLS or PHTLS instructor course to transition him or her to the ITLS program. The course typically runs 8 hours and a sample course agenda is available in the ITLS Coordinator & Instructor Guide or from the International Office. Following completion of an ITLS Bridge course, a candidate must be monitored teaching an ITLS provider course to complete the steps to become an ITLS instructor.

**ITLS Provider Bridge Course** - Designed for the provider who has successfully completed a PHTLS, ATT or TNCC course to transition him or her to the ITLS program. The course typically runs 8 hours and a sample course agenda is available in the ITLS Coordinator & Instructor Guide or from the International Office.

**ITLS Access** - This 2-day course provides EMS crews and first responders with training to utilize the tools commonly carried on an ambulance or first responder unit to reach entrapped patients and begin stabilization and extrication.

**ITLS Duty to Respond** - ITLS Duty to Respond is a 1-day hands-on practical trauma management course designed for first responders who have a duty to respond to traumatic emergencies. The course focuses on initial patient evaluation and critical interventions required to manage a patient until the next level of care arrives. First Aid certification is required as a prerequisite.

**ITLS Pediatric** - Pediatric ITLS concentrates on the care of injured children. The course is 1 – day and designed to train EMS and nursing personnel in the proper assessment, stabilization, and packaging of a pediatric trauma patient. The course also covers communication techniques with pediatric patients and parents.

**ITLS Instructor Courses** – To become an ITLS instructor, one must:

1. Successfully complete an ITLS Provider course and achieve Instructor Potential.
2. Successfully complete an ITLS Instructor course. ITLS has a two-part course: an online component and a classroom component. The steps are:
  - The student achieves Instructor Potential on the Provider course.
  - The student completes the online component of the Instructor course.
  - The student completes the classroom component of the Instructor course.
  - The student (instructor candidate) is monitored teaching a lecture, skill station and testing of a Provider course.

## I. ITLS Structure

ITLS is a United States not-for-profit corporation exempt from federal income tax under Section 501(c)(3) of the U.S. Internal Revenue Service code. The ITLS headquarters is located in Downers Grove, Illinois.

ITLS is governed by a Board of Directors. Board members are elected at the organization's annual meeting held in conjunction with the ITLS International Trauma Conference. Board members are elected for rotating terms of three years. Board seats are also allocated to the American College of Emergency Physicians and the Alabama Chapter of the American College of Emergency Physicians. Each of those organizations appoints one member to the Board of Directors. Each ITLS chapter is allocated a number of voting delegates based on the number of ITLS students trained in their chapter during the preceding two-year period as defined in the ITLS bylaws.

## **II. Relationship to ACEP**

ITLS is the only pre-hospital trauma education program endorsed by the American College of Emergency Physicians (ACEP). ACEP has endorsed ITLS since 1986 and recognizes the importance of quality pre-hospital care. It is dedicated to a leadership role in improving the standards and training of EMS providers. EMS providers, emergency nurses, and emergency physicians are members of the same team. If EMS providers are well trained and receive quality medical direction, the patients for whom they care will likely have a better chance of recovery.

No group is in a better position to understand the needs and circumstances of EMS providers than the emergency physicians with whom they work. ITLS is supported in its educational efforts by National ACEP and individual ACEP chapters. National ACEP maintains a close liaison with ITLS and has an appointed seat to the Board of Directors. Several ACEP chapters also serve as ITLS chapters and directly oversee the teaching of certified ITLS courses in their respective states.

## **III. International Conference**

Each year ITLS conducts its International Trauma Conference which includes the annual business meeting of the organization. The conference provides excellent educational programs in addition to the business sessions. Opportunity is provided to review the instructional materials, review the results of the teaching of ITLS internationally, receive committee reports, and gain general consensus regarding specific items taught within the program.

## **IV. Chapters and Training Centres**

### **1) Organization**

ITLS is organized as a system of chapters and training centres around the world. To be certified, ITLS courses must be coordinated or approved by ITLS chapters, training centres or the International office.

In the United States, ITLS chapters are administered and conducted in numerous states, often through the state chapter of ACEP, in conjunction with a regional or state emergency medical services (EMS) agency. ITLS chapters may also be managed by hospital or health care systems,

pre-hospital agencies, or other EMS-related organizations. All chapters and training centres must be sponsored by established organizations. Individuals may not apply for chapter or training centre designation.

