POLICIES & PROCEDURES

Document Version

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ATCN® Policy & Procedure Manual

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For the most current information regarding STN and ATCN, please visit our website at
www.atcnnurses.org
www.traumanurses.org

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I. Advanced Trauma Care for Nurses® Program

The Advanced Trauma Care for Nurses (ATCN®) course was developed in response to a need for advanced trauma education for nurses. The ATCN course has been operational in the United States since 1984. In 2000, the ATCN program was incorporated under the auspices of the Society of Trauma Nurses (STN). STN is a professional, international nursing organization that spans the continuum of trauma care. STN is a not-for-profit organization and provides administrative support and direction for ATCN.

The ATCN Course is taught concurrently with approved Advanced Trauma Life Support (ATLS) Courses. Benefits of the ATCN Course include an educational model that promotes critical thinking processes, collaborative, synchronized team approach to trauma care with the students of the simultaneous ATLS Course. Physicians and nurses caring for trauma patients have the opportunity to share a common language and approach to trauma care.

The nurses are essentially auditors for the ATLS lectures. During the ATLS skills stations and testing stations, the nurses are separated from the physician group and directed through ATCN skill stations. The ATCN stations are as follows:

- Interactive Skill Stations:
    - Initial Assessment & Management
    - Airway and Ventilatory Management
    - Hemorrhagic Shock
    - Pediatric Trauma
    - Head Trauma
    - Musculoskeletal and Spinal Trauma
- Review Stations
    - ATCN Pretest Review
    - ATCN Triage Scenario Discussion
    - Med Teams Video Discussion
- Testing Stations:
    - Initial Assessment & Management (Practice & Testing) Stations
    - Written Exam

These ATCN skill stations are based on an interactive “hands-on”, scenario-based approach to promote critical thinking using adult education principles. The practical testing stations allow the ATCN students to demonstrate the application of ATLS and ATCN information on a moulaged patient. There is an ATCN Student Manual that accompanies the ATCN skills stations. The ATLS Student Manual accompanies the ATLS lectures.

The ATCN Committee maintains oversight for the ATCN program, and monitors compliance with all policies and procedures. It is the philosophy of STN and the ATCN Committee that profits, if any, from ATCN courses, should be used to further trauma education for nurses.

STN does not certify or provide credentials for nurses; the STN-ATCN Program ***verifies*** successful completion of the ATCN Course. STN will provide continuing education credit for programs held in the United States for completion of a course.

II. ATCN Program Structure

A. Society of Trauma Nurses

The Society of Trauma Nurses provides direction to the ATCN Committee and oversight of the ATCN Program. The ATCN Committee reports directly to the STN Board of Directors. (Refer to Appendix A, STN Organizational Chart) All ATCN Course Directors and members of the ATCN Committee must be current members of STN.

B. ATCN Committee

The ATCN Committee reports directly to the STN Board of Directors. This Committee provides operational oversight for the ATCN Program and will abide by all STN Bylaws, all ATCN Policies & Procedures, and all ATLS Policies & Procedures. The ATCN Committee is responsible for the overall management of the ATCN Program, and monitoring program quality via the ATCN Performance Improvement (PI) program. This Committee assumes the responsibility for maintaining, updating and revising the ATCN Policy & Procedure Manual, and reviewing and approving revisions of the ATCN Manuals and course curricula. This committee is responsible for revocation of Course Director, Course Coordinator, Educator, or Faculty status when warranted.

The membership of the ATCN Committee consists of:

- ATCN Chair
- ATCN International Director
- ATCN Vice-Chair
- Regional Directors and/or course directors (up to 3)
- Educator (1)
- ATCN International member up to (3)
- STN BOD Education Committee liaison (aka Lead Nurse Planner)
- STN President Elect
- ATCN Faculty (2)

All members of the ATCN Committee must be current members in good standing with STN.

