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INTRODUCTION

Trauma is recognized as one of the leading diseases afflicting our society. One hundred thousand people die from trauma related deaths in the United Stated each year and trauma has become the leading cause of death for Americans under the age of 44. Prompt, systematic assessment, early recognition, rapid treatment and transportation are crucial to the survival of these patients.

In many cases, valuable minutes are spent in the prehospital phase only to have the patient arrive at a small hospital with little or no ability to provide definitive care. It was in this light that the American College of Surgeons developed the Advanced Trauma Life Support (ATLS) course to improve the knowledge and skills of physicians and surgeons who are charged with the care of these critically ill patients.

ATLS spread rapidly throughout the country and received very positive evaluations. Realizing the importance of such training and the countless numbers of lives that could be saved, John E. Campbell, MD, FACEP, and his colleagues in the Alabama Chapter of the American College of Emergency Physicians (ACEP) examined the concept closely, only to find that a very important member of the "Emergency Care Team" was prohibited from attending the course. With this in mind, Dr. Campbell and the Alabama Chapter of ACEP set out to develop a trauma training program for the prehospital Care Provider.

On August 21, 1982, the first Basic Trauma Life Support (BTLS)/International Trauma Life Support (ITLS) provider course was held in Opelika, Alabama. The program was an intense two day continuing education course designed to teach emergency care providers to rapidly assess, manage life threatening conditions, and promptly transport critically injured patients to definitive care. Although in many cases definitive care can only be provided under a surgeon's hands in the operating theater, emergency physicians, emergency nurses, physician assistants, and prehospital medical personnel are necessary members of the same team.

In an effort to support EMS and the ITLS program, the New York American College of Emergency Physicians (New York ACEP) assumed oversight of the ITLS program in New York in 1988.
NEW YORK ACEPT ITLS PROGRAM STRUCTURE

The New York ACEPT ITLS Committee is a subcommittee of New York ACEPT’s EMS Committee. The ITLS Committee (EMS Committee) Chair is appointed by the President of New York ACEPT. The Committee is charged with policy making, long range planning, and implementation of strategies for the promulgation of New York ACEPT ITLS throughout the state. Committee members are appointed from throughout the state.

The Chair of the New York ACEPT ITLS Committee (EMS Committee) will assign and appoint subcommittees as he/she deems appropriate. Recommendations generated from these subcommittees will serve as a guide to the committee for policy decisions at the state level.

NEW YORK ACEPT ITLS OFFICE

The Board of Directors of the New York American College of Emergency Physicians (New York ACEPT) endorsed the International Trauma Life Support Course and formally assumed full responsibility for the management and administration of the program in June, 1988.

New York ACEPT serves as the certifying body for ITLS in New York State and provides the following:

1. Local coordination of ITLS courses.
2. Assists interested EMS personnel in establishing a course in their region.
3. Collects data, including the course schedules/agenda, sign-in sheets/roster, faculty and evaluations.
4. Disseminates information from the New York ACEPT ITLS office to the state coordinators.
5. Provides course content standards for quality assurance as directed by the ITLS Committee (EMS Committee) Chair and State ITLS Medical Director.
6. Appoints delegates to represent New York ACEPT at the ITLS International Congress.
7. Maintains all instructor and affiliate records.
8. Remits fees to ITLS quarterly.
DESCRIPTION OF NEW YORK ACEP ITLS CERTIFICATIONS

**Basic ITLS Provider**

Certified As: Basic ITLS Provider  
Necessary Prerequisites: The candidate must be a certified Emergency Medical Technician or other allied health professional who holds suitable qualifications for entry.  
Certified By: Successfully meeting the requirements to pass the New York ACEP EMT-Basic Trauma Life Support Provider Course.  
Certified For: 3 years  
Recertification: The candidate must attend a New York ACEP approved Basic ITLS certification or recertification course prior to the expiration date on the card.

**Advanced ITLS Provider**

Certified As: Advanced ITLS Provider  
Necessary Prerequisites: The candidate must be a certified/licensed EMT-Intermediate, paramedic, registered nurse, physician assistant, physician or other allied health professional who holds suitable qualifications for entry.  
Certified By: Successfully meeting the requirements to pass the New York ACEP Advanced International Trauma Life Support Provider Course.  
Certified For: 3 years  
Recertification: The candidate must attend a New York ACEP approved Advanced ITLS certification or recertification course prior to the expiration date on the card.