## **2) Approval Process**

Chapters and training centres become recognized upon application and approval by the ITLS Board of Directors. The Board of Directors may grant a charter to a not-for-profit organization or governmental agency which has applied to become the ITLS chapter. ITLS training centres are typically proprietary organizations that do not meet the requirements for chapter status. ITLS staff and its Global Development Committee review all applications for chapter and training centre status. To become an ITLS chapter or training centre, an applicant must:

- Submit a complete chapter or training centre application
- Submit CVs for the intended chapter or training centre coordinator and medical director
- Submit a letter of support from the sponsoring organization
- Have a core group of certified ITLS instructors
- Submit a completed chapter or training centre policy and procedure manual
- Following review by staff and the Global Development Committee, the applicant will have a site visit by one or more ITLS-designated representatives, usually a member of the Board of Directors and/or Executive Director. Expenses for the site visit are the responsibility of the applicant. Prior to scheduling a site visit, the applicant must sign an ITLS Host Agreement.
- The report of the site visit is reviewed by the Global Development Committee and a recommendation for approval, non-approval, or additional action is made to the ITLS Board of Directors
- Final approval of the chapter or training centre application will be considered by the Board following the successful site visit.

## **3) Alternatives to Chapter Designation**

There are two alternative routes to offer certified ITLS courses: courses conducted outside of a chapter, or designation as an ITLS training centre.

Courses conducted outside a chapter are approved in advance on a course-by-course basis by the International office. These courses may be held in areas without an ITLS chapter or training centre or where a program is in the process of developing an ITLS chapter or training centre.

Designation as an ITLS training centre is also available as an alternative for organizations that do not qualify or do not choose to become an ITLS chapter. These are usually intended for EMS agencies or proprietary organizations who solely wish to train their own personnel or clients in ITLS, organizations who do not wish to assume the administrative responsibilities of an ITLS chapter, or organizations that plan to train a small number of ITLS students each year.

The documentation requirements that follow apply to both ITLS chapters and training centres.

## **V. Requirements to Become an ITLS Chapter or Training Centre**

ITLS recognizes its chapters by granting a charter to an applicant organization. The ITLS Board of Directors requires that ITLS chapters be not-for-profit (NGO) organizations or governmental agencies. ITLS chapters are not franchises and ITLS may approve more than one chapter and/or training centre in any geographic area.

ITLS awards training centre status to organizations that are proprietary or otherwise do not satisfy the organizational requirements of an ITLS chapter.

An application to become an ITLS chapter or training centre will not be considered until the following have been completed:

### **1) ITLS Application**

An ITLS application (completed in English) must be submitted to the International office. The application requests specific information regarding the applicant organization and individuals seeking the charter; the history, if any, with ITLS courses in the geographic area; the organization's and individuals' past experience with ITLS; plans for conducting ITLS courses; the projection of ITLS students to be trained each year; and involvement with EMS providers and medical direction in the area.

A letter of support from the sponsoring organization must accompany the application. The intended chapter coordinator and medical director must sign the application and attest to their agreement to comply with ITLS rules and requirements and assume the responsibilities of their designated roles.

### **2) Developing a Core ITLS Faculty**

The applicant must arrange to have a core faculty trained as ITLS instructors. The applicant may request that ITLS arrange for the initial ITLS course. The applicant may also send its faculty to another ITLS chapter or training centre for the training. The applicant organization is responsible for the travel expenses of the ITLS-appointed representative(s) to be present and teach or assist in teaching the initial course.

### **3) Advance Notice**

The applicant organization must request its initial ITLS course to the ITLS office at least three months (90 days) in advance of the proposed course date.

### **4) Bridge Course**

At the initial provider course, personnel will be trained in the concepts of trauma care in accordance with ITLS guidelines. At the same time, a "bridge" program may be offered to current PHTLS or ATLS instructors to facilitate reciprocal certification. An ITLS Bridge course typically runs for 4 – 8 hours and will transition PHTLS or ATLS instructors as ITLS instructors.

ITLS instructor candidates who successfully complete the Bridge course must be monitored teaching an ITLS course to gain ITLS instructor certification.

#### **5) ITLS Advisory Committee**

In order to ensure that representatives of all interested groups are involved in the efforts to become a recognized ITLS chapter or training centre, the applicant organization must establish an ITLS Advisory Committee. The Committee provides input into the process of becoming an approved ITLS program and provides the mechanism through which personnel have a voice in ITLS-related matters.

#### **6) Administrative Structure**

The applicant organization must develop a proposed administrative structure for the ITLS chapter or training centre. This information will be included in the final charter document and must contain:

- Mission statement of the chapter or training centre
- Agreement that the organization will abide by the ITLS bylaws and policies
- A plan for continuity of operations within the organization
- Designation and signatures of the Medical Director, Coordinator, ITLS Executive Director, and the Chair of the ITLS Board of Directors

The ITLS Advisory Committee must also be involved in the review of a Policy and Procedure Manual. Samples of other chapters' manuals are available through the ITLS office.

