

# **TENNESSEE BASIC TRAUMA LIFE SUPPORT, INC**

## **POLICY AND PROCEDURE MANUAL**

**ADVANCED PREHOSPITAL CARE  
BASIC PREHOSPITAL CARE  
PEDIATRIC TRAUMA LIFE SUPPORT  
ACCESS**

**OCTOBER 2004**

## **Introduction**

Basic Trauma Life Support was initiated in 1986 in the state of Tennessee with the help of the Tennessee Chapter of American College of Emergency Physicians (ACEP), and the Tennessee Department of Public Health, division of Emergency Medical Services. The realization of the need to improve training for those individuals that are involved in all aspects of emergency patient management to enhance patient care, decrease pre-hospital and in-hospital morbidity from trauma and cardiac related problems, improve overall communication between members of the emergency health care community.

Tennessee's ACEP, EMS, and numerous others dedication to this caused led to the introduction of the Basic Trauma Life Support course. The BTLS course is designed to teach physicians, paramedics, flight nurses, emergency nurses, physician assistants, basic EMT's and First Responders a systematic and orderly approach to treating the trauma patient.

Tennessee chapter of BTLS provides support for the organization and instruction of BTLS courses within the State. Tennessee BTLS is also actively involved in developing the Tennessee network and upgrading and ensuring standardization of the instructional programs.

The overall goal of Tennessee BTLS is to improve patient care through the education of emergency health care providers. The primary goal is to support the development and management of a centralized BTLS program that will provide a mechanism by which to build and extend BTLS training throughout the State.

The responsibilities of Tennessee BTLS include developing a system of education and a mechanism for conducting, approving and certifying BTLS courses; establishing and ensuring standardization of instruction and certification; distributing course materials, and collecting assessment fees, as well as assisting local organizations in conducting courses within their own areas.

The Policies and Procedures will be evaluated on an annual basis. Any modifications must be approved by the State Committee, Each member and Regional director will receive a copy of the Policies and Procedures revision when modifications are made.

## Tennessee BTLS Chapter Goals and Objectives

### Primary Goal:

It is our goal to continue to develop and maintain a statewide educational program which assures that a current, effective and systematic approach to the assessment and management of the trauma patient is taught to all levels of health care providers within the Tennessee Emergency Medical Services System.

### Objectives:

The specific objectives of the Tennessee BTLS Program are:

1. To facilitate coordination, scheduling, approval and certification of BTLS courses throughout the state of Tennessee.
2. To develop and maintain a statewide network of BTLS instructors and Affiliate Faculty to ensure the quality of BTLS courses will not be compromised.
3. To develop, coordinate and promote a BTLS Instructor's course to assure that individuals teaching in BTLS courses have a sound background in the principles of adult education as well as the proper care and management of the trauma patient.
4. To promote Tennessee BTLS Program by developing a web site.
5. To implement forthcoming changes to the structure of BTLS provider courses or to the information regarding patient care which is taught, as directed by BTLS International, Inc.

## **NON-DISCRIMINATORY POLICY**

It is the policy of TN BTLS, Inc, that all participants should be able to enjoy an educational environment free from all forms of discrimination and or harassment.

No person shall, on the basis of race, color, religion, sex, national origin, handicap, age or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any TN BTLS, Inc. approved education program.

Such conduct, whether committed by Instructors, Affiliates, or participants are specifically prohibited. This includes offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of 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 participants' cooperation" of a sexual nature nor the refusal thereof will have an effect on the individuals successful completion of the program, future instructional assignments or status as an affiliate faculty.

Any agency, organization, or group that conducts or sponsors educational course approved by TN BTLS, Inc is responsible for advising those involved with each course the above stated policy.

Any TN BTLS, Inc. approved educational program that does not comply with this policy shall be subject to sanctions, up to and including course decertification by TN BTLS, Inc.

Any participants of a TN BTLS, Inc. approved educational program that does not comply with this policy shall be subject to sanctions up to and including decertification of Affiliate, Instructor, and Provider certifications.

TN BTLS, Inc. is not liable for any actions arising form an EMS Agency, Training Center or other entity as a result of their hosting and or conducting a TN BTLS, Inc. approved course.

