

# **INTERNATIONAL TRAUMA LIFE SUPPORT OF FLORIDA, INC.**

**Revised October 2009**

## **POLICIES AND PROCEDURES**

### **Introduction**

This manual has been developed to outline policies and procedures adopted by the State Committee of International Trauma Life Support of Florida, Inc.

International Trauma Life Support (ITLS). The State of Florida Chapter is a charter member of ITLS International, Inc., which emerged from Alabama as the National Office of ITLS of course, Dr. John Campbell is the well known inventor and author of ITLS.

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 College of Emergency Physicians and its staff.

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.

### **GENERAL POLICIES AND PROCEDURES**

#### **Section 100 - Course Requirements**

- .01 International Trauma Life Support courses should always follow the nationally accepted standards for trauma care as outlined in the following reference materials:
  - International Trauma Life Support - Basic Textbook (current edition)
  - International Trauma Life Support - Advanced Textbook (current edition)
  - International Trauma Life Support - Instructor's Guidebook (current edition)
  - Pediatric Trauma Life Support – Provider Textbook (current edition)
  - Pediatric Trauma Life Support - Instructor's Guidebook (current edition)
  - International Trauma Life Support Access – Provider Textbook (current edition)
- .02 Recertification courses may be conducted in conjunction with provider courses or as determined by the course coordinator, whereby, minimum requirements established by the state committee, must be successfully completed.
- .03 Courses will be conducted in an organized professional manner that reflects positively on the state program.
- .04 Confidentiality with respect to student performance shall be regarded at all times.
- .05 Records of student performance shall be maintained by course coordinators for a minimum period of 3 years.

- .06 Requests for the approval of courses shall be received from the regional coordinator by the state committee no later than thirty days prior to the course date.
- .07 All requests must submit a Course Approval Form (most current) either electronic or hard copy. Course approvals will be reviewed by the State Committee at their regularly scheduled quarterly meeting. If, for any reason, the course request is not received in a timely manner, the ITLS State Medical Director or Co-Medical Director will determine course approval or disapproval.
- .08 To assure the quality control of a course there must be a Medical Director, who is preferably on site or at a minimum available by phone or pager. One Affiliate Faculty Member must be on site at all times. The State Committee reserves the right to require additional Affiliate Faculty. The State Committee reserves the right to modify this requirement based upon individual request.
- .09 The regional coordinator shall be made available (upon request) a copy of all course paperwork from the course coordinator before the course is conducted and after the course is completed.

**Section 200 - Course fees**

- .01 Course coordinators may charge a reasonable fee to students as necessary to cover cost of conducting the course, instructor honorariums, course materials and national/state fees.
- .02 The following fee schedule shall apply for national and state fees:
  - International - \$10.00 per student certified
  - State - \$10.50 per student certified (advanced/basic)
  - \$20.50 Recertification (advanced/basic)
- .03 State fees for students certified may only be changed upon approval by the State Committee.
- .04 International fees for students certified are established by the International ITLS Board of Directors.
- .05 International and State fees for students certified are to be paid when course rosters are submitted to the state office. Cards and certificates will not be issued unless fees are paid or Organization/Agency has a payment history qualifying that debt will be paid.
- .06 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 ITLS of Florida, Inc.
- .07 Service fees or administrative costs may be charged for checks returned due to insufficient funds.
- .08 Administrative cost for canceled registration at a provider or instructor course may be recovered by the responding agency.

### Section 300 - Regional Coordinators

- .01 Regional coordinators and co-coordinators will be appointed in accordance with the organizational bylaws.
- .02 Designated regions shall be defined as follows:
- Region 1 -** Escambia, Santa Rosa, Okaloosa, Walton, Washington, Bay, Holmes, Jackson
  - Region 2 -** Calhoun, Liberty, Franklin, Wakulla, Leon, Jefferson, Madison, Taylor, Gadsden, Gulf
  - Region 3 -** Hamilton, Suwannee, Lafayette, Dixie, Columbia, Union, Bradford, Gilchirst, Levy, Marion, Alachua, Citrus, Hernando, Sumter, Lake
  - Region 4 -** Volusia, Duval, St. Johns, Flagler, Clay, Nassau, Putnam, Baker
  - Region 5 -** Pasco, Pinellas
  - Region 6 -** Polk, Highlands, Hillsborough, Hardee
  - Region 7 -** Seminole, Orange, Osceola, Brevard, Indian River
  - Region 8 -** Charlotte, Glades, Sarasota, DeSoto, Manatee
  - Region 9 -** St. Lucie, Martin, Palm Beach, Okeechobee
  - Region 10-** Broward
  - Region 11-** Monroe, Dade
  - Region 12 -** Lee, Hendry, Collier
- .03 Regional coordinators or designee are expected to attend quarterly state committee meetings and deliver a report summarizing ITLS activities in their respective regions.
- .04 Regional coordinators are responsible for conducting instructor update classes and monitoring instructor performance within their region.
- .05 Regional coordinators should assist course coordinators with planning, staffing, equipment or other needs for conducting a course.
- .06 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. 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.
- .07 Regional coordinators shall make every attempt to attend as many courses in their region as possible to assure quality control at the individual courses.
- .08 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.