#### **7) ITLS Policy and Procedure Manual**

Each applicant must develop an ITLS policy and procedure manual that outlines the duties and responsibilities of the administrative leaders and faculty in its organization. The procedure manual must also contain all operating procedures for conducting ITLS. The procedure manual must be approved by the ITLS Global Development Committee before a site visit will be scheduled (see below). While the applicant may wish to produce a procedure manual written in its native language, a copy provided to ITLS for review must be written in English.

A checklist of elements of a policy and procedure manual may be found in the Appendix.

#### **8) Site Visit**

After the applicant has completed the above requirements, the final step before Board approval of its application is a site visit by one or more ITLS representatives. The purpose of the site visit is to observe the applicant's instructors teaching an ITLS course(s) and evaluate the administrative operations of the applicant. The applicant may request that the reviewer serve as faculty for an ITLS course when appropriate. Expenses for the site visit are the responsibility of the applicant. Prior to scheduling a site visit, the applicant must sign an ITLS Host Agreement. On rare occasions the site visit may be waived by the ITLS Executive Director or Chairman of the Board under special circumstances.

## 9) Board Consideration

After a successful site visit, the ITLS Global Development Committee may recommend approval of the applicant to the ITLS Board of Directors. Whether an ITLS charter is granted is the sole decision of the ITLS Board.

## VI. CHAPTER OR TRAINING CENTRE ORGANIZATION

The educational and business management of ITLS within a given program is based on two broad groups: the faculty and providers, and the administrative leaders and course coordinators:

***International Faculty*** - The international faculty (also known as “delegates”) are appointed by the Medical Director and/or the ITLS Advisory Committee. The International Faculty attend the annual International conference, participate in the assessment of the program, the formative process of continuing course revision, and the management of ITLS. The length of term of the International Faculty is determined by the chapter or training centre. They are oriented to their position by the Medical Director and/or Coordinator. International faculty of ITLS chapters participate in the governance process of the organization; those from training centres do not.

***Affiliate Faculty*** - Affiliate Faculty are appointed by the Medical Director and/or the ITLS Advisory Committee. Their duties are to monitor the quality of ITLS courses within the chapter or training centre, monitor new instructors, and teach instructor and provider courses. The length of term of the Affiliate Faculty is determined by the Medical Director and/or the ITLS Advisory Committee. The Affiliate Faculty must maintain current ITLS Instructor certification and complete an ITLS Advisory Committee approved Affiliate Faculty Training Program. Requirements for continuation of Affiliate Faculty designation are determined by the Medical Director and/or the ITLS Advisory Committee.

***Instructor*** - ITLS Instructor status is granted after an Instructor candidate successfully completes an ITLS Instructor Course and is monitored teaching a lecture, skill station and testing station at an ITLS course. Invitation to attend an Instructor course is based upon performance in an ITLS Provider Course as well as other criteria as established by the ITLS Advisory Committee. Requirements for continuation of ITLS Instructor certification are determined by the Medical Director and/or the ITLS Advisory Committee.

***Provider*** - ITLS Provider status is achieved by successful completion of an approved ITLS Provider Course. The length of certification is three years unless a rationale for a different term is described in the policy and procedure manual. Recertification is achieved through the same mechanism as initial certification or by completing a specific recertification course in some programs.



**ITLS Advisory Committee** - The ITLS Advisory Committee is comprised of broad-based representatives from the chapter or training centre. The role of the Committee is to advise the Medical Director and Coordinator on matters concerning the ITLS program (such as development and maintenance of a current ITLS Procedure Manual, disciplinary issues, disseminating information at the local level, etc.) Members of the ITLS Advisory Committee are determined at the local level but must ensure that broad-based representation is attained.

**Medical Director** - This position is filled only by a physician licensed to practice medicine where the ITLS program resides. The Medical Director must be an ITLS Instructor and is selected based upon recommendation of the ITLS Advisory Committee and/or the sponsoring organization to the Board of Directors of ITLS International. The term of office is determined by the chapter or training centre. The Medical Director is ultimately responsible for the management of the ITLS program, in both educational and business-related matters. He or she must ensure that: 1) ITLS policy is communicated, 2) quality ITLS courses are taught and administered, and 3) that the program is taught consistent with the EMS laws of the area where taught.

**Coordinator** - The Coordinator may be an emergency care professional or an administrative designate of the ITLS chapter or training centre. The Coordinator must be willing to play a dynamic role within the ITLS program. The person selected for this position and his/her term of office are determined by the chapter or training centre. Duties of this position include the proliferation of the ITLS program, organization of finances and records, and other duties that may be assigned.

**Course Medical Director** - The Course Medical Director must be a physician licensed to practice medicine where the course is conducted. This person must be familiar with EMS systems and pre-hospital care. He or she should be an ITLS Instructor or should serve as Co-Director for one course with a physician ITLS Instructor prior to assuming this role on their own. The Course Medical Director must be familiar with the program and its components, especially patient assessment and management techniques that are contained in the ITLS teaching materials. The Course Medical Director must ensure that the course is consistent with ITLS standards.

