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March 2008
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 States 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) 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 BTLS program, the New York Chapter of the American College of Emergency Physicians (ACEP) assumed oversight of the BTLS program in New York in 1988.
NEW YORK ACEP ITLS PROGRAM STRUCTURE
The New York ACEP ITLS Committee is a subcommittee of the Chapter’s EMS Committee. The EMS Committee Chair is appointed by the President of New York ACEP. The Committee is charged with policy making, long range planning, and implementation of strategy for the promulgation of New York ACEP ITLS throughout the State. Committee members are appointed from throughout the state.

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

New York ACEP serves as the certifying body for ITLS in New York State and:

1. Provides course content standards for quality assurance as directed by the EMS Committee Chair and State ITLS Medical Director.

2. Assists interested EMS personnel in establishing a course in their region.

3. Orders and distributes course materials as well as ITLS Instructor and Affiliate Faculty certification cards and certificates.

4. Maintains all instructor and affiliate records.

5. Provides information on ITLS state activities and course fees to ITLS International.
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.

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.

**Advanced ITLS Provider**

Certified As: Advanced ITLS Provider

Necessary Prerequisites: The candidate must be a certified/licensed EMT-Intermediate, paramedic, registered nurse, physician assistant, or physician.

Certified By: Successfully meeting the requirements to pass the New York ACEP Advanced Basic 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.

**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.

Certified By: Following completion of a ITLS Instructor Course, the candidate is classified as an "Instructor Candidate". In order to become certified as a ITLS Instructor, the candidate must be recommended for certification by an Affiliate Faculty Member during a ITLS provider course. Monitoring must be within six months of the instructor course and in two of the following areas: lecture, skill station, scenario.

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 two 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.

**Advanced ITLS Instructor**

Certified As: Advanced ITLS Instructor

 Necessary Prerequisites: The prerequisite for registering in the ITLS Instructor course is current certification as an Advanced ITLS Provider.

 Certified By: Following completion of a ITLS Instructor Course, the candidate is classified as an "Instructor Candidate". In order to become certified as a ITLS Instructor the candidate must be recommended for certification by an Affiliate Faculty Member during a ITLS provider course. Monitoring must be within six months of the instructor course and in two of the following areas: lecture, skill station, scenario.

 Certified For: 3 years

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

**NEW YORK ACEP ITLS PROVIDER RECERTIFICATION / REFRESHER COURSE**

*Basic or Advanced Provider*

Certified As: Basic or Advanced ITLS Provider

 Necessary Prerequisites: Participants must possess a ITLS Provider Card not older than six (6) months from expiration date.

 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.
Course Guidelines
The Basic Trauma Life Support Recertification and/or Refresher course must include each of the following areas:

1. Basic 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

Appointed For: 3 years

Duties and Responsibilities: Serving as the primary liaison between ITLS Instructors and the New York ACEP 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.

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 EMS Committee following receipt of a letter of intent, a Curriculum Vitae and recommendations by two current Affiliate Faculty Members. Appointments will be made annually and are for a two (2) year period. 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.
Course Coordinator
Appointed As: New York ACEP ITLS Course Coordinator
Appointed By: New York ACEP EMS Committee
Appointed For: 3 year
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. Financial management and oversight of the ITLS courses for their agency.
3. Coordinate all correspondences for ITLS courses, to include: but not be limited to rosters, credentials, faculty listings and medical director contacts.
4. Provide administrative support for the ITLS courses.
5. Order ITLS materials and have oversight for inventory, distribution and billing.
6. Acquire medical director’s signature for cards and distribute to providers and instructors.
7. Execute the plans and enforce the policies of the New York ACEP ITLS Program.

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

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

State Coordinator
Appointed As: New York ACEP ITLS State Program Coordinator
Appointed By: New York ACEP ITLS Committee
Appointed For: 2 years
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 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.

Prerequisites: The State Program 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 Program 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 ITLS Committee

Appointed For: 2 years

Duties and Responsibilities: The State Medical Director, along with the State Coordinator, facilitates the daily operation of the New York ACEP ITLS program and should provide consistent leadership for the program. The State Medical Director should stimulate the development and consistency of ITLS programs throughout New York State. The primary focus of the 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 on the appointments of Affiliate Faculty Members.
3. Represent New York ACEP ITLS to International ITLS.
4. Advise the New York ACEP 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.

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

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 18 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 have 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.

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 mailed to the Course Coordinator. 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 90 days prior to the proposed course.

2. Upon receipt of notification, the New York ACEP/ITLS will approve the course within 15 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. Upon completion of the course, the Course Coordinator must submit the following within ten (10) days:
   a. Faculty/ Student Roster
   b. Program Evaluation Form
   c. All Instructor Monitor Forms
   d. Photocopies of Course Evaluation
   e. Student Registration fees: Eighteen dollars ($18.00) per student

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

COURSE COORDINATOR
New York ACEP ITLS recommends the Course Coordinator be an experienced EMS educator who previously assisted in other ITLS courses. He/she must be very familiar with the ITLS survey and course contents, and able to coordinate all requirements pre-course, during the course and post course. This individual is to be present throughout the course and will serve as the primary resource for information and questions. The Course Coordinator will work closely with the Course Medical Director and ITLS State Office. New York ACEP ITLS will provide a listing of Affiliate Faculty members to assist the Course Coordinator as requested or needed.
COURSE MEDICAL DIRECTOR
The Course Medical Director must be a licensed physician within the State of New York, be appointed by the ITLS State Medical Director, 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.) 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.

APPENDICES
- Course materials order form
- Course roster