**Basic ITLS Instructor**

Certified As: Basic ITLS Instructor  
Necessary Prerequisites: The prerequisite for registering in the ITLS Instructor course is current certification as a Basic ITLS Provider and be within one year of a recommendation as a potential instructor by an affiliate faculty during an ITLS Basic provider course.
Certified By: Following completion of an ITLS Instructor Course, the candidate must be recommended for certification by affiliate faculty and be successfully monitored in lecture, skill stations and patient assessment in a provider course.

Certified For: 3 years

Recertification: In order to be recertified as a Basic ITLS Instructor the individual must teach and be monitored in at least one ITLS course per year for the three years of certification. Instructor updates may be required as deemed necessary by New York ACEP ITLS.

Upgrades from Basic to Advanced: In the event that a Basic ITLS Instructor becomes certified/licensed as an ALS Provider and successfully completes the ITLS advanced level practical and written exam, their Basic ITLS Instructor certification can be upgraded to Advanced ITLS Instructor.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the New York ACEP ITLS Committee (EMS Committee) may initiate an investigation. The instructor’s certification status may also be suspended pending the outcome of the investigation. Upon completion of the investigation, the instructor will be informed, in writing, of the basis of the allegations and be given an opportunity to refute the allegations, in writing. The State ITLS Medical Director will make a recommendation to the New York ACEP ITLS Committee (EMS Committee) for action including, but not limited to one or more of the following:

A. Temporary suspension of instructor certification for a specified period of time
B. Permanent suspension of instructor certification
C. Remedial training
D. Supervision by an Affiliate Faculty for a specified period of time

**Advanced ITLS Instructor**

Certified As: Advanced ITLS Instructor

Necessary Prerequisites: The prerequisite for registering in the ITLS Advanced Instructor course is current certification as an Advanced ITLS Provider and be within one year of a recommendation as a potential instructor by an affiliate faculty during an ITLS Advanced provider course.
Recertification: In order to be recertified as an ITLS Advanced Instructor the individual must teach and be monitored in at least one ITLS course per year for the three years of certification. Instructor updates may be required as deemed necessary by New York ACEP ITLS.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of an instructor, the New York ACEP ITLS Committee (EMS Committee) may initiate an investigation. The instructor’s certification status may also be suspended pending the outcome of the investigation. Upon completion of the investigation, the instructor will be informed, in writing, of the basis of the allegations and be given an opportunity to refute the allegations, in writing. The State ITLS Medical Director will make a recommendation to the New York ACEP ITLS Committee (EMS Committee) for action including, but not limited to one or more of the following:

A. Temporary suspension of instructor certification for a specified period of time
B. Permanent suspension of instructor certification
C. Remedial training
D. Supervision by an Affiliate Faculty for a specified period of time

New York ACEP ITLS Recertification

Basic or Advanced Provider

Certified As: Basic or Advanced ITLS Provider

Necessary Prerequisites: Providers should be recertified prior to the end of the three (3) year period.

Certified By: Successfully meeting the requirements to pass the New York ACEP EMT-Basic or Advanced Trauma Life Support Recertification Course.

Certified For: 3 years

Recertification: The candidate must attend a New York ACEP ITLS approved Basic or Advanced ITLS certification or recertification course.

Advanced or Basic Instructor

Certified As: Basic or Advanced ITLS Instructor

Necessary Prerequisites: Instructors should be recertified prior to the end of the three (3) year period.
Certified By: Successfully meeting the requirements to pass the New York ACEP EMT-Basic or Advanced Trauma Life Support Instructor Recertification Course.

Certified For: 3 years

Recertification: The candidate must attend a New York ACEP ITLS approved Basic or Advanced ITLS Instructor certification or recertification course.