<u>Revocation of ATCN Committee Membership</u>

1. Loss of current membership in STN
2. Loss of RN License
3. More than 20% unexcused absences from participation in committee meeting calls.

a. ATCN Committee Chair

The Chair of the ATCN Committee is appointed by the STN Board of Directors from recommendations made by the ATCN Committee.. The ATCN Chair is responsible for the overall operations of the ATCN program both within the United States and internationally. The appointment is reviewed annually by the STN Board and the term of appointment will be at the discretion of the STN Board. This is a two year appointment with a six year term limit.

b. **ATCN International Director**

The ATCN International Director is appointed by the STN Board of Directors from recommendations made by the ATCN Committee. This position reports to the ATCN

Committee Chair. The International Director is responsible for the growth and management of the ATCN international programs. The appointment is reviewed annually by the STN Board. This is a two year appointment with a six year term limit.

c. ATCN Committee Vice-Chair

The Vice-Chair is selected by the Chair, and the ATCN Committee, and approved by the STN Board. This is a two year appointment with a six year term limit. The Vice-Chair may or may not succeed the Chair at the end of his/her term. The role and responsibilities of the vice-chair include, but are not limited to:

1. Assisting the chair in the fulfillment of their duties
2. Serves as chair of the ATCN PI subcommittee

d. ATCN Regional Director(s)

The ACTN regional director(s) are appointed to the ATCN Committee by the chair. This is a 2 year appointment with a six year term limit.

The role & responsibility of the Regional Director(s) include but are not limited to:

1. Representing the interests and positions of the regional directors.
2. Review and advise on ATCN program activities from a regional perspective.

e. ATCN Course Director(s)

The ACTN Course Director(s) are appointed to the ATCN Committee by the chair. This is 2 year appointment with a six year term limit.

The role & responsibility of the Course Director(s) include but are not limited to:

1. Representing the interests and positions of course directors
2. Review and advise on ATCN program activities from a course directors perspective.

f. ATCN Educator

The ATCN Educator is appointed by the ATCN Committee chair. This is a 2 year appointment with a 6 year term limit.

Responsibilities of the Educator include but are not limited to:

1. Review and advise on ATCN Student and Faculty Course materials and curriculum.
2. Participate in the process of review and approval of new educator candidates.
3. Provide an annual report from the Educator subcommittee to the ATCN Committee.

g. STN Education Committee Liaison

The STN Education Committee will appoint one of its members to serve as Lead Nurse Planner for the ATCN course. They will serve as an ex-officio member of the ATCN Committee.

The role & responsibility of the Lead Nurse Planner includes but are not limited to:

1. Representing the Continuing Education Provider Unit (CEPU) at ATCN conference calls and meetings.
2. Ensuring compliance with ANCC guidelines for purposes of Continuing Education,
3. Serving as liaison between the ATCN Committee and Education Committee/CEPU,

h. STN President-Elect

The STN President-Elect or other board member is appointed by the STN Board of Directors. This term of this position coincides with the member's position on the STN Board of Directors. The role & responsibility of the BOD includes but are not limited to:

1. Representing the BOD at ATCN conference calls and meetings.
2. Serving as the liaison between the ATCN Committee and the STN BOD.

i. ATCN Faculty

The ATCN Faculty is appointed by the ATCN Committee chair. This is a 2 year appointment with a 6 year term limit.

Responsibilities of the Faculty on the ATCN Committee include but are not limited to:

1. Representing the interests and positions of course faculty
2. Review and advise on ATCN program activities from a course faculty perspective.

C. ATCN Sub-Committees

1. The ATCN Committee may create sub-committees and workgroups as needed to assist the committee in its functions. Members of subcommittees and workgroups should be knowledgeable and have experience as ATCN faculty, ATCN educators, ATCN Course Directors and/or Coordinators.
2. All subcommittees and workgroups will have appointment terms and shall be reviewed annually by the ATCN Committee. All subcommittees and workgroups will have goals and objectives which are reviewed annually.

   a. Educator Subcommittee
      i. All ATCN Educators are members of the ATCN Educator subcommittee
      ii. The chair of the Educator subcommittee is appointed by the ATCN Committee Chair.

   b. ATCN Performance Improvement Subcommittee
      The Performance Improvement (PI) Subcommittee is a standing subcommittee assigned the responsibility of monitoring the quality of ATCN program processes and outcomes according to an established PI Plan (see Appendix D).
      i. The ATCN Vice-Chair serves as Chair of the PI Subcommittee
      ii. Other members of the subcommittee are appointed from among the membership of the ATCN Committee, including an ATCN educator, Course Director, Regional Director, International member and STN Education/Committee liaison.
      iii. A report from the PI Subcommittee appears as a regular agenda item during ATCN Committee meetings.
      iv. Appraisal of achievement of PI goals occurs on an annual basis.