The role of the Course Medical Director is to appropriately integrate the material contained in the ITLS course into the local pre-hospital and emergency department systems. An ITLS Instructor physician is best prepared to present the material effectively in the manner in which it was designed. The Course Medical Director must take overall responsibility for the quality of the course.

He or she must also see that the schedule allows adequate time for lectures and skill stations, including ensuring that lecturers stay within the given time frame. If an instructor is not present

at the allotted time, the Course Medical Director should be prepared to present the information.

To be certified, an ITLS course must be taught by certified ITLS instructors under the sponsorship of ITLS. The instructor: student ratio must be no less than 1:6. The course does not certify future performance nor does it confer license of any kind upon successful completion. ITLS strongly recommends on-site involvement of physician instructors in ITLS courses to integrate material into the local emergency medical service systems, as well as to provide medical oversight.

Each course must have a medical director who is available for consultation during the course. The course medical director acknowledges accountability by being familiar with all course content and ensuring the course is taught per guidelines of the chapter or training centre's policy and procedures and ITLS.

When the Course Medical Director is not on-site, each course must have a designated affiliate faculty member who is on-site and accepts responsibility for overall quality assurance.

The participation of both the course medical director and affiliate faculty provide the necessary quality assurance, overall responsibility, and assures adherence to ITLS standards.

Teamwork and communication are the keys to a successful ITLS course. The Course Medical Director and Course Coordinator must have a smooth working relationship and open communications for a successful course.

Course Medical Directors are approved by the Medical Director. Regular review of the courses that are conducted under the auspices of the appointed Course Medical Directors must be conducted by the Medical Director. The Medical Director has the responsibility of relieving a Course Medical Director of this title if he or she fails to present courses that are consistent with ITLS standards, or where management of the course impedes student education or the reputation of the ITLS program.

**Course Coordinator** - The Course Coordinator must be an experienced educator who has extensive knowledge of the program. He or she must have previously assisted in the coordination of an ITLS course prior to independently conducting an ITLS course.

This position requires a high degree of organization and motivation since there is a considerable amount of work to be completed over several months. Teamwork and communication are the keys to a successful ITLS course. The Course Coordinator and Course Medical Director must have a smooth working relationship and open communication, for it is their teamwork that determines the successful outcome. Three months are needed for the development of a course from beginning to end, with the last two weeks being the most intense.

The Medical Director has the responsibility of relieving a Course Coordinator of this title if he or she fails to present courses that are consistent with ITLS standards, or where management of the course impedes student education or the reputation of the ITLS program.

### **IX. ITLS Chapter and Training Centre Responsibilities**

Following is a list of some of the on-going responsibilities of designated ITLS chapters and training centres. The list is not all-inclusive and may include other specific responsibilities.

- Collect data, including the number of providers and various faculty members
- Collect fees due to ITLS
- Effectively use the ITLS electronic Course Management System (CMS) except when specifically exempted by the International office
- Disseminate information from the ITLS International office to constituents
- Provide information to the ITLS office on ITLS activities and new concepts developed within the chapter or training centre
- Provide quality assurance for ITLS courses that are conducted
- Establish course sites and designate course coordinators within the chapter or training centre
- Establish a plan for continuity of operations within the chapter or training centre
- Notify ITLS International immediately of any change in Coordinator or Medical Director
- Provide local financial management for ITLS programs
- Update the policy and procedure manual at a minimum of every five years or when there is a change in ITLS leadership
- Provide positive public relations for ITLS activities conducted
- Select delegates to represent the chapter at the ITLS International Congress

ITLS chapters and training centres are responsible for promoting and coordinating ITLS courses including assisting other organizations such as training facilities to conduct ITLS courses.

### **X. ITLS International Responsibilities Relating to the Chapters and Training Centres**

Following is a list of on-going activities and services that ITLS provides its chapters and training centres. The list is not intended to be all-inclusive.

- Disseminating current information regarding changes in protocols, changes in ITLS teaching materials, and updates in revision to ITLS policies and procedures
- Providing resources to new chapters and training centres including organizational materials to assist them in developing ITLS programs
- Providing a clearinghouse for ITLS committee recommendations
- Providing quality assurance at an international level by enforcing the guidelines and standards recommended by the ITLS International Board and Committees
- Arranging the annual International conference and business meeting for constituents to be represented
- Preparing financial reports

- Publishing ITLS news e-blasts and maintaining a web site designed to disseminate information
- Distributing ITLS instructional materials
- Distributing all ITLS certification cards and certificates, and maintaining course roster information via the Course Management System (CMS)

For additional information, contact:

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## APPENDIX

### ITLS Chapter and Training Centre Policy & Procedure Manual Guidelines

The applicant must work with its ITLS Advisory Committee or sponsoring organization to develop its proposed policy and procedure manual. Following are the elements that must be contained in the manual. Sample language is provided for some sections in *blue italics*. Starred items are mandatory and must be included in the applicant's policy and procedure manual.