- .09 A Regional Coordinator may be removed from his/her position at the discretion of the Executive Committee.

### **Section 400 - State Committee**

- .01 The ITLS state committee shall operate in accordance with the bylaws of the organization.
- .02 The Medical Director/Co-Medical Director is the chairperson of the state committee and conducts all business meetings. He/she has the authority to approve and disapprove courses; and carry out all other duties specified in the bylaws and shall work in conjunction with the Regional Coordinators as per Section 300.
- .03 The State Coordinator is responsible for coordinating activities of the regional coordinators, affiliate faculty and state committee members.
- .04 The Executive Committee may be reimbursed for reasonable expenses made pertaining to ITLS business.
- .05 The ITLS State Committee will select individuals to represent the organization at the ITLS International Conference. Financial support for the representatives will be determined by the State Committee.

### **Section 500 - Classifications**

- .01 **Provider (Basic)** - may be First Responder or other Healthcare Providers, upon successfully completing a basic course will be certified for a three (3) year period.
- .02 **Provider (Pediatric)** may be First Responder or other Healthcare Provider, upon successfully completing a basic course will be certified for a three (3) year period.
- .03 **Provider (Access)** may be First Responder or other Healthcare Provider, upon successfully completing a basic course will be certified for a three (3) year period.
- .04 **Provider (Advanced)** - may be Paramedic student, Paramedic, Registered Nurse, physician assistant or physician, upon successfully completing an advanced course will be certified for a three (3) year period.
- .05 **Provider Re-Cert-** All current providers may attend a one day re-cert course for provider discipline as outlined by the State Committee. Current PHTLS Providers (Basic/Advanced) may attend an ITLS re-cert course for provider discipline.
- .06 **Instructor Candidate** - may be a paramedic, registered nurse, physician assistant or physician who has successfully passed a ITLS Basic, Advanced, or Pediatric ITLS provider course or an EMT who has successfully passed a ITLS basic or Pediatric ITLS course with a written score of 85% or better; and rated "instructor potential" score on patient assessment testing; have two years trauma care experience in the field or emergency room; have the ability to teach and a letter of recommendation from the course director or emergency physician; and must attend a state approved ITLS instructor course.
- .07 **Instructor** - may be an EMT, paramedic, registered nurse, physician assistant or physician who has successfully completed a ITLS or Pediatric ITLS instructor course and has been monitored by an affiliate faculty member. Note that EMTs may only instruct basic courses. Instructors, must teach in at least one provider course a year and be monitored once during the certification period, which is a two year period. All instructors shall only teach at their certification level. NOTE: A Pediatric ITLS Instructor may re-certify by being monitored while teaching the Pediatric portion of the Advanced or Basic course.

- .08 **Course Coordinator** - must be an ITLS instructor with experience in course discipline, with experience conducting educational programs. Responsible for organization, submitting paperwork, and act as liaison between provider and State Committee and keep course with in ITLS standards.
  
- .09 **Affiliate Faculty** - appointed by the state committee, must be a ITLS or PHTLS instructor that has bridged to a ITLS Instructor. Must be active in conducting and teaching courses with a minimum of two years experience, *confirmed by review of the State ITLS Office Administrator.*; PHTLS instructor needs to have taught a minimum of two ITLS courses within the two years of instructor experience; must attend *any and all scheduled* affiliate faculty updates as required by the State Committee, *They must also* monitor courses and instructors as needed, *within their assigned region. Affiliate Faculty members shall also participate in at least one sanctioned ITLS event per year as identified by the ITLS Executive Committee as a condition of reappointment.* Reappointment will be determined on an annual basis and approved by state committee and teach one course per year.
  
- .10 **State Coordinator** - Affiliate faculty member with extensive experience managing continuing education programs and demonstrated an in-depth knowledge of Prehospital care. Must have served for 1 year as State Co-Coordinator. Must be familiar with the ITLS program and the organization goals and objectives for the future.
  
- .11 **State Co-Coordinator** - Affiliate faculty member with extensive experience managing continuing education programs and has demonstrated an in-depth knowledge of Prehospital care. Must be appointed and elected by the state committee.
  
