



**FLORIDA EMS**  
**ASSOCIATION**

*Florida EMS Association*

*FEMSA*

*Policy &*

*Procedure Manual*



**ITLS**  
International  
Trauma Life Support

**FEMSA-ITLS**

**FEMSA International Trauma Life Support**

1027 Florida Ave. S | Rockledge, FL 32955

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Revised 02/05/2019



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## I. INTRODUCTION

The Florida EMS Association (FEMSA) chapter of International Trauma Life Support is a volunteer organization to fulfill a commitment to the education of emergency pre-hospital and hospital trauma care providers. FEMSA-ITLS has realized that improved training for individuals involved in all aspects of emergency patient management will: Enhance patient care, decrease pre-hospital and in-hospital morbidity and mortality from trauma related problems and Improve overall communication between members of the emergency healthcare community.

International Trauma Life Support (ITLS). The charter for the State of Florida Chapter of ITLS (FEMSA-ITLS) is held by Florida EMS Association (FEMSA-ITLS). FEMSA-ITLS that was established in 2018 as the charter member of ITLS International. The first course was developed by John E. Campbell, MD, FACEP with the support of an ACEP chapter grant. Since its inception, ITLS has undergone tremendous growth and has become the internationally accepted standard education program for pre-hospital trauma care. As of August, 2017, ITLS has 86 chapters and 21 training centers all over the world.

This dedicated group of emergency physicians, nurses, paramedics and EMT's 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 State.

The business side of the organization has survived through help rendered by the Florida EMS Association and its staff.

This manual has been developed to outline policies and procedures adopted by the State Committee of International Trauma Life Support of FEMSA. FEMSA-ITLS members shall operate in accordance with the bylaws of FEMSA-ITLS and at the direction of FEMSA-ITLS President and Executive Director. The Policies and Procedures will be evaluated on an annual basis. The State Committee must approve any modifications. Each member and the Regional Coordinator will receive a copy of the Policies and Procedures annually or when modifications are made to document.



## II. FEMSA-ITLS CHAPTER STRUCTURE

The responsibilities of FEMSA-ITLS Chapter include but are not limited to;

- Conducting, Approving and Certifying ITLS courses
- Establishing and ensuring standardization of instruction and certification
- Distributing course materials
- Collecting assessment fees and
- Assisting its fellow regions with conducting courses in their areas.
- Immediate notification of ITLS International of any changes in Medical Director or Coordinator

The FEMSA-ITLS Chapter Coordinator, State Coordinator, Medical Directors and Regional Coordinators have the responsibility and authority of ensuring maintenance of records and prior approval of all regional FEMSA-ITLS activities.

As an FEMSA-ITLS Affiliate Faculty member, instructor, course director or course coordinator, you are a vital link in the provision of the highest quality educational programs presented to the emergency health care providers in Florida. It is your responsibility to understand and closely adhere to the guidelines set forth in this manual.

This will help maintain the ITLS course integrity and insure a high quality educational experience for the students you teach.

### A. Exceptions to Guidelines

In the event that this manual does not cover a specific area, is not clear, or the Policy and Procedures cannot be followed due to events uncontrolled by FEMSA-ITLS. The Chapter Medical Directors or Chapter Coordinator's may rule on matters on a day to day basis. Revisions in this document should include matters such as these.

The ITLS program is designed as a continuing education program for pre-hospital and other Healthcare providers. Every attempt will be made by the Florida Chapter to maintain the high quality of instruction and educational information presented. FEMSA-ITLS Provider certification is for a three (3) year period. Such certification does not guarantee future performance, nor is it a form of licensure of any kind.



These Policies and Procedures will be evaluated on an annual basis. The Executive Committee must approve any modifications. Each member and Faculty will receive a copy of the Policies and Procedures annually or when modifications are made to the document.

#### **B. Mission Statement**

The Purpose of The FEMSA-ITLS is to enhance the overall trauma management system in Florida as a part of a comprehensive trauma plan.

#### **C. Goal**

To make available a consistent, pre-hospital trauma – training program in Florida that which will improve patient outcome and reduce pre-hospital morbidity and mortality.

#### **D. Vision Statement**

- Recognize the importance of quality pre-hospital care
- Endeavor to improve the standards and education of pre-hospital care providers
- Endorse the continuing educational efforts provided by conferences and other educational endeavors
- Act as a resource for all pre-hospital trauma care
- Maintain and nurture the development of ITLS courses throughout the Florida
- Collaborate with related agencies
- Promote and encourage pre-hospital research, injury prevention and public education.



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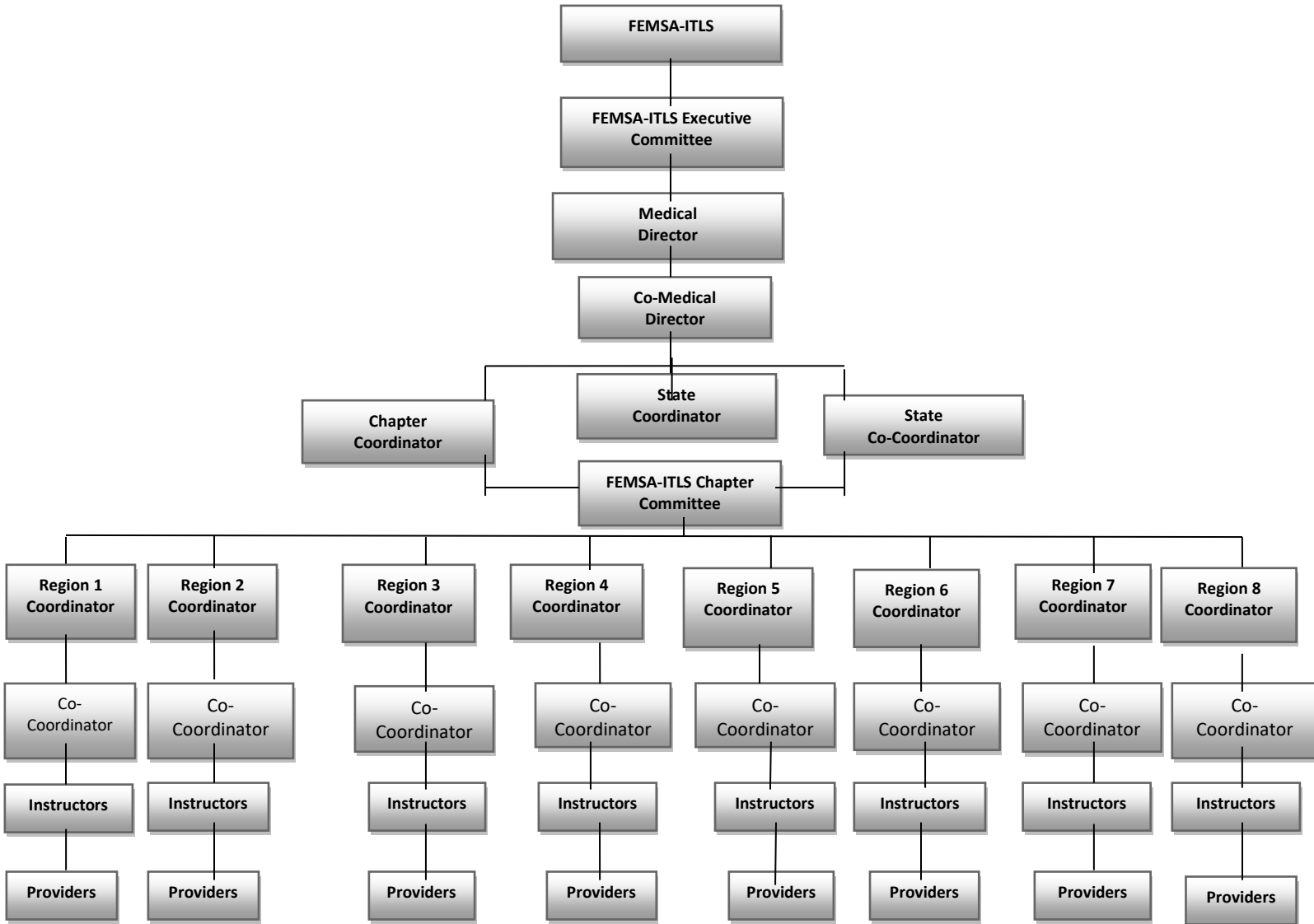
## E. Executive Committee

<p><b>Chris C, Hill, DO</b>  <b>FEMSA-ITLS Chapter Co-Medical Director</b>          1016 Florida Ave. S, Rockledge FL 32955          321-417-5151  <b>Email:</b> <a href="mailto:FEMSAmedical_director@itraumaflorida.org">FEMSAmedical_director@itraumaflorida.org</a></p>	<p><b>David Harbour, MD</b>  <b>FEMSA-ITLS Chapter Medical Director</b>          1016 Florida Ave. S, Rockledge FL 32955          321-417-5151  <b>Email:</b> <a href="mailto:FEMSAcomedical_director@itraumaflorida.org">FEMSAcomedical_director@itraumaflorida.org</a></p>
<p><b>Jeff Gilliard, NRP/CCEMTP/FPM</b>  <b>FEMSA-ITLS Chapter Coordinator</b>          1016 Florida Ave. S, Rockledge FL 32955          321-417-5151  <b>Email:</b>  <a href="mailto:FEMSAchapter_coordinator@itraumaflorida.org">FEMSAchapter_coordinator@itraumaflorida.org</a></p>	<p><b>Mike Rushing, CCRN/CCET</b>  <b>FEMSA-ITLS State Coordinator</b>          1016 Florida Ave. S, Rockledge FL 32955          321-417-5151  <b>Email:</b> <a href="mailto:FEMSAstate_coordinator@itraumaflorida.org">FEMSAstate_coordinator@itraumaflorida.org</a></p>
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<p><b>Todd Soard, PMD/MED/PhD</b>  <b>FEMSA Representative</b>          1016 Florida Ave. S, Rockledge FL 32955          321-417-5151  <b>Email:</b> <a href="mailto:FEMSA-Rep@itraumaflorida.org">FEMSA-Rep@itraumaflorida.org</a></p>	



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## F. FEMSA-ITLS Organizational Chart





## **G. FEMSA-ITLS Regional Coordination**

1. Regional coordinators and co-coordinators will be appointed in accordance with the organizational bylaws.

Designated regions shall be defined as follows:

**Region 1 Northwest** - Escambia, Santa Rosa, Okaloosa, Walton, Washington, Bay, Holmes, Jackson, Calhoun, Liberty, Franklin, Gulf

**Region 2 North Central** - Gadsden, Wakulla, Leon, Jefferson, Madison, Taylor, Hamilton, Suwannee, Lafayette, Dixie, Columbia, Union, Bradford, Gilchrist, Levy, Marion, Alachua, Citrus

**Region 3 Northeast** - Clay, Nassau, Putnam, Baker, Duval, St. Johns

**Region 4 East Central** - Volusia, Flagler, Sumter, Lake, Seminole, Orange, Osceola, Brevard

**Region 5 West Central**- Hernando, Pasco, Pinellas, Polk, Highlands, Hillsborough, Hardee, DeSoto, Sarasota, Manatee

**Region 6 Southeast**- Indian River, St. Lucie, Martin, Palm Beach, Okeechobee

**Region 7 Southwest** - Charlotte, Glades, Lee, Hendry, Collier

**Region 8 South** - Broward, Monroe, Dade

2. Regional coordinators or designee are expected to attend quarterly state committee meetings and deliver a report summarizing ITLS activities in their respective regions.

3. Regional coordinators are responsible for conducting instructor update classes and monitoring instructor performance within their region.

4. Regional coordinators should assist course coordinators with planning, staffing, equipment or other needs for conducting a course.