#### **A. Introduction\***

Chapters and training centres should choose an organizational structure to suit their needs. Frequently the sponsoring organization that holds the ITLS charter will determine the decision-making authority within the organization.

The Committee or Charter Holder will develop the Policy and Procedure Manual and must decide how often the policies will be re-evaluated, and to whom the Policy and Procedure Manual will be distributed.

Many chapters and training centres evaluate the Policy and Procedure Manual on an annual basis. The manual must be reviewed at a minimum of every five years or when there is a change in ITLS leadership. The Policy and Procedure Manual is typically distributed to the stakeholders in the chapter or training centre including affiliate faculty, course coordinators and regional coordinators if applicable.

Suggested sample text for the opening section of the Introduction:

*The <CHAPTER OR TRAINING CENTRE NAME> is chartered as a chapter (or training centre) of International Trauma Life Support (ITLS).*

*This dedicated group of emergency physicians, nurses, paramedics and EMTs recognized the influence ITLS training had made in improving the care of the severely injured trauma patient and aspired to spread this knowledge through the world.*

*The Policy and Procedure Manual of ITLS <CHAPTER OR TRAINING CENTRE NAME> will be evaluated on a <TIME FRAME> basis. The ITLS <ADVISORY COMMITTEE OR CHARTER HOLDER> must approve any modifications. Each <LIST OF CHAPTER OR TRAINING CENTRE POSITIONS> will receive a copy of the Policy and Procedure Manual annually or when modifications are made to the document.*

#### **B. Goals and Objectives\***

This section should outline the goals and objectives for the chapter or training centre regarding dissemination of ITLS programs. It should also include an organizational chart outlining the structure of the chapter or training centre, such as:



**C. Description of the Organization Applying to Become a Chapter or Training Centre\***

The applicant must provide a description of the organization applying to become an ITLS chapter or training centre. The description should include corporate status, other educational programs offered, training facilities and equipment, resources for administrative support of the ITLS, and a plan for continuity of operations when there is a change in key personnel or other organizational changes.

**D. Description of the EMS System\***

The applicant must provide an overview of how EMS works in its geographic area. Elements should include a description of how pre-hospital care is provided and by what professional groups, what equipment is commonly used in pre-hospital care, a description of the populations served, and any specific social or political concerns.

**E. Role of the Medical Director and Coordinator\***

This is especially critical if there is information or expectations that surpass those contained in the ITLS Instructor Guide. Also included in this section is how the chapter or training centre interacts with the ITLS International Office, who speaks for the organization, and the mechanism through which the chapter or training centre communicates internally and with the ITLS office.

The manual must include a plan for continuity of operations in the case of the departure of the coordinator, medical director, or other significant change in the organization. The manual must also include a provision to immediately notify the ITLS International office of any change in Coordinator or Medical Director.

**F. Description of Training and/or Certification Levels\***

This section should include which ITLS courses the applicant plans to offer and eligibility criteria for each of the various types of ITLS courses, the length of the certification period, any mechanisms for recertification, and any course prerequisites.

**G. Student Classifications and Course Completion\***

Chapters and training centre should outline the requirements for each ITLS certification and provide guidelines for the roles and responsibilities of other ITLS chapter and training centre positions. The minimum requirements as set by ITLS International are provided below and may be modified but not decreased.

Sample classifications policies may include the following. Explanation of specific policies as necessary appears directly below the policy.

- **Provider (Basic)** – *Must be an entry-level EMS provider with suitable qualifications who functions within their scope of practice. 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 three years.*

The standard certification period for ITLS courses is three years. ITLS chapters and training centres may opt to change the certification period for some ITLS certifications, but the certification period must be within the parameters of two to four years. The certification period for ITLS Military for US providers is four years.

- **Provider (Advanced)** – *Must be an advanced-level practitioner who can perform advanced procedures who is certified or licensed and who functions within their scope of practice. 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 three years.*
- **Provider (Pediatric)**- *Must be an entry-level EMS provider qualified to take an ITLS Basic course. ITLS strongly recommends that the candidate be a certified ITLS Basic or 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 three years.*

Chapters and training centres may choose to mandate that students taking the ITLS Pediatric course must first successfully complete an ITLS Basic or Advanced Provider course.