Tennessee Basic Trauma Life Support Organization

Tennessee Chapter of ACEP Board of Directors

And

TDPH, Emergency Medical Service Division

State BTLS Executive Committee

II

State BTLS Medical Director

**Jim Creel, MD**

II

BTLS State Assistant Medical Director

**Madison Torrence, MD**

II

BTLS State Program Director

**Sandy Jones, RN, EMT-P**

II

Administrative Assistant (Secretary)

**Jessica Kirkpatrick**

Chief Financial Officer

**Joel Dishroon**

II

BTLS Assistant State Program Director

**Jake Carroll, NREMT-P**

II

Regional Program Directors

I

Region 1

**Eric Preske, EMT-P**

Region 2

**Curtis Aukerman, NREMT-P**

Region 3

**Steve Henderson, EMT-P**

Region 4

**Vacant**

Region 5  
**John Holloway, EMT-P**

BTLS Affiliate  
BTLS Course Director  
BTLS Course Coordinator  
BTLS Basic, Advanced, Pediatric, and Access Instructors  
BTLS Basic, Advanced, Pediatric, and Access Providers

## **REQUIREMENTS AND RESPONSIBILITIES OF TN BTLS ORGANIZATION**

The organization and administration of Adult Advanced, Pediatric and Basic BTLS as well as Access courses shall be governed by TN BTLS, Inc. following all rules, regulations, guidelines, qualifications, recommendations and responsibilities as a minimum standard.

It is strongly recommended to require participants to successfully complete a BTLS Advanced Provider course prior to attempting the Pediatric-BTLS Provider course.

State and Regional Directors and Affiliates may be re-appointed with approval of the appropriate governing boards and or directors.

### **STATE BTLS MEDICAL DIRECTOR**

A TN licensed physician who has completed a BTLS Instructor's course and has at least one (1) year of experience conducting BTLS Advanced Provider courses. Must be a BTLS-Advanced Instructor, ATLS Provider and completed a P-BTLS Provider Course. Appointed by the BTLS Advisory Committee, and will serve two (2) years as Chairperson for the Advisory and Executive Committees. The State Medical Director is responsible for all BTLS programs in the State and will represent the State at the International BTLS.

### **ASSISTANT STATE BTLS MEDICAL DIRECTOR**

A TN licensed physician who meets and or exceeds the minimum requirements of the State BTLS Medical Director who is appointed by the BTLS Executive Committee and will serve two (2) years and may be appointed to the position of State BTLS Medical Director. The Assistant State Medical Director in the absence of the State Medical Director will be responsible for all BTLS programs in the State and will represent the State at the International BTLS.

### **STATE BTLS PROGRAM DIRECTOR**

A Regional Program Director with extensive experience managing continuing education programs and has demonstrated an in-depth knowledge of pre-hospital care. Is appointed by the State BTLS Medical Director, or designee is to approve all BTLS activities with the state, maintain all BTLS program files and records, to include a calendar of scheduled courses, course files, minutes of Affiliate Faculty meetings, individual instructor and affiliate faculty files, all financial records, program reports and official correspondence files. Issue cards/certificates to regional program directors. Oversee the distribution and inventory maintenance of course materials and equipment. Serve as an official representative of Tennessee BTLS Program and function as a liaison to other organizations and entities with an interest in pre-hospital trauma care education.

Assist in the nominations of individuals to serve as Tennessee BTLS Affiliate. Appointed by the BTLS Executive Committee and will serve two (2) years.

Yearly evaluations will be performed by the State Medical Director and submitted to the BTLS Executive committee. Reappointment will be based upon yearly evaluations, State Medical Director and BTLS Executive Committee.

Removal can occur with written documentation and BTLS Executive Committee Approval.

## **STATE BTLS REGIONAL PROGRAM DIRECTORS**

A BTLS Affiliate Faculty with extensive experience managing continuing education programs and has demonstrated an in-depth knowledge of pre-hospital care appointed by the State BTLS Medical Director. Five (5) Regional Directors will be appointed. The appointments are for two (2) years. Responsibilities within the respective regions include: Promote BTLS throughout their region, approve, direct, and assign course numbers for all BTLS Advanced, Basic, Pediatric, and Instructor Courses. Conduct Instructor and Instructor update classes and monitor instructor performance. Provide and maintain current qualified Affiliate Faculty and all BTLS Instructor Rosters. Coordinate a calendar of courses and approve course requests as prescribed by the Tennessee BTLS Policy and Procedure Manual. Maintain course records and forward all necessary information to the State BTLS Program Director. Monitor or appoint Affiliate Faculty to monitor courses and make every attempt to attend as many courses as possible to assure quality control at the individual courses. Provide necessary State BTLS materials to Course Coordinators for conducting BTLS courses. In addition, serve on State BTLS Executive Committee. Attend International BTLS Faculty meetings and serve on International BTLS sub-committees as appointed.