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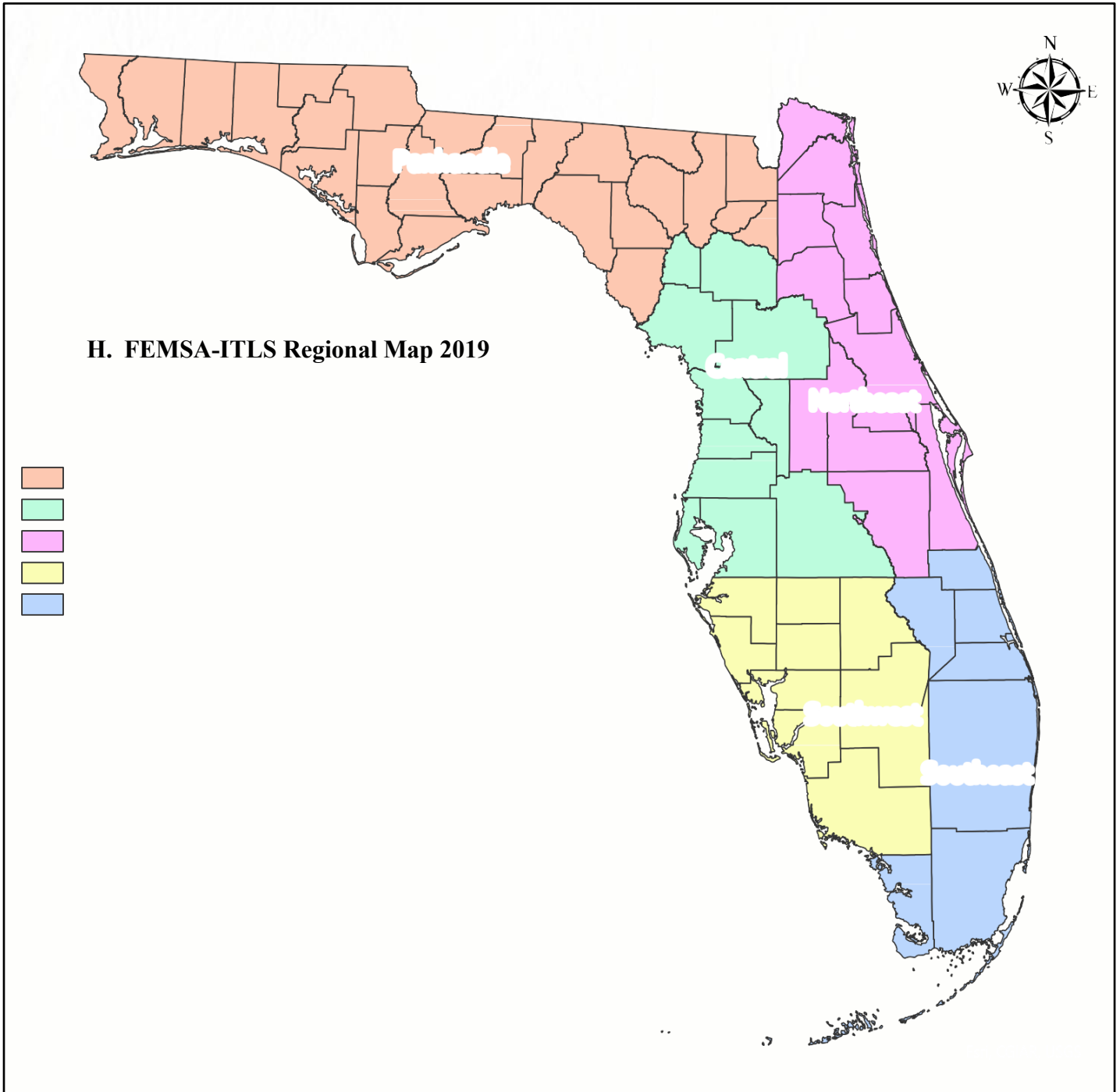
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## **A S S O C I A T I O N**

5. Regional coordinators should maintain a high interest level in ITLS during their term of duty. If they are unable to carry out the duties as specified, they must notify the state committee as soon as possible.
6. Regional Coordinators must not have a conflict of interest with potential competing courses in his/her area. If a potential conflict exists, he/she must notify the ITLS office.
7. Regional coordinators shall make every attempt to attend as many courses in their region as possible to assure quality control at the individual courses.
8. The ITLS Executive Committee may vote to remove a Regional Coordinator from his/her position if it has been determined the individual is not active in ITLS activity based on attendance records and/or lack of participation in the region.
10. A Regional Coordinator may be removed from his/her position at the discretion of the Executive Committee.



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## I. State Committee Members and Regional Coordinators

Chris Hill DO	State Medical Director	
Dave Harbour, MD	State Co-Medical Director	
Jeff Gilliard	State Chapter Coordinator	
Mike Rushing	State Coordinator	
TBA	State Co-Coordinator	
TBA	Executive Committee Member at Large	
Todd Soard	FEMSA Representative	
Michael Rushing	Region 1- Northwest	Regional Coordinator
TBA	Region 1 - Northwest	Regional Co-Coordinator
TBA	Region 2 – North Central	Regional Coordinator
TBA	Region 2 - Northeast	Regional Co-Coordinator
TBA	Region 3 - Northeast	Regional Coordinator
TBA	Region 3 - Northeast	Regional Co-Coordinator
Jeff Gilliard	Region 4 – East Central	Regional Co-Coordinator
TBA	Region 4 – East Central	Regional Coordinator
TBA	Region 4 – East Central	Regional Co-Coordinator
TBA	Region 5 – West Central	Regional Coordinator
TBA	Region 5 – West Central	Regional Co-Coordinator
TBA	Region 6 - Southeast	Regional Coordinator
TBA	Region 7 - Southwest	Regional Coordinator
TBA	Region 8 - South	Regional Coordinator

Updated 2/5/19, per FEMSA-ITLS executive Committee, Effective, date of charter.



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## **A S S O C I A T I O N**

### **J. FEMSA-ITLS Chapter Provider Certification Levels**

The FEMSA-ITLS Chapter certifies the following levels of pre-hospital and hospital care providers:

- **First Responder**
- **Emergency Medical Technician**
- **Paramedic**
- **Certified Nurse's Assistant**
- **License Practical Nurses**
- **Registered Nurses**
- **Physician Assistant**
- **Physicians**

### **III. FEMSA-ITLS COURSE POLICY & PROCEDURE**

1. Florida International Trauma Life Support course should always follow the nationally accepted standards for trauma care as outlined in the following reference materials.  
International Trauma Life Support – Basic, Advance, Military, Access and Pediatric textbook (current edition)  
International Trauma Life Support Florida Chapter- Instructor's Guidebook, Policy & Procedure Manual and supplemental participant course manual (current edition)
2. Recertification and completer courses may be conducted in conjunction with provider courses or as determined by the course coordinator, whereby, minimum requirements established by ITLS International and FEMSA-ITLS Executive Committee, must be successfully completed.
3. Courses will be conducted in an organized professional manner that reflects positively on the FEMSA-ITLS program.
4. Confidentiality with respect to student performance shall be regarded at all times.
5. Records of student performances shall be maintained by the course coordinators for a minimum period of 3 years.
6. All requests for course approval shall be received by the Chapter Office via CMS no later than thirty (30) days prior to the course date. Course approval shall also contain the Course Medical Director, dates, location, course coordinator, list of instructors, list of Affiliate Faculty, course schedule etc. If, for any reason, the course request is not received in a timely manner, the Chapter Coordinator will determine the course approval or disapproval. If the rosters change prior to the course being held, the Chapter Coordinator must be updated via email or phone.



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To assure the quality control of a course there must be a Medical Director, who is available in person or by phone or pager. One Affiliate Faculty member must be on site at all times. The Executive Committee reserves the right to modify this requirement based upon individual request.

## A. Course Fees

1. Course coordinators may charge a reasonable fee to students as necessary to cover cost of conducting the course, i.e.: instructor honorariums, course materials and chapter fees.
2. The following administration fee schedule shall be applied:

ITLS Provider student certification	ITLS Current Fee
ITLS Provider student re-certification	ITLS Current Fee
ITLS Student completer course	ITLS Current Fee
ITLS Provider student pediatric trauma course	ITLS Current Fee
ITLS Provider student Access course	ITLS Current Fee
ITLS student instructor course	\$5.00
ITLS student instructor re-certification	\$5.00
ITLS student online instructor re-certification	\$5.00
3. State administrative fees for students entered into CMS may only be changed upon approval by the State Committee.
4. International administrative fees for students entered into CMS are established by the International ITLS Board of Directors.
5. International and State administration fees for students entered into CMS are to be paid by the course coordinator when course rosters are closed in CMS. FEMSA-ITLS shall prepare an invoice and send by mail and/or electronic mail to the course coordinator. All invoices are due upon receipt. Cards and/or certificates will not be approved to site print if the Organization/Agency has a payment history qualifying that debt will be paid. Any Organization/Agency/Course Coordinator that is 90 days past due shall not be eligible for course approvals.
6. The state committee reserves the right to deny course approval based on outstanding or bad debts incurred by a particular agency or individual that pertains to FEMSA-ITLS of Florida.
7. Service fees or administrative costs of \$25.00 will be charged for checks returned due to insufficient funds.



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### **B. Protocol for Conducting FEMSA-ITLS Course**

An ITLS course will be considered VALID only if the following conditions are met:

#### **Course Medical Director**

Eligibility:

- The Course Medical Director must be a licensed physician within the Chapter.
- They should be familiar with EMS systems and pre-hospital care and have experience and training related to trauma patients.
- Must be either currently certified as an Advance ITLS instructor or an Advanced Trauma Life Support (ATLS) provider or be board certified in emergency medicine.
- Approved by the Chapter Medical Director

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

Roles & Responsibilities:

- Appropriately integrate the material contained in the ITLS course into the local pre-hospital and emergency department systems.
- Must take overall responsibility of the course. Avail onsite or by phone.
- Must review the schedule and ensure that it allows adequate time for lectures and skill stations, including ensuring that lecturers stay within their allotted time frame.
- If questions arise concerning grading, a vote of the majority of the faculty will prevail. The Course Medical Director will vote only in the case of a tie.



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### **Course Coordinator**

#### Eligibility:

- Must be currently certified as an ITLS instructor for the level of course to be conducted.
- Should be experienced in conducting EMS educational programs.
- Should possess a high degree of organization and motivation.
- Must have a smooth working relationship and open communications with the Course Medical Director

#### Responsibilities:

- Must be present throughout the course and will serve as the primary resource for information and questions.
- Coordinates all aspects of the ITLS course:
- Proper pre-course preparation
- File FEMSA-ITLS CMS Course Request
- Ordering of textbooks or participant's CD
- Preparation of student and faculty course packets
- Arranging for equipment
- On-site coordination
- Registration of students
- Appropriate equipment placement
- Flow of skill stations



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- Coordination of patient assessment practice and testing stations
- Grading of written exams
- Complete the appropriate paperwork and submitting fees to the chapter office within the required time frame.
- Other duties as assigned by the chapter.

The Policies and Procedures of FEMSA-ITLS are not violated as outlined in this manual.

Only ITLS approved instructors are used to teach the course.

## C. Requesting a Course:

The Course Coordinator or Course Medical Director must submit a completed Course Request through CMS. This must be submitted at a minimum 30 days prior to the proposed course date and will facilitate student registration for the course. Regional Coordinator conducting courses will submit and approve courses with notice to the Chapter Coordinator no less than 14 days in advance of the course. If the courses are not registered prior to conducting it, it will not be a certified course and completion cards will not be issued.

Chapter Coordinator or the Regional Coordinator will review request within 7 days and reply to Course Coordinator with results through CMS and the coordinator listed email.

## D. Requesting Books

ITLS provider books are available at Brady Publishing ([www.brady.com](http://www.brady.com)) or ITLS International ([www.itrauma.org](http://www.itrauma.org)). The FEMSA-ITLS Chapter office can order books for a fee plus the applicable tax and shipping charges.

Requested text books will be shipped within 10 – 15 days after receipt of payment and request (subject to book availability).

Payment must include the total price for the textbooks plus shipping and handling.

Students should receive books at least 14 days prior to the course commencing.

The FEMSA-ITLS Chapter Coordinator may also order books at the chapter price through the ITLS Chapter Coordinator & Medical Directors Portal.



### **E. Final Authorization for Courses**

Final authorization for approval of FEMSA-ITLS course will be granted by the FEMSA-ITLS Chapter Coordinator or Regional Coordinator through CMS. Each course requires (1) Affiliate Faculty to be on site with the Course Medical Director to be available by phone. If the Course Medical Director is not available by phone, (2) Affiliate Faculty Must be onsite at all times.

The FEMSA-ITLS Medical Director, Chapter Coordinator, Regional Coordinators and Affiliate Faculty will be available to give on-site and/or telephone advice concerning the administration of the FEMSA-ITLS course, if requested.

Use the on-site Affiliate Faculty or Regional Coordinators for immediate concerns and decisions. If the course medical director is not available by phone, 2 Affiliate Faculty will be onsite at all times.

### **F. Completion of Course**

Immediately upon completion of the course, the following must be done:

Faculty meeting to include the Course Coordinator, Affiliate Faculty member and instructors

NOTE: The purpose of the faculty meeting is to review the overall course presentation, problem areas and to review the scoring of all sheets to appropriately complete the student roster or registration forms; discussion must occur relative to any “Instructor Potential” candidates. The student roster or copy of the registration forms must be completed by the Course Coordinator and reviewed by the Affiliate Faculty member prior to submitting the final paperwork to the FEMSA-ITLS office. All submissions are to be through CMS.