- **Provider (Military)** - *Must be an Advanced level EMS provider or a Basic level provider qualified to perform advanced skills in the military setting. Upon completion of the Military 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 four or three years*
- **Provider (Access)** - *Must have a first responder role in an EMS setting. Upon successfully completing an Access course by attending all lectures and skill stations, the student will be certified for a period of three years.*
- **Provider Re-Cert**- *All current Advanced and Basic providers must attend a one-day ITLS recertification course prior to the expiration date on their card or complete a two-day ITLS Advanced or Basic Provider course.*
- **Instructor Candidate** – *Must be a student who has successfully passed an ITLS Basic, Advanced, or Pediatric ITLS 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" recommendation by an affiliate faculty member or course coordinator during the ITLS provider course.*

- **Instructor** – After meeting all Instructor Candidate requirements, a student who has successfully completed the ITLS hybrid instructor training program and has been monitored (in lecture, skills station, and patient assessment at a provider course) by an affiliate faculty member, will be certified for a period of three years. Basic-level Instructors may instruct only at Basic-level courses. Current ITLS instructors who pass the Pediatric ITLS provider course are eligible to instruct Pediatric ITLS courses but may have to be monitored prior to teaching at the discretion of the Chapter or Training Centre.
- **Instructor Re-Cert** – All current instructors must complete the online Instructor Update administered by the International office.

Chapters and training centres may mandate the minimum number of courses taught within the certification period that are required for an instructor to maintain their status. However, additional educational requirements may not be imposed.

- **Bridge Instructor Certifications** – A PHTLS or ATLS instructor may become an ITLS instructor following successful completion of an ITLS Bridge Course including the online component of the Instructor course. The course emphasizes ITLS patient assessment, administrative structure, and philosophy. After completion, the Chapter or training centre’s policies for provisional instructors will apply and must include monitoring at a Provider course.
- **Bridge Provider Certifications** – An experienced PHTLS or ATLS provider may become an ITLS instructor following successful completion of an ITLS Provider Bridge Course. A PHTLS provider may also become an ITLS provider by taking and passing an ITLS provider course.
- **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. ITLS certification is preferred but not required. Responsible for coordinating all aspects of the ITLS course, from pre-course to post-course; being present throughout courses to serve as the primary resource for information and questions of an administrative nature; and serving as a liaison between providers and the course medical director, affiliate faculty, and Chapter or training centre.

Chapters and training centres may modify prerequisites for Course Coordinators. Some require that all Course Coordinators maintain current ITLS instructor certification.

Chapters and training centres may also decide and outline the Course Coordinator selection and removal process within policies as desired.

- **Affiliate Faculty** – Must be a current ITLS instructor who possesses considerable knowledge with respect to the Chapter and training centre structure and operations, and who is willing to maintain involvement with the growth and development of the ITLS program and educational materials. Affiliate Faculty monitor the quality of ITLS courses, serve as a resource for course coordinators and medical directors, and monitor new ITLS instructors.



Chapters and training centres may modify prerequisites for Affiliate Faculty. Some require a minimum amount of ITLS instructor experience (for example, 2 years) or may have additional requirements for a PHTLS instructor who has bridged to ITLS (for example, teaching a minimum of 2 ITLS courses within the 2 years of instructor experience.)

Chapters and training centres may also require an Affiliate Faculty training program for new Affiliate Faculty to attend before their appointment is finalized, or may require periodic Affiliate Faculty Updates for all Affiliate Faculty to attend. Additionally, some require that Affiliate Faculty attend one or more ITLS Advisory Committee meetings annually.

Chapters and training centres should detail the Affiliate Faculty selection, reappointment, and removal processes. Appointments are often made at the consensus of the Advisory Committee or by the Medical director. A formal application process, including letters of recommendation and a letter of intent, may also be required for appointment. Reappointment is often on an annual basis.

- **Course Medical Director** – *Must be a licensed physician and should be 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. 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.*

Chapters and training centres may modify prerequisites for Course Medical Director. They should also outline the selection and removal processes for Course Medical Directors. Approval of an individual is usually granted by the Medical director.

- **Chapter or Training Centre Coordinator** – *Must be an emergency care professional or administrative designate of the Chapter or Training Centre. Should demonstrate extensive experience managing continuing education programs and an in-depth knowledge of prehospital care.*

Chapters and training centres may modify prerequisites for Coordinator at their discretion. More than one Coordinator may be appointed.

Chapters and training centre should also outline the selection and removal processes for the Coordinator. Appointment is usually at the consensus of the Chapter Committee or decision-making authority of the sponsoring organization. Some Advisory Committees hold elections for the position.

- **Chapter or Training Centre Medical Director** – *Must be a physician licensed to practice medicine within the Chapter or Training Centre who is an ITLS instructor. Chapters or Training Centres may develop additional requirements.*

Chapters and training centres may modify prerequisites for Medical Director at their discretion. More than one Medical Director may be appointed.