A yearly written evaluation will be completed by the State BTLS Director and submitted to the State Executive Committee for evaluation.

The BTLS Executive Committee may vote to remove a Regional Coordinator from their position if it has been determined that individual is not active in BTLS based on attendance records and or lack of participation in the region.

## **STATE BTLS AFFILIATE FACULTY**

A BTLS Instructor that must be active in conducting and teaching EMS courses with a minimum of two (2) years experience appointed by a State BTLS Regional Director and approved by the Executive Committee. Appointment is for two (2) years. Each region may have up to fifteen (15) Affiliate Faculty members. Responsibilities include: ensure strict adherence to the guidelines for conducting BTLS, Inc by the Course Director and Course Coordinator as prescribed by the

Tennessee BTLS Policy and Procedure Manual. Work closely with the Course Director and or Course Coordinator in selection of adequate course site, faculty and equipment. Pre-course information is distributed in accordance with the Tennessee TLS Policy and Procedure Manual. Monitor new Instructors and recommend approval of Instructor certification. Ensure all necessary reports, rosters, and documentation is submitted to the Regional Director by the Course Director/Coordinator within three (3) weeks following completion of a course. Work with the Regional Program Director to assure quality BTLS programs. Maintain currency in the latest changes in BTLS materials, teaching methods and Tennessee policies by attending State and International faculty meetings.

The BTLS Executive Committee may vote to remove an Affiliate Faculty from their position if it has been determined that individual is not active in BTLS based on attendance records and regional director's evaluations.

## COUNTIES FOR EACH REGION

### Region 1:

Anderson	Blount	Campbell
Carter	Claiborne	Cocke
Grainger	Greene	Hamblen
Hancock	Hawkins	Johnson
Jefferson	Knox	Loudon
Monroe	Scott	Sevier
Sullivan	Union	Washington

### Region 2:

Bledsoe	Bradley	Cumberland
Fentress	Grundy	Hamilton
Marion	McMinn	Meigs
Morgan	Polk	Putnam
Rhea	Roane	Sequatchie
Van Buren	White	

### Region 3:

Bedford	Cannon	Clay
Coffee	Davidson	Dekalb
Franklin	Jackson	Macon
Maury	Moore	Robertson
Rutherford	Smith	Sumner
Trousdale	Warren	Williamson
Wilson		

### Region 4:

Benton	Cheatam	Decatur
Dickson	Giles	Henry
Hickman	Houston	Humphreys
Lawrence	Lewis	Lincoln
Marshall	Montgomery	Perry
Stewart	Wayne	

### Region 5:

Carroll	Chester	Crockett
Dyer	Fayette	Gibson
Hardeman	Hardin	Haywood
Henderson	Lake	Lauderdale
Madison	McNairy	Obion
Shelby	Tipton	Weakly

## **TENNESSEE BTLS EXECUTIVE COMMITTEE**

The Executive committee shall be composed of the following members:

1. State BTLS Medical Director 2 year appointment
2. Assistant BTLS State Medical Director 2 year appointment
3. Past State BTLS Medical Director (ex-officio) 1 year appointment
4. State BTLS Program Director 2 year appointment
5. Program Director Region #1 2 year appointment
6. Program Director Region #2 2 year appointment
7. Program Director Region #3 2 year appointment
8. Program Director Region #4 2 year appointment
9. Program Director Region #5 2 year appointment

The Executive Committee will meet at least three (3) times each year and meeting may rotate to each of the regions. Meetings will be attempted at the Regional Director's conferences of each EMS region.

Appointment to the Executive Committee will be made on the following schedule: odd years for regions 1, 3, & 5 and even years for regions 2, & 4.

The committee is responsible for the development of course guidelines, promotion of BTLS education, directing the implementation of any and all changes of course curriculum. The establishment of BTLS Site fees to further BTLS programs in the State and keeping faculty updated on the latest BTLS material. Approve a State BTLS budget for BTLS materials and supplies, courses and expenses of State and International BTLS meeting.