### **G. Post Course Checklist / Report**

Must be completed and sent along with the student roster/ registration form, graded test answer sheets and FEMSA-ITLS post course evaluations.

Other material forwarded via CMS submission to the FEMSA-ITLS Chapter Coordinator office should include:

Faculty roster- completed and submitted via CMS.

This described fee’s in the fee section page is required for all registrants in any ITLS course,



regardless of whether the enrolled student successfully achieves provider status. If the student is submitted on a roster pass or fail the appropriate fee will be assessed to the course coordinator.

Upon receipt of all the above roster submission, the FEMSA-ITLS office will issue an invoice detailing the fee due the course coordinator.

## **H. Certification Policy**

In order to successfully complete any level of ITLS Provider course, the student must:

- Successfully complete the appropriate posttest with a score of 74% or higher.
- Successfully complete the patient assessment testing station, scoring adequate, good or excellent.
- Attend all lectures and skill stations.

Course Coordinators in good standing with FEMSA-ITLS will be able to print cards onsite. Good Standing means no 60 day or greater past due card fees. Certification will be issued after all items above are completed, documented, and appropriate fees are paid. Certification cards and continuing education certificates may be printed, by the Affiliate Faculty Member, after complete student data has been received by the FEMSA-ITLS Chapter Coordinator. FEMSA-ITLS provider course completion cards will expire 3 years following course completion.

NOTE: Although names of the Chapter Medical Director may appear on each certification, the actual signature will be kept on file at the FEMSA-ITLS office. If any issue regarding the authenticity and validity of a certification card being presented to a student without successfully completing an ITLS provider course, the FEMSA-ITLS Executive Committee will take any and all disciplinary and legal action against the individual (s) involved.

## **I. Quality Assurance**

Occasionally a “quality” concern arises during a course. When this occurs, the Affiliate Faculty Member is the person responsible for the ITLS curriculum integrity. Irrespective of the background of instructors teaching in FEMSA-ITLS courses and the care they may provide in their scope of practice, ITLS curriculum must be taught exclusively in FEMSA-ITLS courses. When an issue arises, correcting the issue should ideally take place at the



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lowest level possible, but definitely should be corrected and the correct information disseminated as soon as possible during the course. If the issue is physiology based and the Affiliate Faculty Member isn't certain of how to correct the question or issue, the Course Medical Director should be utilized to secure the correct information.

## J. Student Complaint / Grievance Policy

Occasionally a student may be displeased with a situation that occurs during a provider course. If the Course Coordinator and / or Affiliate Faculty Member cannot bring the displeasure to closure, they will provide the student with the email address and phone number of the Chapter Coordinator for them to contact with their concerns. Once contacted, the Chapter Coordinator will interview the student and collect pertinent information to form a case. The Chapter Coordinator will then interview the person or persons the student has displeasure with. The Chapter Coordinator can then give closure to the situation if it is an easy issue to address. If it is complicated or the Chapter Coordinator feels less than comfortable addressing the issue personally, they will involve the Chapter Medical Directors and or Chapter Executive Committee, all the while avoiding conflict of interest. After the matter is closed, communication to all parties involved should take place, preferably in written form.

## K. Student Disability Policy

Because of the critical nature of the tasks needed in emergency situations, accommodation requests are considered very carefully, on a case by case basis. The safety and welfare of the community must be insured while providing full protection of the certification applicant's rights. The main question to be considered is: with the accommodation being requested, can this individual perform the essential functions of the job safely and efficiently?

The Americans with Disabilities Act (ADA) has a three-part definition of *disability*. Under ADA, an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR

(2) has a record of such an impairment; OR (3) is regarded as having such an impairment.

A physical impairment is defined by ADA as "any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine."



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## **A S S O C I A T I O N**

Neither ADA nor the regulations that implement it list all the diseases or conditions that are covered, because it would be impossible to provide a comprehensive list, given the variety of possible impairments.

The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. Exams are designed at least in part to measure the student's ability to read. Performing a skill within established time frames is required because speed of performance is an integral part of patient care.

Both the ability to read and the ability to perform skills within time frames are essential functions for an EMS provider. Therefore, a person with a disability may not be denied the opportunity to take an examination; but this person shall be required to take a cognitive exam and pass the skills proficiency verifications within established criteria.

This description will guide all accommodations permitted for the ITLS students.

There can be no accommodation during evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills or knowledge that are required to function safely and efficiently in the profession.

There are accommodations that are not allowed in EMS programs because they are not in compliance with the essential job function. These include, but are not limited to:

Students are not allowed additional time for skills with specific time frames.

- Obviously patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.

If a written exam is given:

- Only standardized, approved exams are offered.
- Students are not allowed unlimited time to complete the exam. This request is not considered reasonable because a candidate should be able to complete an exam within a finite amount of time.
- Students will be allowed a maximum of 1.5 minutes per exam question.
- Students are permitted to bring and wear ear plugs during the exam.
- Students are not allowed to have written exams given by an oral reader. The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.
- The EMS profession requires a reading level commensurate with their routine duties to work safely and efficiently.
- Students must answer exam questions as presented
- No explanation of the question can be provided by the exam proctor or



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any other individual.

- Additional descriptions of exam questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
- Student must be able to understand and converse in medical terms appropriate to the profession.

Students must take the exams during the scheduled time, as a member of the enrolled class.

- The ability to utilize knowledge on the spur of the moment is an essential task.
- Exams are given to elicit immediate recall and understanding of emergency situations.

Students must present an Individualized Education Program (IEP) demonstrating the current level of functioning from a professional qualified to do so. It must be no older than five (5) years to help ensure accommodations are based on assessment of the disability's current impact on the student's ability to take the examination.

Students wishing to receive accommodations must request and present any supporting documentation at the beginning of class or beginning of the second day.

If a student cannot complete the patient assessment portion of the ITLS course due to a physical impairment, he or she should receive a certificate of completion, but should not receive a course certification card. The certificate shall be issued by the ITLS office.

## **L. Non-Discriminatory Policy/Harassment**

It is the policy of ITLS of Florida, 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, national origin, handicap, age or marital status be excluded from participation, be denied the benefits of, or be subjected to discrimination under any FEMSA-ITLS approved education program and such conduct whether committed by instructors, affiliate faculty, or participants is specifically prohibited. This includes offensive sexual flirtations, advances or propositions; continued



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## **A S S O C I A T I O N**

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.

FEMSA-ITLS, will not tolerate any instances of Human Rights violations. Any agency, organization, or group that conducts or sponsors an educational course approved by ITLS of the Florida is responsible for providing the above Chapter discrimination free education environment. Each group or organization should have available on file a copy of this policy. Any FEMSA-ITLS approved educational program that does not comply with this policy shall be subject to sanctions, up to and including course de-certification by the FEMSA-ITLS.

FEMSA-ITLS is 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 FEMSA-ITLS approved course.

## **IV. FEMSA-ITLS COMMITTEES**

### **A. Executive Committee:**

The Chapter Medical Directors shall periodically convene an Executive Committee comprised of seven (7) members;

- FEMSA-ITLS Executive Director or Administrative Designate
- Chapter Medical Director
- Chapter Co-Medical Director
- Chapter Coordinator
- State Coordinator
- State Co-Coordinator
- FEMSA-ITLS Committee Member at Large



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1. The intent and purpose of an executive committee meeting is to address specific business and administrative issues related to the Chapter as determined by the committee chair.
2. A majority of the committee may be convened to gather facts, investigate complaints and enforce the policies and procedures of the organization.
3. All parties that may be subject to an investigation of the facts in an Executive Committee meeting shall be entitled to due process.
4. The Executive Committee may remove a Regional Coordinator or Affiliate Faculty member after due process.
5. Any Executive Committee members that are involved in incidents that are under consideration as part of an executive session shall be temporarily replaced by a FEMSA-ITLS Committee official during the investigation.
6. Any course participants, instructors, affiliate faculty or chapter committee members affected by the actions taken, or recommendations made, as the result of an executive session shall be notified in writing, of such action or recommendation. Written notice must be given via certified return receipt mail.
7. All decisions made in the Executive Committee meeting shall be final. The Executive Committee has the right to restrict the teaching rights of any faculty or instructor.

Due process: Within 30 days of receipt of complaint, the Executive Committee will investigate Determine validity and act on the complaint.

## **B. Chapter Committee**

The Chapter Committee will consist of:

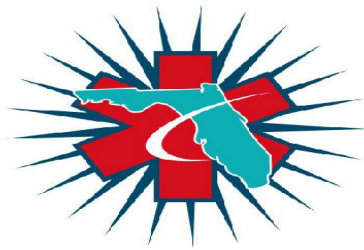
- FEMSA-ITLS Executive Director or Administrative Designate
- Chapter Medical Director
- Chapter Co-Medical Director
- Chapter Coordinator, State Coordinator & Co-Coordinator



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## **A S S O C I A T I O N**

- All Affiliate Faculty Members
  - All Regional Coordinators & Co-Coordinators
1. The Chapter Medical Director, Co-Medical Director and /or State Coordinator/State Co-Coordinator are the chairpersons of the chapter committee and conduct all business meetings.
  2. The Chapter Committee will select individuals to represent the organization at the ITLS International Conference. Financial support for the representatives will be determined by the Executive Committee with regards to available funding.
  3. The Chapter Committee is responsible for the selection of the Regional Coordinators with a majority vote of 75% of the present quorum.



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## V. FEMSA-ITLS APPOINTMENTS

### A. Medical Director-revised 03/28/24

Appointed as:	FEMSA-ITLS Medical Director
Appointed by:	FEMSA-ITLS Committee
Appointed for:	Three (3) years
Prerequisites:	<ul style="list-style-type: none"><li>• Shall be a physician actively involved in emergency medicine with a demonstrated background and involvement of pre-hospital care.</li><li>• Must maintain certification in Advance Trauma Life Support (ATLS) or ITLS Advance instructor / Provider.</li></ul>
Reappointment:	The performance of the Chapter Medical Director will be subject to review, on a bi-annual basis, to determine the advocacy of reappointment.
Medical Director, Role & Responsibilities	<ul style="list-style-type: none"><li>• Provides overall medical direction to the FEMSA-ITLS Chapter &amp; Regions.</li><li>• Approve all ITLS activities within the Chapter &amp; its Regions.</li><li>• Participate in the selection of the FEMSA-ITLS Chapter Coordinators.</li><li>• Participate in the appointments of individuals to serve as FEMSA-ITLS Affiliate Faculty.</li><li>• Serve as the Course Medical Director for all FEMSA-ITLS Instructor courses.</li><li>• Serve as a voting delegate at the annual ITLS Congress.</li><li>• Retains the authority to suspend the certification of any FEMSA-ITLS provider, instructor, or Affiliate Faculty Member. In such event, the decision of the FEMSA-ITLS Medical Director in conjunction with the Executive Committee shall be final.</li></ul>



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## B. Co-Medical Director

Appointed as:	FEMSA-ITLS Co - Medical Director
Appointed by:	FEMSA-ITLS Committee
Appointed for:	Three (3) years
Prerequisites:	<ul style="list-style-type: none"><li>• Shall be a physician actively involved in emergency medicine with a demonstrated background and involvement of pre-hospital care.</li><li>• Must maintain certification in Advance Trauma Life Support (ATLS) or ITLS Advance instructor / Provider.</li></ul>
Reappointment:	The performance of the Chapter Medical Director will be subject to review, on a bi-annual basis, to determine the advocacy of reappointment.
Duties & Responsibilities	<ul style="list-style-type: none"><li>• Includes, but are not limited to; becoming familiar with all the duties and responsibilities of the Chapter Medical Director; acting as the Chapter Medical Director in his / her absence.</li></ul>



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## C. Chapter Coordinator

The Chapter Coordinator may be an emergency care professional or an administrative designate of the ITLS chapter.