Chapters and training centre should also outline the selection and removal processes for the Medical Director. Appointment may be at the consensus of the Advisory Committee or decision-making authority of the sponsoring organization. Some Advisory Committees hold elections for the position.

#### **H. Organizational Requirements**

Chapters and training centres must make numerous decisions about how courses will be requested, organized, and completed within their ITLS program. The use of the ITLS Course Management System (CMS) online is required for all ITLS programs with exceptions granted by the ITLS Executive Director.

The following attestations should be included in the manual:

- ITLS courses must use the following course materials: \*
  - ITLS Provider Manual – 9<sup>th</sup> edition
  - ITLS Instructor Guide – 9<sup>th</sup> edition
  - ITLS Military Provider Manual – 2<sup>nd</sup> edition
  - ITLS Military Instructor Guide – 2<sup>nd</sup> edition
  - Pediatric Trauma Life Support Provider Manual – 3<sup>rd</sup> edition with 2017 Update
  - Pediatric Trauma Life Support Instructor Guide – 3<sup>rd</sup> edition
  - ITLS Access Provider Manual – 3<sup>rd</sup> edition
  - ITLS Duty to Respond – 1<sup>st</sup> edition
- ITLS courses must be conducted in an organized professional manner. \*
- Confidentiality with respect to student performance shall be maintained at all times. \*
- The minimum period of time that records of student performance must be maintained by course coordinators. \*
- The minimum numbers of days in advance of a course that the request must be made to the chapter coordinator. Most range from 30 to 90 days. \*
- All requests for approval of courses shall contain the course dates, location, course medical director, course coordinator, list of instructors, list of Affiliate Faculty, course schedule and projected number of students. This requirement does not apply to programs using the ITLS CMS. \*
- To assure the quality control of a course, every course must have a Medical Director, who is on-site or available by phone or electronic device. One Affiliate Faculty member must be on-site at all times. The Affiliate Faculty member may concurrently serve as an instructor at the course. \*
- The applicant should set a policy related to the Course Medical Director's role in a course. International policy mandates that a Medical Director be on call and available by phone or text at all times during a course. Some programs choose to mandate the presence of a Course Medical Director on-site during the course instead. \*

- The applicant should set a timeframe by when course coordinators must complete and upload all course information into the course management system (CMS) and remit student fees to the chapter coordinator. \*

**H. Protocol for Conducting an ITLS Course\***

The applicant should address the appropriate mechanism for a training agency or other entity to request a course. Chapters are required to provide for “open registration” of students for a majority of its courses. Training centres may conduct ITLS courses for their own personnel or clients.

Other suggested items to include are any requirements for presence of an Affiliate Faculty and/or Course Medical Director at a course (the percentage of time they must be present and whether this must be physical presence or availability by phone), what is to be included in a student and faculty roster, where to send completed rosters, what the assessment fees are, and where they are to be submitted.

**I. ITLS Core vs. Optional Material**

This is critical when the program’s requirements for core material exceed that which is contained in the ITLS Instructor Guide. Examples to be included are the relevant EMS statutes and policies.

**J. Teaching Eligibility\***

The chapter or training centre must specify the requirements for a person to teach at an ITLS course. Course completion and prior teaching experience required must be specified.

**K. Appointment Criteria\***

The applicant must establish criteria for the appointment, reappointment, and removal of all positions, including chapter or training centre coordinator, course coordinator, chapter or training centre medical director, course medical director, instructors and affiliate faculty.

**L. Course Fees and Rosters\***

The chapter or training centre must set the amount of administrative fees it will charge for each type of ITLS course which are in addition to the fees due to ITLS International. Further, it must develop its reporting procedures including establishing responsibility for completing cards and rosters for each course. All chapters and training centres are required to use the ITLS Course Management System (CMS) unless exempted by the ITLS Executive Director.

- Course coordinators may charge a reasonable fee to students as necessary to cover costs of conducting the course, instructor honorariums, course materials and chapter and international student certification fees.
- The following fee schedule shall apply for international and Chapter fees\*

International -           \$17.00 USD per student (pass or fail)

Chapters or training centres may set their own administrative fees which are usually set by the Advisory Committee or sponsoring organization.

- Chapters and training centres, and their course coordinators, must pay the International fee for every student, pass or fail. Fees may not be “opted out” for students who do not want an ITLS certification card. \*
- Chapters and training centres must pay for course fees for a one-year period after receiving their charter before being granted card-printing privileges.
- International and Chapter fees for students attending or enrolled are to be paid when completed course rosters and post-course paperwork are uploaded into CMS or submitted to the chapter or training centre. \*
- Chapters and training centres should indicate the procedure for printing certification cards. Chapters and training centres may grant their Course Coordinators the authority to print cards before payment has been received by the Chapter. This option allows the Course Coordinator to distribute cards to the students who pass at the end of the course, eliminating mailing fees. The privilege to print cards in advance of payment may be granted on a course-by-course or individual coordinator basis, and can be revoked at any time. \*
- The chapter or training centre may reserve the right to deny course approval based on outstanding or bad debts incurred by a particular agency or individual that pertains to ITLS.