- .12 **State Medical Directors** – Two (2) positions (State and Co-Medical Director). Physician actively involved in emergency medicine with active involvement in Prehospital care; must be an ITLS instructor, ATLS and ACLS. Must serve as a Co-Medical Director, before serving as the State Medical Director.
  
- .13 **Regional Coordinators** - Affiliate faculty member with extensive experience managing continuing education programs, liaison between local instructors and State Committee; required to attend state committee meetings; appointed by the state committee for a term of two years. Duties and responsibilities are outlined in Section 300
  
- .14 **Course Medical Director** - physician actively involved in emergency medicine with active involvement in Pre-hospital care; must be a BTLS Provider and is responsible for the medical quality of the course.

### **Section 600 - Non-Discrimination**

It is the policy of I.T.L.S. of Florida, Inc. 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 in, be denied the benefits of, or be subjected to discrimination under any I.T.L.S. of Florida, Inc. approved education program.

Such conduct, whether committed by instructors, affiliate, or participants is specifically prohibited. This includes offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual on his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical contact.

In addition no one should imply or threaten that a participant's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's successful completion of the program, future instructional assignments or status as an affiliate faculty.

I.T.L.S. of Florida, Inc. will not tolerate any instances of Human Rights violations. Any agency, organization, or group that conducts or sponsors and educational course approved by I.T.L.S. of Florida, Inc. is responsible for providing the above stated discrimination free education environment, and should have available and on file a copy of this Non-Discrimination Policy.

Any I.T.L.S. of Florida Inc. approved educational program that does not comply with this policy shall be subject to sanctions, up to and including course decertification by I.T.L.S. of Florida, Inc.

Any participants of I.T.L.S. of Florida, 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.

I.T.L.S. of Florida, Inc. 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 a I.T.L.S. of Florida, Inc. approved course.

### **Section 700 Executive Sessions**

- .01 The State Medical Directors shall periodically convene an Executive Committee comprised of five (5) members: State Medical Directors, (2), State Coordinator, State Co-Coordinator and an at large member.
- .02 The intent and purpose of an executive committee meeting is to address specific business and administrative issues related to the organization as determined by the committee chair.
- .03 A majority of the Executive Committee may be convened to gather facts, investigate complaints and enforce the policies and procedures of the organization.
- .04 All parties that may be subject to an investigation of the facts in an Executive Committee meeting shall be entitled to due process.
- .05 The Executive Committee may remove a Regional Coordinator or Affiliate Faculty member after due process.
- .06 Executive Committee members that may be involved in incidents that are under consideration as part of an executive session shall be temporarily replaced by another member from the ITLS committee, appointed by the Medical Director until the issue is resolved.
- .07 Any course participants, instructors, affiliate faculty or State committee members affected by 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, returned receipt mail.
- .08 All decisions made in the Executive Committee meeting shall be final unless overturned or changed following appeal by the person or persons affected. The Executive Committee has the right to restrict the teaching abilities of the complainant.

Due Process: Within 60 days of receipt of complaint, the Executive Committee will Investigate, Determine validity and Act on the complaint. The party will have 60 days to reply on the decision reached.

# STATE COMMITTEE MEMBERS/REGIONAL COORDINATORS

*January 2009 – January 2011*

Pete Gianas, MD		State Co-Medical Director
Mike Lozano, D.O.		State Co-Medical Director
<b>Russell Rafferty</b>		State Coordinator
<b>Jeff Gillard</b>		State Co-Coordinator
<b>Bob Marshall</b>		Executive Committee Member at Large
Michael Rushing	Region I	Regional Coordinator
Mac Kemp	Region II	Regional Coordinator
Pete Gianas, M.D.	Region III	Regional Coordinator
Cliff Chapman	Region III	Regional Co-Coordinator
Russell Rafferty	Region IV	Regional Coordinator
Mike Swartz	Region IV	Regional Co-Coordinator
Ted Rogers	Region V	Regional Coordinator
Nerina Stepanovsky	Region V	Regional Coordinator
Mac Leggett	Region VI	Regional Coordinator
Lynda Schock	Region VI	Regional Coordinator
Andrea Brody	Region VII	Regional Coordinator
Shaun Fix	Region VII	Regional Co-Coordinator
Pat Wolf	Region VIII	Regional Coordinator
Barry Duff	Region IX	Regional Coordinator
Alex Wasa/Tracey Brown	Region IX	Regional Co-Coordinator
Neal King	Region X	Regional Coordinator
Steve Krivjanick	Region XI	Regional Coordinator
Mike Pcolar	Region XII	Regional Coordinator

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