Appointed as:	FEMSA-ITLS Chapter Coordinator
Appointed by:	The Executive Committee
Appointed for:	Three (3) years
Preferred Qualifications:	<ul style="list-style-type: none"><li>• Extensive experience in managing continuing education courses and in-depth knowledge of pre-hospital and emergency department trauma care.</li><li>• Current FEMSA-ITLS Affiliate Faculty status.</li></ul>
Reappointment:	The performance of the Chapter Coordinator should be reviewed on a bi-annual basis to determine the advocacy of reappointment. Should the Chapter Coordinator not demonstrate satisfactory performance or not wish to continue, FEMSA-ITLS shall initiate a search for a qualified candidate.
Chapter Coordinator, Role & Responsibilities	<ul style="list-style-type: none"><li>• Provide administrative management to the FEMSA-ITLS chapter &amp; CMS</li><li>• Approve all FEMSA-ITLS Chapter activities in CMS</li><li>• Through CMS and FEMSA-ITLS administrative support, maintain all ITLS program files and records, to include a calendar of scheduled courses, course files and minutes of chapter meetings, individual instructor and Affiliate Faculty Member files, and provided financial records, program reports, and official correspondence files.</li><li>• Through CMS Issue cards and certificates to individuals who meet the criteria for certification as FEMSA-ITLS providers and instructors.</li></ul>



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- Serve as the official representative of the FEMSA-ITLS chapter and function as a liaison to other organizations and entities with an interest in pre-hospital trauma care education.
- Nominate individuals to serve as FEMSA-ITLS Affiliate Faculty Members (Appointments as Affiliate Faculty Members are made by the FEMSA-ITLS Medical Director from the list of nominees presented by the Chapter Coordinator).
- Serve as the Course Coordinator for FEMSA-ITLS courses as requested
- Serve as a voting delegate at the annual ITLS Congress
- Other accepted duties deemed necessary to further FEMSA-ITLS Chapter goals

## D. State Coordinator

Appointed as:	State Coordinator
Appointed by:	FEMSA-ITLS Committee
Appointed for:	Three (3) years
Preferred Qualifications:	<ul style="list-style-type: none"><li>• Extensive experience in managing continuing education courses and in-depth knowledge of pre-hospital and emergency department trauma care.</li><li>• Current FEMSA-ITLS Affiliate Faculty status.</li></ul>
Reappointment:	The performance of the State Coordinator should be reviewed on a bi-annual basis to determine the advocacy of reappointment. Should the FEMSA-ITLS State Coordinator not demonstrate satisfactory performance or not wish to continue, FEMSA-ITLS shall initiate a search for a qualified candidate.
State Coordinator Roles &	<ul style="list-style-type: none"><li>• Provide administrative management to the FEMSA-ITLS regional program.</li></ul>



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## Responsibilities

- Assure the quality all FEMSA-ITLS regional activities.
- Oversee the distribution and inventory maintenance of course materials and FEMSA-ITLS novelty items.
- Serve as the Course Coordinator for FEMSA-ITLS courses as requested.
- Serve as a voting delegate at the annual ITLS Congress.
- Provide administrative management to FEMSA-ITLS ITLS Affiliate Faculty, Regional Coordinators, Instructors and Providers.
- Works with the Chapter Coordinator to assure financials are up to date.
- In association with Chapter Medical Director & Chapter Coordinator, facilitate the daily operation of the FEMSA-ITLS program.
- Provides consistent leadership for the program.
- Stimulate the evolution and consistency of ITLS programs throughout the chapter area.
- Ensures the availability of training and the quality of the programs offered.
- Provides course management and oversight of the ITLS chapter.
- Ensures the quality and consistency of ITLS focusing primarily on the course administrative aspects.
- Advises the Chapter Advisory Committee regarding the appointment of Affiliate Faculty.
- Provides administrative support for the ITLS chapter.
- Executes the plans and enforces the policies of the ITLS Policy and Procedure Manual.
- Coordinates due process activities of the Chapter Advisory Committee.
- Oversees State Committee meetings.
- Other duties deemed necessary to further FEMSA-ITLS Chapter goals.



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## E. State Co-Coordinator

### Duties & Responsibilities

Includes all of above in (D.), but are not limited to; becoming familiar with all the duties and responsibilities of the Chapter Coordinator and acting as the Chapter Coordinator in his / her absence.

## F. Affiliate Faculty

Appointed as:

FEMSA-ITLS Affiliate Faculty

Appointed by:

FEMSA-ITLS Executive Committee

Appointed for:

Three (3) years

Prerequisites:

- Shall have extensive experience in conducting ITLS courses.
- Shall have in-depth knowledge of pre-hospital care.
- Shall have extensive knowledge in managing continuing education courses.
- Shall have in-depth knowledge of pre-hospital and emergency department trauma care.
- Shall be thoroughly familiar with the policies and procedures of FEMSA-ITLS programs. Works with the Chapter Coordinator to assure financials are up to date
- In association with Chapter Medical Director & Chapter Coordinator, facilitate the daily operation of the FEMSA-ITLS program
  - Provides consistent leadership for the program
  - Stimulate the evolution and consistency of ITLS programs throughout the chapter area
  - Ensures the availability of training and the quality of the programs offered
  - Provides course management and oversight of the ITLS chapter
  - Ensures the quality and consistency of ITLS focusing primarily on the course administrative



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- aspects
- Advises the Chapter Advisory Committee regarding the appointment of Affiliate Faculty
- Provides administrative support for the ITLS chapter
  - Executes the plans and enforces the policies of the ITLS Policy and Procedure Manual
  - Coordinates due process activities of the Chapter Advisory Committee
- Oversees State Committee meetings
  - Performs other duties as necessary

## Appointment:

The FEMSA-ITLS Affiliate Faculty Members will be appointed by the FEMSA-ITLS Medical Director from a list of nominees provided by the FEMSA-ITLS Chapter Coordinator. The Affiliate Faculty Member will serve at the discretion of the FEMSA-ITLS Chapter Coordinator and Medical Director. The Affiliate Faculty may have their appointment suspended or revoked for not maintaining the standards of the FEMSA-ITLS program. The Chapter Coordinator will compile a list of qualified nominees when the need for additional Affiliate Faculty Members has been identified in a particular Region.

## Reappointment:

The performance of the Affiliate Faculty Members shall be reviewed on a bi-annual basis, to determine the advocacy of reappointment. To be reappointed, Affiliate Faculty members must participate as faculty during ITLS provider and/or recertification courses and updates at least twice every three years. Affiliate Faculty Members will be expected to work with the FEMSA-ITLS Chapter Coordinator to develop and implement district goals in order to expand and strengthen the FEMSA-ITLS program.

## Duties & Responsibilities

- Ensure quality in the delivery of the FEMSA-ITLS Program.
- Serve as a resource person for District Coordinators and Course Directors
- Participates as faculty for provider courses
- Participate in the ITLS Chapter Committee by providing input affecting decisions made at the chapter



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level.

- Assist with instructor recertification with lecture, written and practical skills

## G. Regional Coordinators & Co-Coordinator

Appointed as:	FEMSA-ITLS Regional Coordinators
Appointed by:	FEMSA-ITLS Executive Committee
Appointed for:	Three (3) years
Prerequisites:	<ul style="list-style-type: none"><li>• Shall have extensive experience in conducting EMS and AHA courses</li><li>• Shall have in-depth knowledge of pre-hospital care.</li><li>• Shall be thoroughly familiar with the policies and procedures of the FEMSA-ITLS program.</li><li>• Must have certification as an FEMSA-ITLS instructor or AHA for a period not less than two years.</li><li>• Must maintain current certification as an instructor.</li><li>• Must have coordinated at least two ITLS courses</li></ul>
Appointment:	<p>The FEMSA-ITLS District Coordinator will be appointed by the FEMSA-ITLS Chapter Committee from a list of nominees provided by the FEMSA-ITLS Chapter Coordinator. The District Coordinator will serve at the discretion of the FEMSA-ITLS Chapter Coordinator, who may suspend District Coordinator Members status of any individual who does not maintain the standards of the FEMSA-ITLS Program. The FEMSA-ITLS Chapter Coordinator will compile a list of qualified nominees when the need for additional District Coordinators has been identified in a particular region or District of the Chapter.</p>
Reappointment	<p>The performance of the District Coordinator shall be reviewed on an annual basis, to determine the advocacy of reappointment. To be reappointed a District Coordinator must participate, as an Affiliate Faculty during provider courses in</p>



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their district. FEMSA-ITLS will attempt to conduct District Coordinators meetings annually.

The purpose of these meetings is to communicate curriculum changes, distribute new materials and disseminate changes made at the chapter level and to the policy and procedure manual. Attendance at these meeting is mandatory in order to be considered for reappointment.

## Duties & Responsibilities

- Ensure quality in the delivery of the FEMSA-ITLS Program
- Serve as a resource person for the Course Medical Director and Course Coordinators
- Participates in instructor updates
- Participate at a minimum of 2 times in the 3-year period as faculty for provider courses.
- Attend annual Chapter Committee meetings and deliver a report summarizing ITLS activities in their respective districts.
- District Coordinators should maintain a high interest level in ITLS during their term of duty. If they are unable to carry out the duties as specified, they must notify the Chapter Coordinator as soon as possible. District Coordinators must not have a conflict of interest with potential competing courses in his/her district. If a potential conflict exists, he/she notify the FEMSA-ITLS Chapter office.



#### **H. Removal of the Chapter Medical Director or Chapter Coordinator:**

If written allegations are made regarding inappropriate conduct by the Chapter Medical Director and / or Chapter Coordinator, the FEMSA-ITLS Members or Board of Directors may initiate an investigation. The designee may also be suspended pending the outcome of the investigation.

FEMSA-ITLS/FEMSA-ITLS Directors shall appoint a three-member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the designee will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

- The special committee will then make final decision including, but not limited to, one or more of the following:
- Temporary suspension for a specific period of time
- Supervision by the Executive Committee
- Removal from their designation

#### **I. Removal of the Affiliate Faculty or Regional Coordinator**

If written allegations are made regarding inappropriate conduct by the Chapter Medical Director and / or Chapter Coordinator, the FEMSA-ITLS Members or Board of Directors may initiate an investigation. The designee may also be suspended pending the outcome of the investigation.

FEMSA-ITLS/FEMSA-ITLS Directors shall appoint a three-member special committee to conduct the investigation. The investigation shall be completed within sixty (60) days. Upon completion, the designee will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

- The special committee will then make final decision including, but not limited to, one or more of the following:
- Temporary suspension for a specific period of time
- Supervision by the Executive Committee
- Removal from their designation

If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of the Member, the FEMSA-ITLS Executive Committee may initiate an investigation. Designation as a member of the Affiliate Faculty or Regional Coordinator may also be suspended pending the outcome of the investigation. The FEMSA-ITLS Executive Committee may appoint a three-member special committee conduct the investigation.



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The investigation shall be completed within sixty (60) days. Upon completion, the Members will be informed, in writing, of the basis of the allegations and given an opportunity to refute the allegations, in writing, within thirty (30) days.

The Executive committee will then make final decision including, but not limited to, one or more of the following:

- Temporary suspension for a specific period of time.
- Remedial training
- Supervision by the Chapter Coordinator
- Removal from their designation

## J. Delegates

### Selection of Delegates at International Trauma Conference Business Session

Each year, individuals are selected to represent the chapter at the annual ITLS International Trauma Conference business sessions. Delegates represent the chapter at the business meetings, including the elections for Board of Directors members, elections for Speaker and Vice Speaker, and voting on any organization bylaws changes or other business.

The number of delegates representing the chapter for the annual business session is determined by the number of ITLS students trained, fees paid, and rosters submitted during the past two calendar years. In order for these certifications to be included in a chapter's count of delegates, payment must be received by the International office prior to March 31 of the next year. It is the prerogative to appoint delegates to accurately represent the interests of the chapter.

Delegates are appointed by the FEMSA-ITLS Executive Committee in conjunction with the Chapter Medical Director and Chapter Coordinator based on past involvement and availability of funds. Delegates are appointed for the duration of the annual International Trauma Conference. Only 2 delegates will be appointed as the primary delegates, if there are additional delegate seats available they will be offered to a FEMSA-ITLS competition team first, then to those selected by the committee. Selection criteria for International Trauma Conference Delegates:

- Opportunity offered first to Chapter Advisory Committee members
- Opportunity offered second to FEMSA-ITLS Competition Team then Affiliate Faculty
- Selection made based on the individuals good standing with FEMSA-ITLS, level of involvement over the past year, including but not limited to number of courses taught and attendance at Chapter Advisory Committee meetings
- If additional spaces remain, recommendations are solicited from Chapter Advisory Committee members and Affiliate Faculty
- Selection made based on Course Coordinator's or instructor's level of involvement



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over the past year, including but not limited to number of courses taught, number of students trained, and/or fulfillment of other instructor requirements

Delegates' responsibilities include the following:

- Represent the ITLS chapter and attend all business sessions as an International meeting delegate
- Communicate the perspective of the chapter with regard to major issues
- Disseminate information to all members of the Chapter Advisory Committee as required
- Participate in the assessment of the ITLS program
- Participate in the formative process of continuing course revision
- Participate in the development of ITLS International

Reimbursement for International Trauma Conference Delegates will be provided as budgeted by FEMSA-ITLS each calendar year. To be eligible for reimbursement, the delegate must be in good standing with FEMSA-ITLS, register for the International Trauma Conference and attend all sessions as directed by the chapter.

## VI. DESCRIPTION OF CERTIFICATIONS

Online programs for provider and instructor are offered through the ITLS website, [www.ITLS.org](http://www.ITLS.org).