#### **M. ITLS Advisory Committee\***

Policies related to the operation of the ITLS Advisory Committee are highly variable. The chapter or training centre should indicate who governs the Committee and under what circumstances. Roles and responsibilities of Committee members, including the Medical Director and Coordinator should be included. Other Committee membership requirements should be outlined as well, and the tasks and operations of the Committee should be delineated. Also included should be:

- The Committee appointment process
- The term of office for Committee members
- The removal process for Committee members

#### **N. Non-Discrimination and Harassment\***

ITLS recognizes the importance of conducting courses free of any sexual or other harassment. Each chapter and training centre must adopt a non-discrimination and harassment policy that addresses the legal requirements while taking social and cultural customs into account.

Sample text for Non-Discrimination and Harassment policies:

- *It is the policy of ITLS <CHAPTER OR TRAINING CENTRE NAME> that all our participants should be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment.*

*No person shall, on the basis of race, color, religion, sex, sexual orientation, national origin, handicap, age or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any ITLS <CHAPTER OR TRAINING CENTRE NAME> approved education program.*

*Such conduct, whether committed by instructors, affiliates, 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 on his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical contact.*

*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.*

- *ITLS <CHAPTER OR TRAINING CENTER NAME> will not tolerate any instances of Human Rights violations. Any agency, organization, or group that conducts or sponsors and educational course approved by ITLS <CHAPTER OR TRAINING CENTRE NAME> is responsible for providing the above stated discrimination-free education environment, and should have available and on file a copy of this Policy.*
- *Any ITLS <CHAPTER OR TRAINING CENTRE NAME> approved educational program that does not comply with this policy shall be subject to sanctions, up to and including course decertification by ITLS <CHAPTER OR TRAINING CENTRE NAME>.*
- *Any participants of ITLS <CHAPTER OR TRAINING CENTRE NAME> approved educational program that does not comply with this policy shall be subject to sanctions up to and including decertification of Affiliate, Instructor and Provider certifications.*
- *Neither ITLS <CHAPTER OR TRAINING CENTRE NAME> nor ITLS International are not liable for any actions arising from any EMS Agency, Training Center or other entity as a result of their hosting and/or conducting an ITLS <CHAPTER NAME> approved course.*
- *ITLS <CHAPTER OR TRAINING CENTRE NAME> shall comply with all of the appropriate rules and regulations current in the jurisdiction, territory, state, city, prefecture, parish or any other jurisdiction in which they will operate.*

**O. Dispute Resolution\***

ITLS recognizes that a student may occasionally have a conflict with an instructor that cannot be resolved without mediation. Each Chapter and Training Centre must adopt a standard dispute resolution procedure to be followed to resolve any issues that may arise in an ITLS course.

Sample text for Dispute Resolution policies:

- *It is the policy of ITLS <CHAPTER OR TRAINING CENTRE NAME> that the following 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.*
- *The student and instructor will first attempt to resolve the dispute by researching information in either the student textbook or the ITLS <CHAPTER OR TRAINING CENTRE NAME> Policy and Procedure Manual.*
- *If the dispute is not satisfactorily resolved with research as stated above, the student (and Instructor if needed) will go to either the course coordinator or the affiliate faculty member.*
- *If the course's coordinator or affiliate faculty member cannot satisfactorily resolve the dispute, the student (and instructor if needed) will consult the <CHAPTER OR TRAINING CENTRE AUTHORITY>.*

The Medical Director is often the next source in resolving a dispute. Some Chapters and Training Centres may opt to bring disputes before the Advisory Committee instead of or in addition to the Medical Director.

- *The <CHAPTER OR TRAINING CENTRE AUTHORITY> may contact staff at the ITLS International office as needed for additional assistance.*
- *ITLS <CHAPTER OR TRAINING CENTRE NAME> 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 <CHAPTER OR TRAINING CENTRE AUTHORITY> (or at the discretion of the executive director of ITLS International.*

**P. Disability Policy\***

ITLS chapters and training centres must adopt a policy consistent with the International policy that if a student cannot complete the patient assessment portion of the ITLS course due to physical disability, he or she should receive a certificate of completion or audit but should not receive a course certification card. Chapters and training centres may choose to make accommodations to assist students to complete portions of the course. In addition, completion of a course does not signify field competency.