State BTLS will reimburse members for expenses incurred in attending meetings.

### **BASIC TRAUMA LIFE SUPPORT CERTIFICATION AND REQUISITES**

#### **STATE AFFILIATE FACULTY**

A TN BTLS Instructor active in conducting and teaching EMS courses with a minimum of two (2) years experience who is recommended by a State Regional Director and approved by the State BTLS Executive Committee. Appointment is for two (2) years. Certification as an Affiliate faculty will be for a period of three (3) years. The appointee must monitor and participate in the coordination of at least one (1) local or regional BTLS and P-BTLS course or teach in an Instructor course per calendar year to maintain certification.

#### **BTLS INSTRUCTOR – ADVANCED, BASIC, AND PEDIATRIC**

A TN Physician or Physician Assistant, RN, EMT-Paramedic, EMT-Basic, or EMT-IV recommended as Instructor Potential who, attends and completes the

requirements of the Instructor's Course will be certified for a period of three (3) years. The instructor must participate in one (1) BTLS Provider and one (1) P-BTLS Provider or BTLS Basic Provider based on the level of Instructor Certification per year to maintain certification and must re-certify in their final year by attending an Instructor Update Course.

A TN Physician who is an ATLS provider or any PHTLS Instructor may attend an Instructor's Course without a recommendation of Instructor Potential. The same recertification requirements apply.

EMT-Basics and EMT-IV's can be qualified only as a Basic Instructor.

BTLS-Advanced Instructors that successfully complete a P-BTLS Provider Course may then instruct in P-BTLS Provider Courses

### **BTLS INSTRUCTOR POTENTIAL – ADVANCED, BASIC, AND PEDIATRIC**

A TN Physician or Physician Assistant, RN, EMT-Paramedic, EMT-Basic, or TN EMT-IV who has successfully passed a BTLS Advanced Provider Course or that has successfully completed a BTLS Basic Course with a written score of 85% or better; score an "excellent" and rated "Instructor potential" on patient assessment testing; have two (2) years trauma care experience in the pre-hospital environment or emergency department; submit a resume or curriculum vitae listing teaching credentials and experience; have the ability to teach and a letter of recommendation from the course director or emergency physician; and must attend a state approved BTLS Instructor Course within 1 year of recommendation then be monitored by a State BTLS Affiliate Faculty in a teaching and testing station within one (1) year of the completed Instructor's Course.

Participants receiving Instructor Potential in a P-BTLS Course must earn "IP" in a BTLS-Advanced Provider Course before being considered for the Instructor Course.

### **INSTRUCTOR RESPONSIBILITIES**

1. Notify in writing within 30 days of any change of name, address, and phone numbers to the Regional Program Director.
2. Adequately prepare for lectures and skill stations.
3. Attend course faculty meetings.
4. Participate in classes to maintain Instructor status.
5. Contribute to the quality of the TN BTLS Program through fair and impartial treatment and assessment of students.
6. Report any concerns about any aspect of the BTLS Program to the Regional Program Director.

## **BTLS AND P-BTLS ADVANCED PROVIDER**

A Physician, or Physician Assistant, RN, EMT-Paramedic, or EMT-Paramedic student, EMT-IV, or EMT-Basic who is licensed, certified, or credentialed in endotracheal intubation and intravenous therapy initiation and is currently working full time in pre-hospital medical services, emergency department or air ambulance service and is approved by the State BTLS Medical Director and who successfully completes all the requirements as outlines in the TN Policy Manual and the BTLS/P-BTLS Coordinator and Instructor Guide will be certified for three (3) years. Recertification requires attending an approved BTLS Advanced Recertification course or attending a full BTLS Advanced Provider course within 6 months of certification expiration.

## **BTLS BASIC PROVIDER**

A Basic EMT, RN, LPN or other students of a medical nature who participate in a BTLS course by attending the lectures and or act as victims in teaching and or testing stations may be given CEU's for attending the lectures but will not be eligible to receive a BTLS Certification Card.

## **BTLS RECIPROCITY**

### **BTLS PROVIDER STATUS**

Certification will be accepted to date of original expiration. The candidate must then attend and complete a Tennessee BTLS Provider and or P-BTLS course for recertification.