### A. Basic Provider Course

Certified as:	Basic ITLS Provider
Description:	This is a course lasting approximately 16 hours. During the course, materials that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.
Objectives:	The ultimate objective of the course is to acquire the knowledge and skill of performing an organized assessment and managing injuries for the trauma patient in the pre-hospital environment.
Prerequisites:	AHA Basic Life Support for Health Care Providers
Target audience:	First Responders, Certified Nurses Assistants, Fire Fighters, EMT-Basic, EMT-I, LPN and other Allied Healthcare Providers.
Certified by:	Successful completion of the ITLS Basic Provider Course, requires a score of 74% or higher on the basic written examination and achieving a score of



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“adequate”, “good”, or “excellent” on the patient assessment practical exam.

Certified for: Three (3) years

Re-certification To recertify, a candidate must successfully complete an approved ITLS Basic Provider Course or an ITLS Basic Refresher Course.

Taught by: This course is to be taught by advanced and basic ITLS instructors.

## B. Advance Provider Course

Certified as: Advance ITLS Provider

Description: This is a course lasting approximately 16 hours. During the course, materials that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.

Objectives: The ultimate objective of the course is to acquire the knowledge and skill of performing an organized assessment and managing injuries for the trauma patient in the pre-hospital environment.

Prerequisites: Candidates must be certified or licensed as an EMT-Paramedic, Registered Nurse, Physician Assistant or Physician

Target audience: Consists of Healthcare professionals with advanced skills as part of their scope of practice or others in courses of study to become advanced practitioners. Examples may include, but not be limited to EMT-I, EMT-C, EMT-P, Registered Nurses, PA, Physicians, etc.

Certified by: Successful completion of the ITLS Advance Provider Course, requires a score of 74% or higher on the advance written examination and achieving a score of “adequate”, “good”, or “excellent” on the patient assessment practical exam.

Certified for: Three (3) years

Re-certification To recertify, a candidate must successfully complete an approved ITLS



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Advance Provider Course or an ITLS Advance Refresher Course.

Taught by: This course is to be taught by advanced and basic ITLS instructors. Advance instructors must teach advance materials.

## C. ITLS Hybrid Course

Certified as: Hybrid ITLS Provider/Instructor

Description: This is a course lasting approximately 16 hours. During the course, materials that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.

Objectives: The ultimate objective of the course is to acquire the knowledge and skill of performing an organized assessment and managing injuries for the trauma patient in the pre-hospital environment.

Prerequisites: Candidates must be certified or licensed as an EMT-Paramedic, Registered Nurse, Physician Assistant or Physician

Target audience: Consists of Healthcare professionals with advanced skills as part of their scope of practice or others in courses of study to become advanced practitioners. Examples may include, but not be limited to EMT-I, EMT-C, EMT-P, Registered Nurses, PA, Physicians, etc.

Certified by: Successful completion of the ITLS Advance Provider Course, requires a score of 74% or higher on the advance written examination and achieving a score of “adequate”, “good”, or “excellent” on the patient assessment practical exam.

Certified for: Three (3) years

Re-certification: To recertify, a candidate must successfully complete an approved ITLS Advance Provider Course or an ITLS Advance Refresher Course.

Taught by: This course is to be taught by advanced and basic ITLS instructors. Advance instructors must teach advance materials.

## D. Refresher Course



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Certified as:	Advance or Basic ITLS Provider
Description:	This is a course lasting approximately 8 hours. During the course, materials that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.
Objectives:	The ultimate objective of the course is to acquire the knowledge and skill of performing an organized assessment and managing injuries for the trauma patient in the pre-hospital environment.
Prerequisites:	AHA Basic Life Support for Health Care Providers
Target audience:	All levels of Healthcare providers.
Certified by:	Successful completion of the Basic segment (for basic) and the Advance segment (for advance), with a 74% on the written and “adequate”, “good”, or “excellent” on the practical.
Certified for:	Three (3) years
Re-certification	To recertify, a candidate must successfully complete an approved ITLS Basic Provider Course or an ITLS Basic Refresher Course.
Taught by:	This course is to be taught by advanced and basic ITLS instructors. Advance instructors must teach the advance portion.

## **E. Pediatric Provider Course**

Certified as:	Advance or Basic ITLS Pediatric Provider
Description:	This is a course lasting approximately 8 hours. During the course, materials that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.
Objectives:	The ultimate objective of the course is to acquire the knowledge and skill of performing an organized assessment and managing injuries for the pediatric trauma patient in the pre-hospital environment.
Prerequisites:	AHA Basic Life Support for Health Care Providers and completed an ITLS



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provider course prior to attending a PTLS Course

Target audience:	All levels of Healthcare providers.
Certified by:	Successful completion of the ITLS Pediatric Provider Course, requires a score of 74% or higher on the written examination and achieving a score of “adequate”, “good”, or “excellent” on the patient assessment practical exam.
Certified for:	Three (3) years
Re-certification	To recertify, a candidate must successfully complete an approved ITLS Pediatric Trauma Life Support Course.
Taught by:	This course is to be taught by advanced and basic ITLS instructors. Advance instructors must teach the advance portion.

## F. Access Provider Course

Certified as:	ITLS Access Provider
Description:	This two-day course is designed for first responder who must gain access to patients in motor vehicle collisions and basic entry level extrication certification.
Objectives:	Classroom instruction and hands-on practice prepare the participant to access, stabilize and extricate entrapped patients using only hand tools.
Prerequisites:	NONE
Target audience:	First Responders, Fire Fighters, EMT-Basic, other Allied Healthcare Providers, Police and Tow Truck operators.
Certified by:	Successful completion of the ITLS Access Provider Course, requires a score of 74% or higher on the basic written examination and attending / completing the practical exercise.
Certified for:	Two (2) years

Due to changes in vehicle construction and rescue techniques, it is strongly



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recommended that ITLS Access participants take the course every two years.

Re-certification To recertify, a candidate must successfully complete an approved ITLS Access Provider Course.

Taught by: This course is to be taught by a combination of ITLS instructors and Certified Extrication instructors.

## G. Completer Course

Certified as: ITLS Advance or Basic Provider

Description: This is a course lasting approximately 8 hours designed to be used in conjunction with the ITLS eTrauma: During the course, students will learn, practice, and demonstrate proficiency of the necessary skills that comprise the practical assessment of the ITLS provider course, thus earning ITLS basic or advanced certification.

Prerequisites: Those who have successfully passed the ITLS eTrauma training online course within the past 12 month period as evidenced by a valid course completion certificate.

Target audience: Candidates must be certified or licensed as an EMT-B, EMT-I, LPN, EMT-P, RN, PA or Physician.

Certified by: Successful completion of the ITLS completer Provider Course, requires a score of 74% or higher on the basic or Advance written examination and achieving a score of “adequate”, “good”, or “excellent” on the ITLS patient assessment examination.

Certified for: Three (3) years

Re-certification To recertify, a candidate must successfully complete an approved ITLS Refresher Course, ITLS basic & Advance course or the ITLS eTrauma and Completer course.

Taught by: This course is to be taught by advanced ITLS instructors who must teach



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the material that includes advanced procedures.

## H. Basic Instructor

Certified as:	Basic ITLS Instructor
Prerequisites:	Candidates must have successfully completed the ITLS basic provider course with an instructor potential (IP) rating: 86% or greater on the written exam; and a “good” or “excellent” on the patient assessment testing station.
Instructors Course:	To progress from provider to instructor, a candidate must attend and successfully complete an approved FEMSA-ITLS Instructor’s course and ITLS International Instructor Update.
Monitor Report:	Within 1 year after the candidates initial instructor course and before receiving an instructor card, instructor candidates must participate as faculty in an ITLS basic provider course, deliver a basic level topic in an ITLS advanced / combined provider course and obtain a favorable recommendation from the FEMSA-ITLS Chapter Coordinator monitoring the course.
Certified for:	Three (3) years
Re-certification	The requirements for re-certification are:  Instruct in two (2) ITLS courses during the certification period.  Complete the patient assessment testing station with an “excellent” or “good” rating.  Complete the ITLS basic written exam (with a score of 86% or greater) during the certification period.
Taught by:	All instructor courses are scheduled and conducted twice a year by the Chapter Coordinator. Affiliate Faculty and District Coordinators should fill out proper forms and email or mail for approval.



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## I. Advance Instructor

Certified as:	Advance ITLS Instructor
Prerequisites:	Candidates must be certified as an EMT- Paramedic, RN, PA, DO, or MD. Candidates must have successfully completed the ITLS Advanced provider course with an instructor potential (IP) rating: 86% or greater on the written exam; and a “good” or “excellent” on the patient assessment testing station.
Instructors Course:	To progress from provider to instructor, a candidate must attend and successfully complete an approved FEMSA-ITLS Instructor’s course and ITLS International Instructor Update.
Monitor Report:	Within 1 year after the candidate’s initial instructor course and before receiving an instructor card, candidates must participate as faculty in an ITLS provider course and obtain a favorable recommendation from the FEMSA-ITLS Chapter Coordinator monitoring the course.
Certified for:	Three (3) years
Re-certification	The requirements for re-certification are:  Instruct in two (2) ITLS courses during the certification period.  Complete the patient assessment testing station with an “excellent” or “good” rating.  Complete the ITLS basic written exam (with a score of 86% or greater) during the certification period.
Taught by:	All instructor courses are scheduled and conducted twice a year by the Chapter Coordinator. Affiliate Faculty and District Coordinators should fill out proper forms and email or mail for approval.

## J. Pediatric Instructor

Certified as:	Pediatric Trauma Life Support Instructor
Prerequisites:	Candidates must be certified as an ITLS Instructor and have successfully completed the PTLT Provider Course.



# FLORIDA EMS ASSOCIATION

Instructors Course:	To progress from provider to instructor, a candidate must attend and successfully complete an approved FEMSA-ITLS Pediatric Trauma Life Support Instructor Update.
Certified for:	Three (3) years
Re-certification	The requirements for re-certification are:  Instruct in two (2) PTLS courses during the certification period.  Complete the PTLS patient assessment testing station (with an “excellent” or “good” rating) and the PTLS written examination with 86% or greater during the certification period. This test must be administered by the Chapter Coordinator.  Must maintain current certification as an ITLS instructor
Taught by:	All instructor courses are scheduled and conducted twice a year by the Chapter Coordinator. Affiliate Faculty and District Coordinators should fill out proper forms and email or mail for approval.

## **K. Access Instructor**

Certified as:	ITLS Access Instructor
Prerequisites:	Candidates must:  Complete the ITLS access course  Teach under the direction of a currently certified ITLS access instructor at one (1) course.  Be familiar with basic extrication tools  Practicing vehicle extrication for a minimum of one year.  Written recommendation from the individuals Fire Chief.  Receive a favorable, written recommendation from the currently certified FEMSA-ITLS access instructor.
Certified for:	ITLS Access instructors are not certified. They are recognized as current



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instructors for a period of two (2) years.

Recognition: ITLS Access Instructors must instruct in one ITLS Access course during the recognition period.

## L. ITLS Military Course

Certified as: Military ITLS Provider/Instructor

Description: This is a course lasting approximately 16 hours. During the course, materials that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.

Objectives: The ultimate objective of the course is to acquire the knowledge and skill of performing an organized assessment and managing injuries for the military trauma patient in the combat environment.

Prerequisites: Combat Course: military personnel; medics, paramedics, corpsmen, combat medics, medical students, medical residents, registered nurses, nurse practitioners, and physician assistants.

Non-Combat Course: tactical medics, paramedics, medical students, medical residents, registered nurses, nurse practitioners, physicians, and physician assistants.

Target audience: The advanced course material requires the ability to start intravenous fluids and to perform advanced airway management. Advanced airway management is defined as the use of a blind insertion airway device or an endotracheal tube. This limits the full course to the following military personnel; medics, paramedics, corpsmen, combat medics, medical students, medical residents, registered nurses, nurse practitioners, and physician assistants.



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The advanced course, non-combat material requires the ability to start intravenous fluids and to perform advanced airway management. Advanced airway management is defined as the use of a blind insertion airway device or an endotracheal tube. This limits the full course to the following; paramedics, medical students, medical residents, registered nurses, nurse practitioners, physicians, and physician assistants. The basic course is for medically trained personnel who cannot perform advanced procedures. ITLS does not advocate, condone or license students to perform skills outside their scope of practice.

Certified by:	Successful completion of the Military ITLS Advance Provider Course, requires a score of 74% or higher on the advance written examination and achieving a score of “adequate”, “good”, or “excellent” on the patient assessment practical exam.
Certified for:	Four (4) years
Re-certification	To recertify, a candidate must successfully complete an approved Military ITLS Advance Provider Course or a Military ITLS Advance Refresher Course.
Taught by:	This course is to be taught by military advanced and basic ITLS instructors. Advance instructors must teach advance materials.