**Course Guidelines**

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

1. International Trauma Life Support Update
2. Patient Assessment Review (didactic and clinical reviews)
3. Practical Skill Review (optional)
4. Written Examination
5. Practical Examination

**New York ACEP ITLS APPOINTMENTS**

**Affiliate Faculty**

Appointed As: New York ACEP ITLS Affiliate Faculty Member

Appointed By: New York ACEP ITLS Committee

Duties and Responsibilities: Serving as the primary liaison between ITLS Instructors and the New York ACEP ITLS Committee (EMS Committee), Affiliate Faculty Members will disseminate information and provide valuable input affecting decisions made at the State and International Level.

1. Monitor ITLS Provider courses in your geographical area.
2. Serve as a resource person for course Medical Directors and Course Coordinators
3. Monitor ITLS Instructors for recertification and reciprocity.
4. Participate as faculty for instructor courses.
5. Participate as faculty for instructor updates.
6. Must have participated in at least three courses since becoming an ITLS instructor.
7. Must have served as Course Director or Coordinator for at least two courses.
8. Must be a physician, registered nurse or EMT-P.
Prerequisites: The candidates for this position must be New York ITLS instructors and possess considerable knowledge of the New York structure and operations and must possess a willingness to actively promote the growth and development of the program.

Appointment/Reappointment: New York ACEP ITLS Affiliate Faculty is appointed by the New York ACEP ITLS Committee (EMS Committee) following receipt of a letter of intent, a Curriculum Vitae and recommendations by two current Affiliate Faculty Members. Affiliate Faculty Members should be equally distributed throughout the state. Affiliate Faculty may perform their duties throughout the state as needed based on demand.

Reappointment of Affiliate Faculty will be determined by yearly activities and must include participation in at least two (2) ITLS courses per year.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of affiliate faculty, the New York ACEP ITLS Committee (EMS Committee) may initiate an investigation. The affiliate faculty designation may also be suspended pending the outcome of the investigation. Upon completion of the investigation, the affiliate faculty will be informed, in writing, of the basis of the allegations and be given an opportunity to refute the allegations, in writing. The State ITLS Medical Director will make a recommendation to the New York ACEP ITLS Committee (EMS Committee) for action including, but not limited to one or more of the following:

A. Temporary suspension of affiliate faculty designation for a specified period of time
B. Permanent suspension of affiliate faculty designation
C. Remedial training
D. Supervision by an Affiliate Faculty for a specified period of time

Course Coordinator

Appointed As: New York ACEP ITLS Course Coordinator

Appointed By: New York ACEP ITLS Committee (EMS Committee)

Duties and Responsibilities: The New York ACEP ITLS Course Coordinator is the primary administration and coordinator for ITLS courses for their agency. The Course Coordinator provides information about ITLS and supports functions for the promulgation of the program in their area.

1. Coordination and maintenance of all ITLS course and instructor records for their agency.
2. Must be present throughout the course and will serve as the primary resource for information and questions.
3. Financial management and oversight of the ITLS courses for their agency.
4. Coordinate all correspondences for ITLS courses, to include: but not be limited to rosters, credentials, faculty listings and medical director contacts.
5. Provide administrative support for the ITLS courses.
6. Order ITLS materials and have oversight for inventory, distribution and billing.
7. Acquire medical director’s signature for cards and distribute to providers and instructors.
8. Execute the plans and enforce the policies of the New York ACEP ITLS Program.
9. Hold at least one provider or instructor course in a calendar year to maintain status as a training site.
10. Verify that each registrant meets pre-course criteria.
11. Perform other duties as necessary.

Prerequisites: This individual should possess excellent interpersonal and organizational skills.

Appointment: This position is appointed by the New York ACEP ITLS Committee (EMS Committee) and is reviewed every two years. An individual may serve any number of consecutive appointments.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of a coordinator, the New York ACEP ITLS Committee (EMS Committee) may initiate an investigation. The coordinator’s designation status may also be suspended pending the outcome of the investigation. Upon completion of the investigation, the coordinator will be informed, in writing, of the basis of the allegations and be given an opportunity to refute the allegations, in writing. The State ITLS Medical Director will make a recommendation to the New York ACEP ITLS Committee (EMS Committee) for action including, but not limited to one or more of the following:
   A. Temporary suspension of the coordinator’s designation for a specified period of time.
   B. Permanent suspension of the coordinator’s designation
   C. Remedial training
   D. Supervision by an Affiliate Faculty for a specified period of time

Course Medical Director
Appointed As: New York ACEP ITLS Course Medical Director
Appointed By: New York ACEP ITLS State Medical Director
Prerequisites: The Course Medical Director must be a licensed physician within the State of New York and should be familiar with EMS systems and prehospital care, with experience and training related to trauma patients (preferred ITLS instructor and/or ATLS, PHTLS, etc.).
Duties and Responsibilities: The Course Medical Director is responsible for conducting regular reviews of the program, and must be available during the course to answer any related medical questions that may arise. New York ACEP ITLS strongly recommends that the physician complete the ITLS provider course and become familiar with course content and philosophy.