### **BTLS and P-BTLS INSTRUCTOR STATUS**

An instructor with certification from another State must meet the TN BTLS Instructor qualifications and apply for an application for reciprocity, and be monitored as an Instructor by a TN Affiliate Faculty during a TN BTLS Provider course. The Affiliate Faculty will make recommendation o the State BTLS Medical Director for final approval. The application must include: curriculum vitae, the number of courses taught, letter of recommendation, and confirmation of previous experience from a past course medical director.

### **INSTRUCTOR REENTRY**

Expiration Less Than One Year

Instructors, who fail to meet the requirements for re-certification of their instructor status and is expired less then one (1) year, must complete the following:

1. Write a letter of request to be reinstated to Regional Director who will forward same to State BTLS Director requesting reentry to include explanations for failing to maintain Instructor status and how the requester plans to prevent this from reoccurring.
2. Attend an Instructor update.
3. Complete an Instructor teaching evaluation completed by the respective Regional Director who will forward same to State BTLS Director.
4. Pay any course and licensure fees.
5. The above must be completed before the end of the 12 month period following the initial expiration of certification.

### **Expiration Greater Than One Year**

Instructors, who fail to meet the requirements for recertification of their Instructor status and is expired more than one (1) year, must re-qualify as if no instructor status had been obtained.

### **SCHEDULING A BTLS/P-BTLS COURSE**

A TN BTLS/P-BTLS approved course must be scheduled through the respective BTLS Regional Program Director. Initially, this may be done verbally, but a written request must be submitted at least 60 days in advance to the appropriate Regional Director.

#### **State Medical Director**

Steve White, MD  
 Vanderbilt University Medical Center  
 703 Oxford House, 1313 21<sup>st</sup> Ave. S.  
 Nashville, TN 37232-4700  
 615-936-0087  
 615-664-9401

#### **Assistant State Medical Director**

Presently open

#### **State Program Director**

Sandy Jones, RN, CEN, EMT-P  
 LifeFlight  
 Vanderbilt University Hospital  
 401 Oxford House  
 Nashville, TN 37232-4010  
 615-936-0770

#### **Assistant State Program Director**

Jake Carroll, NREMT-P  
 Chattanooga State  
 Allied Health-EMS  
 4501 Amnicola Hwy  
 Chattanooga, TN 37406-1097  
 423-697-3362

## **Regional Program Directors**

### **Region 1**

Eric Preske, EMT-P

### **Region 2**

Curt Aukerman, NREMT-P  
Chattanooga State  
Allied Health-EMS  
4501 Amnicola Hwy  
Chattanooga, TN 37406-1097  
423-697-3332

### **Region 3**

Steve Henderson, EMT-P  
1301 Neely's Bend Road F-48  
Madison, TN 37115  
615-65-9710

### **Region 4**

Tom Coley, EMT-P  
2046 N. Parkway  
Jackson, TN 38301  
901-425-2612

### **Region 5**

John Holloway  
Memphis Fire Services Training Division  
4341 O.K. Robertson Road  
Memphis, TN 38127-3233  
901-354-6704 or 6781

State fees may only be changed upon approval by the State Committee. National fees are established by the International BTLS Board of Directors. National and State fees for students are to be paid to the state office upon submission of course rosters. Cards and certificates may not be issued unless fees are paid or the Organization/Agency has a payment history qualifying that debt will be paid. Only an Organization/Agency check, money order or cashier's check may be submitted to "TN BTLS, Inc."

## **COURSE FACULTY REQUIREMENT**

The faculty for an approved TN BTLS Provider course must consist of a Physician Course Director and a Course Coordinator. Both must be TN BTLS Instructors and the course Medical Director must be approved by the TN BTLS Medical Director and or the Regional Program Director. The patient assessment lecture and demonstration must be taught by a certified BTLS Instructor. All other lectures must follow the BTLS format and be experts in their field of lecture.

To ensure the quality control of a course there must be a Physician Medical Director. There must be a minimum of one Affiliate Faculty on site for written and practical stations. The State Committee and or State Director reserves the right to require additional Affiliate Faculty. The Physician Course Director should be on-site for the course but must be at least "on-call."