## M. Lapsed Certifications

Providers and or Instructors whose certification has been lapsed less than one (1) year may, with the approval of the FEMSA-ITLS Medical Director, reinstate his/her instructor status by: Completing the basic assessment and written exam as outlined in the above certification. This will be only offered once during their ITLS career. Instructors whose certification has lapsed greater than one year must retake the provider courses.

The written and patient assessment testing must be evaluated and monitored by the Chapter Coordinator ONLY.



## **VII. ADMINISTRATIVE CONSIDERATIONS**

### **A. Retest Policy**

Students who do not successfully complete an ITLS course will receive an “incomplete”, rather than a “fail”. This will encourage students to attend future courses and learn the additional material to obtain a card and more importantly, to be better prepared to provide adequate trauma patient care. Students who have below a 74% on the written and an inadequate patient assessment must repeat the entire course and pay all required fees to appear on the official course roster for the second course.

Students who have below a 74% on the written, but pass the patient assessment station must repeat the lectures and written exam.

Students who pass the written exam 74% or greater, and receive an “inadequate” on the patient assessment station, must repeat all of the teaching and testing skill stations.

Students that receive an “Incomplete” at an ITLS provider course may once repeat the lectures and written exam portion of the course, or the teaching and testing skill stations portion of the course, to be eligible for retesting. Retesting must be completed within six (6) months of the date of the original course. Course participant fees will not be required to repeat a portion of the second course. Affiliate Faculty Member for the second course will forward documentation of the student’s performance to the FEMSA-ITLS office to be placed in the original course file. If the student does not successfully complete the retest, they must repeat the entire course and pay all required fees.

### **B. Provider Reciprocity**

The FEMSA-ITLS Chapter will grant reciprocal certification to ITLS providers from other Chapters for the length of certification on the cards from their home Chapter. In order to recertify in the FEMSA-ITLS Chapter candidates must successfully complete an FEMSA-ITLS refresher course.

### **C. Instructor Reciprocity**

The FEMSA-ITLS Chapter will grant reciprocal certification to ITLS instructors from other chapters for the length of certification on the cards from their home chapter. However, instructors requesting FEMSA-ITLS instructor certification must apply in writing to the



# **FLORIDA EMS**

## **A S S O C I A T I O N**

FEMSA-ITLS office. This letter of application must include the instructor's past activities regarding ITLS instruction, and a letter confirming the activity from his or her former Chapter Medical Director. Once approved by the FEMSA-ITLS office, such instructors will be briefed and monitored by the Chapter Coordinator at the first course they attend. In order to recertify their FEMSA-ITLS instructor status, such instructors must complete the requirements for recertification as outlined in this manual.

### **D. Affiliate Faculty Reciprocity**

The FEMSA-ITLS Chapter will not grant reciprocal certification at the Affiliate Faculty level. FEMSA-ITLS Affiliate Faculty status may only be achieved through the process outlined in this manual.

### **E. Bridge Course Policy**

In an effort to facilitate the process by which certified trauma instructors may become ITLS instructors, ITLS has developed a "bridge" course. The following policy outlines the course requirements.

This course is open to any currently certified PHTLS or ATLS Instructor who wishes to become an ITLS Instructor. An ITLS Faculty member must conduct the course.

Rationale: The course assumes that the candidate is familiar with basic instructional methodology and the skills of ITLS. Successful completion certifies the candidate as an ITLS Instructor candidate.

Necessary Prerequisites: is current PHTLS or ATLS (or similar trauma training program) Instructor Certification.

Certified by:

Following completion of the Bridge Course, the candidate is classified as an "Instructor Candidate". In order to become certified as an ITLS Instructor, the candidate must be monitored by the Chapter Coordinator during an ITLS provider course. Monitoring must be within 12 months of the bridge course and include teaching a lecture and skill station. An extension may be granted on the 12 months if considered appropriate by the Chapter Medical Director.



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Certified for:

Three (3) years

Recertification:

See instructor recertification policy.

Course Length:

One (1) day

Required Text:

ITLS Instructor Manual, Current Edition ITLS text and FEMSA-ITLS Policy & Procedure Manual.

## **F. Meetings:**

The ITLS Executive Committee shall meet separately at least once annually to carry out the business of the Chapter. The time and place of these meetings will be decided by the committee and are open to any member of FEMSA-ITLS.

The Chapter Medical Director and Chapter Coordinator will decide on the agenda of these. Minutes of these meetings will be distributed to all committee members.

The FEMSA-ITLS Chapter Committee shall meet quarterly in conjunction with the FLDOH Advisory Council EMS Constituency Meetings.

## **G. Cards, Certificates and Record Keeping**

Cards, certificates and certification shall be the responsibility of the Executive Committee and the Medical Directors who shall have the final authority in validation of such as defined in the Policies and Procedures.

All cards and certificates shall have the appropriate international ITLS logo or marking, signatures and dates. Any card or certificate that is in violation of this article shall be considered invalid.

All records on student's attendance and certifications are kept for 3 years.



## **H. Responsibilities to the Chapters by ITLS International**

The following is a list of ongoing activities and services that ITLS, Inc. provides to its chapters.

The list is not to be all inclusive:

- Conducting the Annual Meeting and Trauma Conference for constituents from all chapters that are represented.
- Preparing financial reports.
- Publishing an ITLS newsletter and maintaining a website designed to disseminate information to the chapters.
- Distributing ITLS instructional materials and novelties.
- Distributing all ITLS certification, cards and certificates and maintaining course roster information.



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## VIII. Forms & Sample Agendas

### A. Course Coordinator Worksheet

International Trauma Life Support Florida Chapter

Course Date: \_\_\_\_\_ Course Type: \_\_\_\_\_

Location: \_\_\_\_\_

I. THREE MONTHS BEFORE THE COURSE	DONE
Prepare a budget	_____
Request approval of course from Chapter office	_____
Identify and confirm	_____
Medical Director	
Course Coordinator	
Affiliate Faculty	
Arrange course facilities	_____
Course location	
Lodging	
Skill station equipment	
Refreshments	
Coffee	
Lunches	



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Faculty dinner	
Course equipment	
AV equipment	
Slide projector	
Podium	
Contact potential faculty, patient models & Station Assistants	_____
Faculty	_____
Patient Models	_____
Course assistance	_____
Arrange course schedule	_____
Create and distribute course advertisement	_____
II. TWO MONTHS BEFORE THE COURSE	DONE
Order text books	_____
III. ONE MONTH BEFORE THE COURSE	
Mail pre-course packets	_____
Student Packets	_____
Introductory letter	
Hotel accommodation information	
ITLS text book	
Pretest	
Course agenda	



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VI ITLS Student CD

Faculty Packets \_\_\_\_\_

Introductory letter with assignment

Hotel accommodation with information

Lecture & Slides

Course schedule

Course materials

Testing scenario's (map if applicable)

Mail packets to faculty \_\_\_\_\_

Mail packets and books to students' \_\_\_\_\_

#### IV. TWO WEEKS BEFORE THE COURSE

Confirm patient models \_\_\_\_\_

Confirm station assistants \_\_\_\_\_

On-site packets \_\_\_\_\_

Student Course \_\_\_\_\_

Nametag

Final course schedule

Faculty list

Student list

Rotation schedule

Course evaluation forms



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Faculty \_\_\_\_\_

Nametag

Final course schedule

Faculty list

Student list

## V. DAY BEFORE THE COURSE

Equipment placed in staging area \_\_\_\_\_

Pre-course faculty meeting \_\_\_\_\_

Arrange educational facility \_\_\_\_\_

## VI. DAY OF THE COURSE

Arrive early to confirm seating, temperature of classroom(s), refreshments and registration area \_\_\_\_\_

Register students

Introduce faculty

Set-up skill stations

Moulage models

Hold faculty meetings as necessary

Provide feedback to students'

Conduct post-course faculty meeting

Collect slides from instructors'



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## VII. POST COURSE

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Thank you letters to faculty, etc.

Affiliate Faculty Report sent to FEMSA-ITLS

Reimburse faculty and staff

Distribute course completion cards

### **B. Course Request Form**

Florida International Trauma Life Support (FEMSA-ITLS)

1. The Course Coordinator should submit a completed Course Request Form at least 30 days prior to the proposed course.
2. Upon receipt of this application, the Chapter Coordinator will review the request within seven days and respond back to the Course Coordinator with the results.
3. For guidance throughout the planning, conducting and finalizing of the ITLS course, assistance can be obtained by contacting an affiliate faculty or District Coordinator. The Chapter Coordinator will provide a list of the faculty upon request. Upon completion of the course, the Course Coordinator must submit the following within ten (10) days:
  - a. Faculty and Student Rosters (course application/CMS)
  - b. Photocopies or summary of Post Course Evaluation Forms
  - c. Course fees: Twenty-Five US dollars (\$20.50) per student, (This charge reflects administrative and clerical costs.
4. Refresher/Recertification

The Advance or Basic International Trauma Life Support Completer, Recertification and/or Refresher course must include each of the following areas:



# **FLORIDA EMS**

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## **A S S O C I A T I O N**

- 1) International Trauma Life Support Update
- 2) Patient Assessment Review (didactic and skill stations)
- 3) Practical Skill Stations
- 4) Written Examination
- 5) Practical Examination

**\*\*Requests by CMS Must be submitted to the Chapter 30 days prior to course\*\***



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Course Coordinator: \_\_\_\_\_

Affiliation Requesting Course: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Country Zip Code

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email: \_\_\_\_\_ Asst. Course Coordinator: \_\_\_\_\_

Course Medical Director: \_\_\_\_\_

Affiliate Faculty: \_\_\_\_\_ District Coordinator:

\_\_\_\_\_

## Course Information:

Type:  Advance  Basic  Combined  PTLS  Access  
 Initial  Initial  Initial  Initial  Initial  
 Re-cert  Re-cert  Re-cert  Re-cert  Re-cert  
 Instructor  Instructor  Instructor  Instructor

Site Location: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Country Zip Code

Phone: \_\_\_\_\_



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Is this course open to the general public?  Yes  No

If closed, define student body: \_\_\_\_\_

Cost per student [included in tuition and fees]: \_\_\_\_\_

# of Students accepted: \_\_\_\_\_ Dates of Course: \_\_\_\_\_

# of Faculty anticipated \_\_\_\_\_ # of testing Stations anticipated: \_\_\_\_\_

A tentative schedule for the course must be attached with this request form to include faculty and assignments. At the end of the course when appropriate material is turned into the chapter office, a final schedule must be submitted for quality assurance reviews. If possible, please submit this request form 90 days prior to course date; however, 45 days will be the minimum acceptable.

Please submit the following with this form

Preliminary course schedule

Course Brochure (if available)

Equipment needed:  Yes  No

Invoice needed:  Yes  No

Send invoice to: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Country Zip Code

Email: \_\_\_\_\_ Attention: \_\_\_\_\_



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ITLS pediatric books needed  No  Yes, Quantity \_\_\_\_\_  
\_\_\_\_\_

ITLS provider books needed  No  Yes, Quantity \_\_\_\_\_

ITLS access books needed  No  Yes, Quantity \_\_\_\_\_

## OFFICE USE ONLY

Approved  Approved conditionally, specify \_\_\_\_\_

Denied: reason \_\_\_\_\_

Contacted: \_\_\_\_\_ Received Final Schedule:  Yes  No

Date Cards mailed: \_\_\_\_\_ Final Student Count: \_\_\_\_\_



# FLORIDA EMS ASSOCIATION

## C. Post-Course Checklist

### FLORIDA INTERNATIONAL TRAUMA LIFE SUPPORT (FEMSA-ITLS)

This checklist must be sent with course materials

**\*\*Must be received no more than 10 days after course to\*\***

FEMSA-ITLS Chapter

Florida International Trauma Life Support

3717 S. Conway Rd | Orlando, FL 32812

(407) 281-7396 Direct | (800) 766-6335 Toll Free

[Jeff Gilliard](#), Chapter Coordinator | [jdgilliard@itraumafloida.org](mailto:jdgilliard@itraumafloida.org)

1. Responsible party for payment of fees: \_\_\_\_\_

Need Invoice       Yes       No

Send Invoice to: \_\_\_\_\_

Attention: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_      Work Phone #: \_\_\_\_\_

2. Email Cards & Certificates to: \_\_\_\_\_

Attention: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Email Address: \_\_\_\_\_



# **FLORIDA EMS**

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## **A S S O C I A T I O N**

The following items have been sent to the Chapter Office:

1. Complete VIITLS course roster / registration forms (list of participants' names and addresses)
2. Faculty roster \_\_\_\_\_
3. Post written tests scores \_\_\_\_\_
4. Practical exam scores \_\_\_\_\_
5. Post course evaluations \_\_\_\_\_
6. Payment of fees \_\_\_\_\_

Note: Certificates can be issued at end of course providing all participants completed registration forms are emailed to the Chapter Coordinator prior to day two (2) of the course.