III. ATCN Program Administration

A. ATCN Regional Directors

All ATCN Course sites are included within specified regions. These regions are consistent with the ACS-COT regions with modifications made to accommodate international course sites. *(Refer to Appendix B ATCN Regions)*, The ATCN Committee appoints ATCN Regional Directors for each region. The Regional Directors must have extensive knowledge and experience with the ATCN program, policies and procedures, course content and be an ATCN Course Director. Each ATCN Course Director will have a current nursing license. Responsibilities of the ATCN Regional Directors include but are not limited to:

1. Assisting with establishing new course sites / inaugural ATCN Courses. Identification of experienced course directors and faculty for inaugural programs.
2. Assisting as able with International ATCN courses.
3. Assisting with ATCN Faculty Courses
4. Participating in mentoring programs for new ATCN Faculty
5. Ensuring quality and consistency within the ATCN Program by assuring the ATCN PI program is being adhered to
6. Ensuring the utmost respect for and ability to work with differing and diverse cultures/countries

7. Ensuring that all ATCN Policies and Procedures are adhered to and that course integrity, continuity and consistency are maintained
8. Communicating the approval of new or revised policies and procedures and forms to Directors and Coordinators in their region
9. Carrying out duties as assigned by the ATCN Chair, and the ATCN Committee
10. Providing oversight to their respective regions
11. Providing an annual report to the ATCN Committee
12. This is a 3 year appointment with a 6 year term limit

Revocation of ATCN Regional Directors Status

1. Must maintain current membership in STN
2. Loss of RN License
3. Must be an approved ATCN Course Director in good standing

B. ATCN Course Director

All ATCN courses will be directed by an ATCN Course Director. Approved ATCN Course Directors are those who have successfully completed all course requirements which are as follows: An ATCN Course Director candidate must be directly supervised by a Regional Director or an approved ATCN Course Director. Course Director Candidates must have experience in trauma education and involvement in the ATCN program. They must be a member of STN in good standing and must be a registered licensed nurse (RN).

Responsibilities are as follows:

1. Demonstrate an exceptional interest in the ATCN program
2. Adhere to all ATCN policies and procedures
3. Coordinate ATCN courses maintaining high quality and consistency
4. Complete all administrative paperwork and payment of course material fees and STN student fee within the established time frames
5. Be present at all times during the course
6. Coordinate/Direct only the ATCN course, working in cooperation with a separate ATLS course coordinator
7. Ensure that institutional bias is not included in the course coordination at any time during the course
8. Direct at least 4 courses over a 4 year period
9. Documentation of faculty monitoring activities

Revocation of Course Director Status

1. The ATCN Committee may revoke the Course Director status based on any of one or more of the following criteria:
   a) Any deviation from the ATLS or ATCN course content, course materials, or course schedules
   b) Submission of fraudulent or falsified records, course reports or non-submission of course reports and/or fees
   c) Absence during an ATCN Course
   d) Suspension or revocation of nursing license
   e) Must maintain current STN membership

C. ATCN Course Coordinator

ATCN Course Coordinators are selected by the ATCN Course Directors and need not be a nurse. A Course Coordinator may also be the Course Director. A Course Coordinator Candidate must be directly supervised by an approved Course Director. New Course Coordinator candidates must be mentored and approved by the Course Director. The role of the ATCN course coordinator is to order the ATLS/ATCN course books, register students and send materials out 4-6 weeks in advance of the program, assure that all appropriate paperwork is available during the program, submission of all post course paperwork after receiving the signature of the ATCN course director. The course coordinator will not be responsible for the operation of the actual ATCN program and their attendance at the program is not required.