All BTLS teaching stations must be conducted by at least one TN certified BTLS Instructor. Teaching stations for P\_BTLS must be conducted by at least one TN Certified BTLS Instructor who has successfully completed a P-BTLS Provider Course.

All test stations must be conducted by one BTLS Instructor. All testing stations for P-BTLS must be conducted by one TN certified BTLS Instructor who has successfully completed a P-BTLS Provider Course.

Any deviation from BTLS or P-BTLS State and International Standards shall be reviewed by the BTLS State Medical Director and the Executive Committee.

## **PARTICIPANT PRE-REQUISITES**

### **BTLS ADVANCED and P-BTLS PROVIDER**

The course material is on a level that requires the ability of the participant to initiate intravenous fluids and to perform advanced airway management, specifically endotracheal intubation and chest decompression. This therefore, limits the full course to those EMT's certified to the level of EMT-Paramedic or EMT-Paramedic students, EMT-IV's, medical students, RNs, nurse practitioners,

physicians, or physician assistants. LPN's who are certified or credentialed in intubation and initiation of intravenous fluids and are working full time in an emergency department or air ambulance may participate with prior approval of the State BTLS Medical Director. The lectures, on the other hand, may be beneficial to EMT, First Responder, LPN's and they may receive CEU's for attendance to the lectures but not receive BTLS certification.

### **BTLS BASIC PROVIDER**

This course material is on the level of the First Responder, EMT-Basic, EMT-Basic student and EMT-IV therefore, the full course shall be limited to those with this level of certification or above.

### **COURSE COMPLETION**

#### **BTLS ADVANCED and P-BTLS PROVIDER**

A physician or physician assistant, EMT-IV, EMT-P, EMT-P student, RN, MD, or LPN may become a BTLS Advanced provider by attending the full course and passing the written and practical testing stations. Each BTLS advanced provider will receive a certification card and certificate or letter stating successful completion of the course. However, this certification indicated only that the participants satisfactorily completed the course. It does not guarantee future performance, nor is it licensure of any kind. They will still practice according to local Medical Control. Certification is for three (3) years. Recertification requires attending an approved BTLS Advanced Recertification course or a BTLS Advanced Provider course at least within 6 months prior to certification expiration.

Participants who fail either the written or the practical examination may repeat the examination one time, as coordinated with the Course Medical Director and Coordinator. The re-testing is to occur within (2) months or 6 months maximum of course ending. Participants who fail both the written and practical examination will not be allowed to repeat the examinations but will be required to repeat the entire course but not within three (3) months. If the participant elects not to retest or is unable due to complete failure, will not receive CEU's for course attendance.

Participants passing the course will not be allowed to retest either the written or practical within the same course to increase grade.

### **DETERMINATES FOR ESTABLISHING A BTLS**

The Instructor Course will follow the same policies and procedures as the Provider Course.

See BTLS/P-BTLS Coordinator and Instructor Guide for course requirements and schedule.

Students should receive the BTLS/P-BTLS Coordinator and Instructor Guide as well as the TN BTLS Policy and Procedure Manual.

## **CONDUCTING A COURSE**

### **RESPONSIBILITIES OF THE PHYSICIAN COURSE DIRECTOR**

The Physician Course Director must take overall responsibility for the quality of the course. They must be involved in the planning, scheduling, and actual teaching of the course and ensure the schedule allows adequate time for lectures and skills stations. Ensure that lecturers stay within their allotted time, this may even require an interruption and request for summarization prematurely. Also, lecturers should be instructed to keep editorial comments about the accepted curriculum or course information to a minimum, except for clarification of valid medical considerations. Adherence to the standards set by the International BTLS office is to be strictly enforced. If any instructor is not present at their allotted time, the Physician Course Director will chair the post course faculty meeting. If questions arise concerning grading, the vote of the majority of the faculty will prevail but with the adherence to TN and International BTLS policies and procedures. The Physician Course Director will cast only tie-breaking votes. The Physician Course Director should monitor all teaching, testing station, all instructors, and work with the Course Coordinator to see that all records are completed and sent to the Regional Program Director in a timely manner.

### **RESPONSIBILITIES OF THE COURSE COORDINATOR**

The Course Coordinator must have a smooth working relationship and open communications with the Physician Course Director and assigned Affiliate Faculty. Guidelines for administrative considerations re outlined in the BTLS/P-BTLS Coordinator and Instructor Guide.