# FLORIDA EMS ASSOCIATION

## FEMSA-ITLS Chapter Post Course Evaluation Form

VI ITLS wants to be sure our training meets your needs and requirements. Help us improve the effectiveness of our classes by completing this form and returning it to your instructor or course coordinator before the end of class. We can serve you better if you provide your name, however, it is optional.

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (optional):** \_\_\_\_\_

- I am a:
- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> First Responder | <input type="checkbox"/> CNA         | <input type="checkbox"/> Physician Asst. |
| <input type="checkbox"/> EMT-B           | <input type="checkbox"/> LPN         | <input type="checkbox"/> Physician       |
| <input type="checkbox"/> EMT-I           | <input type="checkbox"/> RN          |  |
| <input type="checkbox"/> EMT-C           | <input type="checkbox"/> Other _____ |  |
| <input type="checkbox"/> EMT-P           |                                      |  |

For the following circle the number which most closely represents your opinion for each of the following issues. If a question (s) does not apply or you prefer not to answer, draw a line through the question. Use the following guidelines for your answers:

1= Poor	2= Unsatisfactory	3= Good	4 = Excellent
---------	-------------------	---------	---------------

### GENERAL

- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Location of this course in relation to travel time and accessibility.                | 1 | 2 | 3 | 4 |
| 2. | Location of this course in relation to adequate space for lecture and skill stations | 1 | 2 | 3 | 4 |



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- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 3. | The time allotted to cover the didactic material   | 1 | 2 | 3 | 4 |
| 4. | The time allotted to cover the practical skills?   | 1 | 2 | 3 | 4 |
| 5. | Your level of skill and comfort in the treatment of a trauma patient prior taking this course? | 1 | 2 | 3 | 4 |
| 6. | Your level of skill and comfort in the treatment of a trauma patient after taking this course? | 1 | 2 | 3 | 4 |

LECTURES / DEMONSTRATION	INSTRUCTOR (S)				
1 Mechanism of Injury	_____	1	2	3	4
2 Assessment & Initial Management	_____	1	2	3	4
3 Initial Airway Management	_____	1	2	3	4
4 Thoracic Trauma	_____	1	2	3	4
5 Shock	_____	1	2	3	4
6 Spinal Trauma	_____	1	2	3	4
7 Head Trauma	_____	1	2	3	4
8 Extremity Trauma	_____	1	2	3	4
9 Abdominal Trauma	_____	1	2	3	4
10 Burns	_____	1	2	3	4



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11	Trauma in Children	_____	1	2	3	4
12	Trauma in the Elderly	_____	1	2	3	4
13	Trauma in Pregnancy	_____	1	2	3	4
14	Patience under Influence	_____	1	2	3	4
15	Traumatic Cardiopulmonary Arrest	_____	1	2	3	4
16	Blood & Body Fluid Precautions	_____	1	2	3	4

## SKILL STATIONS

## INSTRUCTOR (S)

1	Patient Assessment	_____	1	2	3	4
2	Airway Management	_____	1	2	3	4
3	Chest Decompression	_____	1	2	3	4
4	Fluid Resuscitation Skills	_____	1	2	3	4
5	Spinal Immobilization	_____	1	2	3	4
6	Short Board & Rapid Extrication	_____	1	2	3	4
7	Long Backboard	_____	1	2	3	4
8	Traction Splint	_____	1	2	3	4
9	Helmet Removal	_____	1	2	3	4

What was the strongest feature of this course?

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# FLORIDA EMS ASSOCIATION

What was the weakest feature of this course?

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Any additional comments concerning this course?

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Course Application / Data Collection – Form

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Company or Organization affiliation: \_\_\_\_\_



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Circle Certification:

MD PA RN EMT-P MFR CNA EMT-B EMT-I

Other

License number: \_\_\_\_\_

License State: \_\_\_\_\_

License expiration date: \_\_\_\_\_

NREMT Number: \_\_\_\_\_

NREMT exp. Date: \_\_\_\_\_

Please print clearly and legibly. All information is pertinent to accurate registration and will be entered as written. FEMSA-ITLS is not responsible for any unreadable information.



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## D. Pediatric Trauma Life Support Course Evaluation

Name (Optional): \_\_\_\_\_ Date: \_\_\_\_\_

For the following, please rate the number that best describes your opinion of this course in relationship to each of the following issues:

1 = Poor                      2 = Unsatisfactory                      3 = Good                      4 = Excellent

### GENERAL:

1. Location of this course in relation to travel time and accessibility? \_\_\_\_\_
2. Location of this course in relation to adequate space for lecture and skill stations? \_\_\_\_\_
3. The time allotted to cover the practical skills? \_\_\_\_\_
4. The time allotted to cover the didactic material? \_\_\_\_\_
5. Your level of skill & comfort in the treatment of pediatric trauma patient PRIOR to the course? \_\_\_\_\_



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6. Your level of skill & comfort in the treatment of pediatric trauma patient AFTER the course? \_\_\_\_\_

## LECTURES / DEMONSTRATION

### INSTRUCTOR

The Injured Child \_\_\_\_\_

Assessment & Management of the Pediatric Trauma Patient \_\_\_\_\_

Special Considerations / Child Abuse \_\_\_\_\_

Chest / Abdominal Trauma \_\_\_\_\_

Head / Cervical Spine Trauma \_\_\_\_\_

### SKILL STATIONS:

Fluid Resuscitation \_\_\_\_\_

Airways & Chest Decompression \_\_\_\_\_



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Rapid Assessment

\_\_\_\_\_

Spinal Immobilization / Extrication

\_\_\_\_\_

Rapid Assessment

\_\_\_\_\_

What was the strongest feature of this course?

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What was the weakest feature of this course?

---

---

Please provide any additional comments and / or suggestions:

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# FLORIDA EMS ASSOCIATION

## E. FEMSA-ITLS Instructor Monitoring Form

Instructor Candidate's Name: \_\_\_\_\_

Date: \_\_\_\_\_

For the following, please circle the number that best describes evaluation of the instructor's performance.

1 = Poor    2 = Unsatisfactory    3 = Good    4 = Excellent    N/A = Not observed

### Didactic Presentation

Topic: \_\_\_\_\_

Overall Knowledge	1	2	3	4	N/A
Speaking ability	1	2	3	4	N/A
Ability to handle questions	1	2	3	4	N/A
Use of audiovisuals	1	2	3	4	N/A

### Skill Station

Topic: \_\_\_\_\_

Knowledge of objectives	1	2	3	4	N/A
Presentation	1	2	3	4	N/A
Ability to handle questions	1	2	3	4	N/A
Utilization of teaching aids	1	2	3	4	N/A



# FLORIDA EMS ASSOCIATION

## Patient Assessment Testing Station

Topic: \_\_\_\_\_

Scenario # _____	1	2	3	4	N/A
Knowledge of objectives	1	2	3	4	N/A
Presentation of scenario	1	2	3	4	N/A
Documentation	1	2	3	4	N/A

AVERAGE OF SCORES \_\_\_\_\_ (Score must average 3 or more for certification)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monitor – Candidate Conference completed? Yes No

Recommendation for instructor certification? Yes No



**FLORIDA EMS**  
**A S S O C I A T I O N**

First Time Instructor?

Yes      No

Chapter Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## F. FEMSA-ITLS Instructor Recertification Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

License number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. \_\_\_\_\_

NREMT #: \_\_\_\_\_ Exp. \_\_\_\_\_

Circle:    Advance                  Basic

As a ITLS Instructor, you are required to instruct in two (2) ITLS course during the certification period; complete the patient assessment testing station (with an “excellent” or “good” rating; and complete the ITLS written exam (with a score of 86% or greater) during the certification period. Please complete this form with the appropriate information and submit it to the Chapter office. If you have questions, please contact the Chapter Coordinator.

FEMSA International Trauma Life Support  
1016 Florida Ave S. Rockledge, FL 32955

Written Scores: \_\_\_\_\_ Practical Score: \_\_\_\_\_



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Date tested: \_\_\_\_\_

Location: \_\_\_\_\_

Affiliate Faculty: \_\_\_\_\_

Chapter Coordinator Signature: \_\_\_\_\_

## G. FEMSA-ITLS Instructor Reciprocity Form

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Location Instructor Course was taken: \_\_\_\_\_



# FLORIDA EMS ASSOCIATION

Circle Certification:

MD      PA      RN

EMT-B      EMT-I      EMT-P

License number: \_\_\_\_\_

License State: \_\_\_\_\_

License expiration date: \_\_\_\_\_

NREMT Number: \_\_\_\_\_

NREMT exp. Date: \_\_\_\_\_

Please include a copy of your occupational license, current ITLS provider and instructor certification cards, resume or curriculum vitae, as well as a letter of verification from your previous Chapter Coordinator. The Chapter Coordinator may request an interview if any questions or discrepancies arise. It may be necessary for the candidate to be monitored by an Affiliate Faculty Member while teaching one lecture and one skill station. The ITLS Executive Committee will review all applications for reciprocity and reserves the right to overturn the approval by the Chapter Coordinator.



# FLORIDA EMS ASSOCIATION

## H. Sample Letter To Course Registrants

Date:

Dear ITLS Course Participant

Welcome to the Advanced, Basic, Combined, or Pediatric International Trauma Life Support Course to be held (date) \_\_\_\_\_ at \_\_\_\_\_, (address)  
\_\_\_\_\_.

Enclosed you will find the following materials:

ITLS provider textbook

Pretest basic or Advance

Agenda

FEMSA-ITLS Student CD or

FEMSA-ITLS Participant Course Package

The ITLS combined provider course is an intense, two-day learning experience, which consists of didactic presentation, skill stations, a written examination and patient assessment testing. It is extremely important that you be familiar with the text and be well prepared prior to the course. Take the pretest after you have studied the text and check your responses with the answer key provided.



# **FLORIDA EMS**

## **A S S O C I A T I O N**

If you have any questions, please contact (course coordinator) \_\_\_\_\_ at (phone number) \_\_\_\_\_.

Sincerely,

Course Coordinator



# FLORIDA EMS ASSOCIATION

## I. Sample Letter To Instructors

To: ITLS Instructors

From: Course Director

RE: Assignments – Course Location and Date

DATE:

Thank you for agreeing to serve as an instructor at the ADVANCED, BASIC, COMBINED, OR PEDIATRIC) ITLS COURSE to be held (date) \_\_\_\_\_, (at) \_\_\_\_\_, (address) \_\_\_\_\_.

Agendas indicating the assignment of lectures, skill stations and patient assessment testing are enclosed. Your assignments are circled in red on the agendas.

If you are lecturing, we have enclosed the Power Point slides for your topic.

Please review the Instructor's Guide for station objectives and important points when preparing for the teaching stations. For patient evaluation and testing, we have enclosed a copy of your assigned scenario. Instructors are responsible for orienting the models to their roles prior to the testing session.

Enclosed are:

Map indicating the location

Faculty information material

Scenario for testing stations

Course agendas

Power Point Slides (If lecturing)



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If you have any questions, please contact (course coordinator) \_\_\_\_\_ at (phone number) \_\_\_\_\_.

Sincerely,

Course Coordinator

## **J. Advance, Basic and Combine Course Core Material**

Advanced, basic and combined course core material includes the first twenty-two chapters of the provider manual and should be covered in all courses. All chapters in the appendix are optional and may be covered in a 16 hour course.

There are six skill stations recommended as mandatory core stations. Staffing by certified ITLS instructors at patient assessment stations will reflect the 1:6 ratios.

Skills found in the appendix of the student manual are optional. FEMSA-ITLS suggests the skill stations be divided as outlined in the course agendas. The patient assessment stations are the heart of the course. They integrate the lectures and the skills.

Skill Station 1: Basic & Advanced Airway (Advance only for Advance Providers)

Skill Station 2: Short Backboard, Long Backboard, Log Roll & Rapid Extrication

Skill Station 3: Traction Splints, Helmet Management & Splinting

Skills Station 4: Chest Decompression & Fluid Resuscitation (Advanced Providers Only- External Jugular Vein Cannulation & Intraosseous Infusion)

Skill Station 5: Patient Assessment

Skill Station 6: Patient Assessment



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## Pediatric Course

The first fifteen chapters of the Pediatric Trauma Life Support text are considered core and should be covered in all courses. Some portions of the appendix may also be added.