1. Ensures that the program is consistent with ITLS standards.
2. Ensures adequate time for lectures and skills stations.
3. In the absence of an instructor, is prepared to present information.
4. The Course Director or affiliate faculty are responsible for assuring that three faculty meetings are conducted for each course offering:
   a) A meeting just prior to the skill stations to review teaching techniques and objectives of the skill stations. (Skill stations are not for lectures but for demonstrations and hands-on training.)
   b) A meeting prior to the patient assessment testing so that faculty members understand the approach to be used and the criteria for grading in the patient assessment stations, and retest policy. (It is important that a cohesive, unified approach be presented to the registrants.)
   c) A post-course meeting is also necessary for evaluation.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of a course medical director, the New York ACEP ITLS Committee (EMS Committee) may initiate an investigation. The course medical director’s designation status may also be suspended pending the outcome of the investigation. Upon completion of the investigation, the course medical director will be informed, in writing, of the basis of the allegations and be given an opportunity to refute the allegations, in writing. The State ITLS Medical Director will make a recommendation to the New York ACEP ITLS Committee (EMS Committee) for action including, but not limited to one or more of the following:

A. Temporary suspension of the course medical director’s designation for a specified period of time.
B. Permanent suspension of the course medical director’s designation
C. Remedial training
D. Supervision by an Affiliate Faculty for a specified period of time

**ITLS Committee Chair**

Appointed As: New York ACEP EMS ITLS Committee Chair

Appointed By: President of New York ACEP

Appointed For: 2 years
Duties and Responsibilities: The New York ACEP EMS ITLS Committee Chair is primarily responsible for supervision of ITLS activities. The chair also serves as the liaison between the ITLS program and the New York ACEP Board of Directors.

1. Advise the New York ACEP Board of Directors on issues relative to the operation of the New York ACEP ITLS program.
2. Oversee the operation of the New York ACEP ITLS Committee.
3. Appoint subcommittees as needed to address specific issues facing New York ACEP ITLS.
4. Provide leadership for the New York ACEP ITLS Committee for strategic and long range planning.

Prerequisites: The New York ACEP EMS / ITLS Committee Chair must be a New York ACEP member who has extensive experience in managing continuing education courses and who has demonstrated an in depth knowledge of EMS and ITLS.

Appointment: The New York ACEP EMS/ITLS Committee Chair is appointed by the New York ACEP President and serves a two (2) year term.

International Meeting Delegate

Appointed As: ITLS International Meeting Delegate

Appointed By: New York ACEP EMS/ITLS Committee

Appointed For: Duration of the Annual International Meeting

Duties and Responsibilities: ITLS International sponsors an annual meeting for the purpose of conducting business and elections for the ITLS International Board of Directors. Votes at the international meeting are based on the number of ITLS certifications issued 24 months prior to the meeting. It is the prerogative of the New York ACEP ITLS Committee to appoint delegates to accurately represent the interests of New York ACEP ITLS.

1. Represent New York ACEP ITLS as a National Meeting Delegate.
2. Communicate the perspective of New York ACEP ITLS with regard to major issues.
3. Disseminate information to all members of the committee on an as needed basis.

Prerequisites: The International Meeting Delegate should be affiliate faculty with a strong working knowledge of New York ACEP ITLS and the issues facing New York ACEP ITLS.