**STAFF SUPPORT is needed in the following areas:**

#### **CORRESPONDENCE**

An efficient and organized secretary is invaluable in this area. There are several mailings involved, in addition to coordination, planning, scheduling and roster development. The secretary may assist in the following areas:

1. Notify BTLS Instructors by letter of course dates at least 2 months before the course.
2. Prepare Course Flyer and mail.

3. Prepare course schedule, faculty roster and faculty assignments.
4. Confirmation.

### **PRECOURSE**

The items in the following list should be sent to the student no later than 2 weeks prior to the course.

1. Introductory letter. Students should be told to wear casual clothes suitable for crawling around on the floor, as several skill stations require this. Students must understand that they should be thoroughly familiar with the text before the course begins, and to turn in the completed pre-test at registration.
2. Basic Trauma Life Support and or Pediatric BTLT Text
3. Pre-course test and course schedule.
4. Location and floor plan of the facility where the course will be held.
5. Registration forms or information for motel accommodations (if applicable).

### **AT REGISTRATION**

6. Agenda for lecture and practical sessions
7. Faculty roster
8. Student's group assignment and rotation schedule
9. Course evaluation

### **FACULTY**

The items in the following list should be send to the faculty no later than 2 weeks prior to the course.

1. Introductory letter advising compensation and reimbursement status
2. BTLT/P-BTLT Coordinator and Instructor Guide or text if the faculty member does not already have one. It is the responsibility of the Instructor to notify the course coordinator of this need.
3. Course agenda and faculty meeting information
4. Course and facility location including maps, directions, etc if necessary
5. Faculty assignments
6. Lodging availability and other pertinent related information

## **POST COURSE**

At course completion, the following items and or forms are to be sent to the Regional Program Director within three (3) weeks,

1. Course report
2. Course fees
3. Instructor report
4. Affiliate Faculty report
5. Student roster
6. Course syllabus listing faculty assignments
7. Any supplies or equipment borrowed from the Regional Program Director
8. Summary of course evaluations
9. All copies of the post tests

The following items are to be sent to the faculty within three (3) weeks of course completion.

1. Thank you letters
2. Reimbursement for any applicable expenses incurred in the course
3. Summary of course evaluations

The following items are to be sent to the participants within one (1) month of course completion.

1. BTLS Course completion card, pin (optional), certificate and CEU certificate
2. Letter to participants receiving Instructor Potential, Incomplete Failure (F), and Failure (F). The letter to either failure shall include information on retesting and grievance procedure to include necessary contact information.

## **SITE SELECTION and FACILITY**

Refer to the BTLS/P-BTLS Coordinator and Instructor Guide for site selection and facility criteria.

## **EQUIPMENT**

Refer to the BTLS/P-BTLS Coordinator and Instructor Guide for equipment lists.

## **MOULAGE and MODELS**

Refer to the BTLS/P-BTLS Coordinator and Instructor Guide regarding moulage.

## **COURSE CONTENT**

### **LECTURE**

Refer to the BTLS/P-BTLS Coordinator and Instructor Guide for guidelines.

### **PATIENT ASSESSMENT PRACTICE AND TESTING**

Refer to the BTLS/P-BTLS Coordinator and Instructor Guide for guidelines and grade sheets.

### **GRADING**

Refer to the BTLS/P-BTLS Coordinator and Instructor Guide for guidelines.

### **HOW MANY STUDENTS CAN YOU TEACH IN A COURSE?**

Refer to the BTLS/P-BTLS Coordinator and Instructor Guide for guidelines.

### **TEACHING STRATEGIES AND METHODOLOGY**

Refer to the BTLS/P-BTLS Coordinator and Instructor Guide for guidelines.

BTLS, Inc. Cards and BTLS Certificates will be sent to the Course Coordinator when the Regional Program Director receives the Course Report Form, Course Schedule and fees. These reports should be received within three (3) weeks after the course dates. Any deviation from BTLS State and International Standards will be reviewed by the BTLS State Medical Director and the Executive Committee.

BTLS students should receive a BTLS Card, BTLS Certificate, BTLS pin (optional), CEU's Certification and Instructor Potential (if applicable) letter within one (1) month of the course date. This is the responsibility of the Course Coordinator. The BTLS State Medical Director and the Executive Committee will review any deviation from BTLS State and International Standards.