Staffing by certified ITLS instructors at patient assessment stations will reflect the 1:6 ratios.

Skill Station 1- Patient Assessment

Skill Station 2 – Airway Management

Skill Station 3 – Spinal Immobilization

Skill Station 4 – Needle Cricothyrotomy

Skill Station 5 – Fluid Resuscitation (Advanced), Intraosseous, and Broslow Tape

## **K. Sample FEMSA-ITLS Refresher Course Agenda**

0800 - 0815 Registration, Introductions, & Collection of Pre-tests

0815 – 0845 Initial Assessment & Management of Trauma Patient

0845 – 0915 Shock Recognition & Management

0915 – 0945 Head Trauma

0945 – 1000 BREAK

1000 – 1200 Skill Stations

Short Backboard & Rapid Extrication



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Basic & Advance Airway

Putting it All Together (Patient Assessment)

Long Backboard & Traction Splinting

1200 – 1300 LUNCH

1300 – 1400 Skill Stations (Continued)

Helmet Removal

IO Placement, EJ Cannulation, & Needle Decompression

1400 – 1600 Patient Assessment Evaluation Stations

Evaluation Station

Written Examination

1600 Course Critique and Remediation

## L. Sample FEMSA-ITLS Pediatric Trauma Life Support Course Agenda

0800 - 0815 Registration and Orientation



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0815 – 0845 The Injured Child

0845 – 0915 Assessment of the Pediatric Trauma Patient

0915 – 0930 BREAK

0930 – 1130 Skill stations

Spinal Immobilization & Extrication

Airways & Chest Decompression

Fluid Resuscitation

1130 – 1200 Special Considerations & Child Abuse

1200 – 1300 LUNCH

1300 – 1315 Head & Cervical Spine Trauma

1315 – 1330 Chest & Abdominal Trauma

1330 - 1345 BREAK



# **FLORIDA EMS**

## **A S S O C I A T I O N**

1345 – 1500 TEACHING STATIONS

Rapid Assessment

Rapid Assessment

Rapid Assessment

1500 – 1515 BREAK

1515 - 1630 EVALUATION STATIONS

Written Examination

Rapid Assessment #1

Rapid Assessment #2

1630 – 1700 Course Evaluation and Remediation

### **M. Sample FEMSA-ITLS Completer Course Agenda**

0800 - 0815 Registration, Introductions, & Collection of Pre-tests

0815 –0900 Trauma Assessment Video

0900 – 1030 Skill Station Rotation

Extrication Skills



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Helmet and Spinal Motion Restriction Skills

Splinting Skills

1030 - 1045 BREAK

1045 - 1200 Skill Stations

Chest Decompression

Patient Assessment Skills

Airway Skills

1200 – 1300 LUNCH

1300 – 1500 Skill Stations (Continued)

Helmet Removal

IO Placement, EJ Cannulation, & Needle Decompression

1400 – 1600 Patient Assessment Evaluation Stations

Evaluation Station

Written Examination

1600 Course Critique and Remediation



## **N. Sample FEMSA-ITLS Instructor Course Agenda**

### **1. Introduction**

Structure of ITLS

Structure of the FEMSA-ITLS Program

Chapter Policies and Procedures

Authorization for a Course

Administrative Guidelines

Books

Slides

Pre-Course Paperwork

Course Fees

Post-Course Paperwork

### **2. Effective Teaching Techniques**

How to teach

The Bad Lecture

The Good Lecture

### **3. Faculty Meetings**



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Pre-Course

Before Skills Station

Before Patient Assessment Teaching and Testing

Post-Course

4. Moulage Techniques

5. Skills Stations

Instructor Objectives

Set – Up

Techniques and Troubleshooting

Grading criteria and Grading Sheets

Demonstrations and Pitfalls

6. Mini-Lectures

7. Course Evaluation

## **O. Sample ITLS Hybrid Provider/Instructor Course**



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**Prerequisites:** Candidates must be certified or licensed as an EMT-B, Paramedic, LPN, RN, PA, or Physician.

**Description:** This is a course lasting approximately 8 hours. During the course, material that will be disseminated will include both didactic as well as hands-on applications in skill mastery stations.

**Target Audience:** This audience consists of experienced EMS educators who hold other instructor certification(s). Examples of acceptable instructor certifications may include, but are not be limited to, ACLS, BLS, EMT, Paramedic, PALS, PHTLS, TCCC, TNCC and PEEP.

**Certified by:** Successful completion of the FEMSA-ITLS Hybrid provider course requires achieving a score of 74% or higher on the ITLS advanced or basic written provider examination, and achieving a score of adequate, good, or excellent, on the ITLS advanced patient assessment examination.

To achieve Instructor Potential in an ITLS Hybrid course the candidate must achieve at least an 85% on the ITLS advanced written examination and at least an excellent on the ITLS advanced patient assessment examination and be monitored by an FEMSA-ITLS Affiliate Faculty Member.

**Monitor Report:** Before receiving an ITLS advanced or basic instructor card, the instructor candidate must participate as faculty in an ITLS provider course, and obtain a favorable recommendation from the FEMSA-ITLS Affiliate Faculty Member monitoring the course.

**Certified for:** Provider: Three (3) years

**Instructor:** Two (2) years



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**Re-certification: Hybrid Provider:** To renew certification as an ITLS hybrid provider, a candidate must successfully complete an approved ITLS provider course, or attend, and successfully complete, an approved ITLS refresher course.

**Instructor:** The requirements to renew as an ITLS instructor are: Instruct in two (2) ITLS courses (basic or advanced) during the certification period. Complete the patient assessment testing station with an excellent rating during an ITLS provider or instructor course. Complete the ITLS advanced written exam (with a score of 85% or greater) during the certification period.

**Taught by:** This course must be coordinated by an FEMSA-ITLS Regional Faculty Member and/or FEMSA-ITLS Chapter Coordinator. It is taught by Basic and Advanced ITLS instructors. Advanced instructors must teach the material that includes advanced material and procedures.

\*Lapsed

**Certification:** Instructor's whose certification has lapsed less than one (1) year may, with the approval of the FEMSA-ITLS Medical Director, reinstate their instructor status by: Completing the patient assessment testing station and written exam as outlined above; and by participating as special faculty during an ITLS Instructors course. This option of recertification will only be offered to each individual instructor only once during their ITLS instructor career. Instructor's whose certification has lapsed greater than one year must retake an ITLS provider course, score an AIP, and complete the ITLS instructor course. The patient assessment testing station must be evaluated by either the Affiliate Faculty Member or the Course Medical Director. Instructor performance during the instructor's course will be monitored by a designated Affiliate Faculty Member, who will then make a recommendation for renewal of the instructor status.

## **P. Sample Hybrid Class Agenda**



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7:45 – 8:15	Registration and Orientation
8:15 – 8:45	Background and Organizational Structure of ITLS
8:45 – 9:00	ITLS Curriculums & Certifications
9:00 – 9:15	ITLS Teaching Evaluations & Philosophies
9:15 – 9:30	Break
9:30 – 10:00	Faculty Coordinator/Guide
10:00 – 10:45	ITLS Provider Course Highlights
10:45 – 11:00	ITLS Course Coordination
11:00 – 12:00	Patient Assessment Exercise
12:00 – 13:00	Lunch
13:00 – 14:00	Teaching & Testing Scenarios
14:00 – 14:15	Break
14:15 – 16:15	Practical Examinations
16:15 – 17:00	Written Examination/Course Evaluations
17:00 – 17:30	Faculty Meeting



# **FLORIDA EMS**

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## **A S S O C I A T I O N**

### **Q. Sample FEMSA-ITLS Advanced, Basic, Or Combined Course Agenda**

#### Day One

0745 - 0800 Registration

0800 – 0815 Welcome and Overview of Course

0815 – 0845 Scene Size Up (Lecture)

0845 – 0930 Assessment and Initial Management (Lecture)

0930 – 1000 Airway Management for the Trauma Patient (Lecture)

1000 – 1015 BREAK

1015 – 1030 Abdominal Trauma (Lecture)

1030 - 1100 Thoracic Trauma (Lecture)



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1100 - 1130 Shock and Fluid Replacement (Lecture-Advance Students Only)

1130 - 1200 Spinal Cord Trauma (Lecture)

1200 – 1300 LUNCH (Faculty Meeting)

1300 - 1315 Patient Assessment Demonstration

1315 - 1715 Skill Stations

Skill Station 1 – Basic and Advanced airway

Skill Station 2 – Short backboard, long backboard, log roll and rapid extrication

Skill Station 3 – Traction splints, helmet management and splinting

Skill Station 4 – Chest decompression and fluid resuscitation (advance only – both external jugular vein Cannulation and Intraosseous infusion are core)

Skill Station 5 – Patient Assessment

## DAY TWO

0800 – 0830 Head Trauma (Lecture)



# **FLORIDA EMS**

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## **A S S O C I A T I O N**

0830 - 0900 Extremity Trauma (Lecture)

900 - 0915 Trauma in the Elderly (Lecture)

0915 - 0940 Burns (Lecture)

0940 – 1000 Trauma in Pregnancy (Lecture)

1000 – 1015 BREAK

1015 – 1045 Trauma in Children (Lecture)

1045 - 1100 Patient Under the Influence (Lecture)

1100 - 1120 Blood and Body Fluid Precautions (Lecture)

1120 - 1135 Rapid Extrication (Lecture)

1135 – 1150 Patient Assessment Demonstration

1150 - 1250 LUNCH



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1250 - 1330 Post test

1330 - 1700 Patient Assessment Practice and Testing

Assessment Station 1 –

Assessment Station 2 –

Assessment Station 3 –

Assessment Station 4 –

Assessment Station 5 –

Assessment Station 6 –

1700 - 1730 FACULTY MEETING



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## R. Sample: Skill Station Rotation

GROUP	A	B	C	D	E	F
1	1	2	3	4	5	6
2	2	3	4	5	6	1
3	3	4	5	6	1	2
4	4	5	6	1	2	3
5	5	6	1	2	3	4
6	6	1	2	3	4	5

### GROUP A

Registrant 1

Registrant 4

Registrant 7

Registrant 10

Registrant 13

Registrant 16

### GROUP B

Registrant 2

Registrant 5

Registrant 8

Registrant 11

Registrant 14

Registrant 17

### GROUP C

Registrant 3

Registrant 6

Registrant 9

Registrant 12

Registrant 15

Registrant 18

### GROUP D

Registrant 19

Registrant 22

Registrant 25

### GROUP E

Registrant 20

Registrant 23

Registrant 26

### GROUP F

Registrant 21

Registrant 24

Registrant 27



# FLORIDA EMS ASSOCIATION

## ITLS Course Equipment List

### Airway Station:

Airway manikin with silicone lubricant

One BVM

One each OPA and NPA, NRB and nasal cannula

One Combi Tube

ET Tubes and Stylettes

Laryngoscope with miller and Macintosh blades.

Tube confirmation devices.

### Pleural Decompression Station:

Decompression chest or pork ribs.

14 gauge needles – 2 inch.

3cc syringes

Box of gloves

Sucking chest wound aids

### Intraosseous Station:

Chicken or Turkey legs or IO Manikin.

IO Needles

10cc Syringes



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Gloves

3 way stop cocks

Water and Red dye optional.

Spinal Motion Restriction Station (SMR):

KED

Backboard with Straps

CID

Motorcycle or Football Helmet

Pedi- Board (optional)

Assorted C- collars

One full body manikin or live victim (student).

Support Equipment:

5-6 live victims (1 child and 1 pregnant victim) or 5 full body manikins.

Moulage Equipment.

ITLS power point presentation with laptop, projector and screen.

Testing Stations First Response Bags:

First responder Bag.

2- large pressure dressing



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2- small pressure dressing

2- triangular dressing

6- 4x4 gauze

1-OPA set

1-NPA set

1- stethoscope

1-suction tubing

1- Yanker suction tip

2- NRB's with short tubing

2-Nasal cannulas

Pediatric BVM with assorted mask sizes

Pediatric oral airways

Airway Roll:

Stylet (lighted)

Adult and pediatric stylets

Lidocaine spray

Pediatric ETT #2.5, 3.0,3.5, 4.0,5.0

Nasal ETT # 6,7,8 (uncut, Endotrol)

Oral ETT #6,7,8 (uncut / uncut)

Magill Forceps x2 (adult, child)

15 Alcohol Swabs, Lube

Laryngoscope Handle, Macintosh #3, #4 Blade



**FLORIDA EMS**  
**A S S O C I A T I O N**

Miller #4 Straight Blade

Pediatric Laryngoscope Blades x 3 (Miller #1&2 straight; Macintosh # 1 curved)

Tube Holder

Combi Tube

Tube Confirmation devices