Appointment: This is a temporary appointment for the duration of the International Meeting.
New York ACEP ITLS Committee (EMS Committee) Members

Appointed As: New York ACEP ITLS Committee Member
Appointed By: New York ACEP President
Appointed For: 2 years

Duties and Responsibilities: The New York ACEP ITLS Committee (EMS Committee) is responsible for the development of policies and procedures for the promulgation of ITLS throughout New York State. The New York ACEP ITLS Committee, under the direction of the New York ACEP ITLS Committee (EMS Committee) Chair, will develop long range and strategic plans in order to accomplish the goals of ITLS.

New York ACEP ITLS Committee Member duties include:

1. Support of the mission of ITLS through contribution of time and talent.
2. Identify New York ACEP ITLS priorities and objectives and develop an action plan to accomplish these goals.
3. Participate in the review and appointment of new Affiliate Faculty Members, Course Coordinators and State Medical Directors.
4. Ensure that the standards for certification established by New York ACEP ITLS and ITLS International are being met.

Prerequisites: Members of the New York ACEP ITLS Committee (EMS Committee) shall comprise the membership of the New York ACEP ITLS Committee. Committee members should have extensive knowledge and experience in ITLS.

Appointment: The Committee Members are appointed by the New York ACEP President and serve a two (2) year term.

The New York ACEP ITLS Committee should strive to insure that the Committee is made up of individuals who accurately reflect the geographical distribution of ITLS throughout New York.

State Coordinator

Appointed As: New York ACEP ITLS State Coordinator
Appointed By: New York ACEP Executive Director
Appointed For: As deemed appropriate by the New York ACEP Executive Director

Duties and Responsibilities: The New York ACEP ITLS State Coordinator, along with the New York ACEP ITLS State Medical Director, facilitates the daily operation of the New York ACEP ITLS program and should provide consistent leadership for the
program. Representing the network, the State Coordinator should stimulate the evolution and consistency of ITLS programs throughout New York State. The primary focus of the State Coordinator is to insure the availability of training and the quality of the programs offered.

1. Monitor the operation of the New York ACEP ITLS network to ensure the quality and consistency of the program; focusing primarily on the administrative aspects of the program.
2. Advise the State Committee regarding the appointment of Affiliate Faculty Members.
3. Represent New York ACEP ITLS as an International Meeting Delegate.
4. Advise the New York ACEP ITLS Committee (EMS Committee) on issues relative to the operation of the network and its evolution.
5. Execute the plans and enforce the policies of the New York ACEP ITLS Committee.
6. Perform other duties as necessary.

Prerequisites: The State Coordinator must be an individual who has extensive experience in managing continuing education courses and who has demonstrated an in depth knowledge of pre-hospital and in-hospital trauma care.

Appointment: The State Coordinator is appointed by the New York ACEP ITLS Committee and serves a two (2) year term.

**State Medical Director**

**Appointed As:** New York ACEP ITLS State Medical Director

**Appointed By:** New York ACEP President

**Appointed For:** 2 years

**Duties and Responsibilities:** The ITLS State Medical Director, along with the ITLS State Coordinator, facilitates the daily operation of the New York ACEP ITLS program and should provide consistent leadership for the program. The ITLS State Medical Director should stimulate the development and consistency of ITLS programs throughout New York State. The primary focus of the ITLS Medical Director is to insure the medical appropriateness of the course content and the quality of ITLS courses throughout the state.

1. Monitor the operation of the New York ACEP ITLS network to ensure the quality and consistency of the program; focusing primarily on the medical content of the program.
2. Advise the New York ACEP ITLS Committee (EMS Committee) on the appointments of Affiliate Faculty Members.
3. Represent New York ACEP ITLS to International ITLS.
4. Advise the New York ACEP ITLS Committee (EMS Committee) on issues relative to the operation of the program and its evolution.
Prerequisites: Must be a physician actively involved in emergency medicine with a demonstrated background of active involvement in pre-hospital care. Must be an ITLS Instructor, as well as an ATLS and ACLS Provider.

Removal: If written allegations are made regarding inappropriate conduct by or an inadequate knowledge base of a state medical director, the New York ACEP ITLS Committee (EMS Committee) may initiate an investigation. The state medical director’s designation status may also be suspended pending the outcome of the investigation. Upon completion of the investigation, the state medical director will be informed, in writing, of the basis of the allegations and be given an opportunity to refute the allegations, in writing. The New York ACEP ITLS Committee (EMS Committee) will take action including, but not limited to one or more of the following:

A. Temporary suspension of the state ITLS Medical Director’s designation for a specified period of time.
B. Permanent suspension of the state ITLS Medical Director’s designation
C. Remedial training
D. Supervision by an Affiliate Faculty for a specified period of time

ITLS RECIPROCITY

ITLS Provider Status
ITLS provider status from other states will be accepted to date of expiration. The candidate must attend an ITLS course within the state of New York for recertification.

ITLS Instructor Status
Instructor certification will be accepted from any other area. An instructor coming into New York must apply to the New York ACEP ITLS Program Coordinator and supply current card documentation. This documentation will include the instructor’s past ITLS instruction activities and a letter confirming the activity from their former area Medical Director. Once approved by the New York ACEP ITLS Committee, the instructor candidate should be briefed and monitored by a New York ACEP ITLS Affiliate Faculty Member. Upon approval, the Affiliate Faculty will send a letter of recommendation to New York ACEP ITLS for approval and issuance of a certification card.

CERTIFICATION CARDS AND CERTIFICATES

All New York ACEP ITLS Advanced and Basic provider certification cards and certificates will be issued by the Course Coordinator to participants successfully completing a provider course. Upon receipt of the course roster and registration fees by the New York ACEP ITLS State Office, cards and certificates will be processed by the course coordinator using the ITLS CMS. The course coordinator is responsible for obtaining the medical director’s signature and distributing the material to providers.
PROTOCOL FOR CONDUCTING AN ITLS COURSE

1. The Course Coordinator should submit notification of planned courses at least 30 days prior to the proposed course through the ITLS Course Management System (CMS).

2. Upon receipt of notification, the New York ACEP ITLS office will approve the course within five business days.

3. For guidance throughout the planning, conducting and finalizing of the ITLS Course, assistance can be obtained by contacting local Affiliate Faculty members. The New York ACEP ITLS office will provide a list of the Affiliate Faculty upon request.

4. International Trauma Life Support courses should always follow the nationally accepted standards for trauma care as outlined in the most recent textbook edition. The student needs to have access to this information prior to, during and available after the course.

5. Confidentiality with respect to student performance shall be maintained at all times.

6. Upon completion of the course, the Course Coordinator must enter the course roster, grades and instructor roster into the CMS within 30 days. In addition, the following information must be received at the New York ACEP ITLS office by mail or e-mail within 30 days:
   a. Sign-in Sheet(s)
   b. Program Evaluation Forms/Summary
   c. Course Agenda/Schedule
   d. Student Registration Fees: Thirty dollars ($30) per student (Thirty one dollars ($31) per student if paying by credit card)

7. The State ITLS Coordinator will authorize printing of certification cards and certificates by the course coordinator for the successful candidates within five business days of receipt of the course completion notification by the CMS and materials referenced above.

8. New York ACEP ITLS reserves the right to not authorize a class and withhold printing of cards/certificates for lack of requisite documentation, non payment of fees, or delays in payment of fees as described above.

9. The Course Roster/Report Forms will be kept on file at the New York ACEP ITLS Office as a reference for pass-fail record for six years.

COURSE GUIDELINES

1. Provider courses must be given through an agency and approved by New York ACEP ITLS.

2. New York ACEP recommends a ratio of 1 instructor to every six students, plus a course director and coordinator. The number of students is limited by the number of faculty available to teach.

3. A New York ACEP affiliate faculty member must be present throughout an advanced course.

4. The Medical Director does not necessarily have to be present during a course, but must be available by phone.

5. New York ACEP ITLS reserves the right to withdraw co-sponsorship and certification at any point if there is a failure to adhere to the agreed upon course guidelines.

6. All material outlined in the most recent ITLS manual must be included in a course.

7. No course is considered complete until the appropriate class roster with names, addresses, level of licensure, grades, faculty roster and fees are submitted by the co-sponsoring system to the New York ACEP ITLS office within 30 days following the course.
PASS/FAIL CRITERIA

Any student who attends all of the lectures and skill stations, scores at least 74 percent on the written test and at least adequately on the patient assessment testing station, will pass the course.

Students who fail the patient assessment test will be retested immediately. Ratings for patient assessment testing stations:

**Inadequate**
- disorganized assessment survey
- prolonged on-scene times in the setting of load and go situations
- critical actions missed
- making fatal errors and causing the death of the patient

**Adequate**
- reasonable organization of assessment survey
- accurate identification of a load and go situations
- abbreviated on-scene times for a load and go situations
- performs critical actions
- makes no fatal errors

**Good**
- organized assessment survey and solid overall performance
- interacts well with patient and team members
- performs all critical actions
- abbreviated on-scene times for load and go situations
- correctly performs or oversees performance of all critical interventions

**Excellent**
- excellent assessment survey organization
- excellent patient care
- interacts well with patient and team members
- directs the team well; displays leadership
- performs all critical actions
- demonstrates clear understanding of pre-hospital trauma assessment and management
- cooperative and supportive in the learning environment
- conveys attitude of interest and desire to help teach trauma assessment and management

An Instructor Potential student must achieve at least an 86% on the written test, “excellent” on patient assessment, and be recommended as a potential instructor by an affiliate faculty during an ITLS provider course.

If a registrant receives "Good" rather than "Excellent-Instructor Potential" rating, he/she may be considered as an instructor candidate if recommended, in writing, by his/her EMS medical director, and if approved by New York ACEP ITLS.
NON-DISCRIMINATION AND HARASSMENT

It is the policy of New York ACEP ITLS that all 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 New York ACEP ITLS 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.

New York ACEP ITLS will not tolerate any instances of Human Rights violations. Any agency, organization, or group that conducts or sponsors an educational course approved by New York ACEP ITLS is responsible for providing the above stated discrimination free educational environment, and should have available and on file a copy of this Non-Discrimination Policy.

Any New York ACEP ITLS approved educational program that does not comply with this policy shall be subject to sanctions, up to and including course decertification by New York ACEP ITLS.

Any participants of a New York ACEP ITLS 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.

New York ACEP 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 a New York ACEP ITLS approved course.

DISPUTE RESOLUTION

Occasionally a student will have a conflict with an instructor that cannot be resolved without mediation. The dispute resolution procedure below should be followed to resolve any issues that may arise in a New York ACEP ITLS course.

Procedure:
1. Student and Instructor will attempt to resolve dispute by researching information in either the student text or policy and procedure manual.
2. If not satisfactorily resolved, student (and Instructor if needed) will go to either the lead instructor of the class or affiliate faculty if on site.
3. If not satisfactorily resolved, the student (and the instructor if needed) will consult the State coordinator.
4. The State coordinator will contact ITLS staff as needed for additional assistance.
New York ACEP ITLS reserves the right to investigate all complaints brought to its attention and to proceed with disciplinary measures as deemed appropriate at the sole discretion of the State Coordinator.

STUDENTS WITH DISABILITIES

New York ACEP ITLS does not set policy for educational institutions regarding appropriate accommodations in the classroom. However, in the interests of public protection and appropriate counseling of prospective ITLS students, coordination of ITLS and educational accommodation policies is critical. ITLS educators should seek guidance from the Disabilities support services connected with their educational institution. Independent education courses that are not sponsored by institutions with disability support should contact their State ITLS Office for advice. Furthermore, educators and training offices should familiarize themselves with these guidelines for standard use:

No discussion or screening for disabilities, or other addressing of potential disabilities should be performed prior to a student’s admission to a training program. No inquiry may be made of a prospective student about any disability. Aptitude or diagnostic testing may only be required prior to admission if it is required of all students.

The ITLS course description, which is included in the ITLS curricula, should be provided for each student at the beginning of their training.

At the beginning of a course (but never before the course begins), instructors should inquire if there are students who may request accommodations for disabilities. If students request accommodations, the instructor should refer or advise the individual to contact the state ITLS office directly to assure a consistent approach to the application of appropriate accommodations in the classroom.

Educators should request documentation of the disability before providing accommodations in the classroom. This documentation should be reviewed by the training institute. Understanding psychological reports requires expertise that almost every EMS educator does not possess. Accommodations in the classroom setting should be approved by an expert assigned to the school.

Students who have stated they have a disability and are seeking an accommodation on the ITLS examination should be directed to the ITLS organization and follow the instructions provided.