Revocation of Course Coordinator Status

The ATCN Committee may revoke the Course Coordinator status based on any of one or more of the following criteria:

1. Any deviation from the ATLS or ATCN course content, course materials, or course schedules
2. Submission of fraudulent or falsified records, course reports or non-submission of course reports and/or fees
3. Suspension or revocation of nursing license, if the coordinator holds a nursing license

D. Regional Management

Each state/country may elect a management system that meets their organizational and financial needs. These positions are not considered official positions within the ATCN program structure. States/countries cannot export the ATCN Program to another state or country. All requests from new states/countries must be directed to the STN office for approval.

IV. STN Membership

All nurses serving on the ATCN Committee, National Educators and all ATCN Course Directors must be current members in good standing in the Society of Trauma Nurses.

V. ATCN Inaugural Program

A. Application

An institution, organization, region or state interested in developing an ATCN program within the United States must apply to the ATCN Chair; all international programs shall apply to the ATCN International Director. The ATCN chair will appoint a regional director, or qualified designee, to assist and guide the inaugural program applicant. The application packet is found on the STN/ATCN web page.

Upon receipt of the completed application packet the ATCN Chair may approve the application and assign a Regional Director to assist the new course site institution/organization. The assigned Regional Director will work with the new state/country site to insure that all ATCN Policies and Procedures are met and will assist with organizational issues. The designated

Regional Director will work with the Course Director/Coordinator to develop the budget and assist in identifying course faculty to assist with the course.

Once the course authorization form is signed by the ATCN chair, it is then sent to the STN office where the STN office will assign unique program identifier, a course number, and place the course name and course number onto the website. The Policies and Procedures for an Inaugural Provider and/or Faculty Course are the same as those outlined below for subsequent courses.

B. Program Start-up Administrative Fee

Each inaugural program will be assessed an administrative fee based on the fee schedule in the application packet. The Committee will review the administrative fees annually and make recommendations to the STN BOD regarding adjustments of the administrative fees.

VI. ATCN Student Course

A. Course Authorization

1. Each ATCN Course must be approved prior to the actual course. Course Authorization must be submitted to the STN office.
2. STN charges a fee of $40 per student, due at the time the manuals are ordered. This fee covers the cost of the student manual and the processing and maintenance of the continuing education credits.
3. The STN headquarters office staff may decline to authorize a course for non-compliance with policies and procedures of a previous course or non-submission of course reports and/or fees.

B. Student Course Schedule

The ATCN Course may be held over 2 or 2 ½ days. This will depend on the length of the ATLS course. Revisions to the course schedule are not allowed unless a written request for a waiver is submitted to the ATCN Chair from the Course Director. Waivers, if they are granted are for one time only and determined on a case by case basis.

C. Student Course Director

1. Each Course must have a designated Course Director. The Course Director is responsible for compliance with ATCN Policies and Procedures, performance improvement and oversight of faculty. The Course Director may also be the Course Coordinator.
2. Inaugural Student Course Director
   When a request for an inaugural student course is made, the ATCN Chair / International Director will discuss this with the appropriate regional director / international regional director. The regional director / international regional director may opt to take the lead and serve as course director, or assign this to an appropriately experienced course director. Minimal requirement to serve as course director at an inaugural student course;
   a. Have a minimum of 3 years' experience as an ATCN faculty and course director,
   b. Have course directed at least 6 student courses,
   c. Be in good standing as a course director with the STN headquarters.

D. Student Course Coordinator

Each Course may have a designated Course Coordinator. The Course Coordinator is responsible for compliance with ATCN Policies and Procedures. The Course Director may also be the Course Coordinator.

E. ATCN Student Course Faculty

1. Faculty for the ATCN Student courses are approved ATCN Faculty or Faculty Candidates. The number of Faculty Candidates for a Student Course may not exceed three. If there are Faculty Candidates participating in a course, each must be paired with qualified faculty. For an inaugural program, this number may be increased with the approval of the ATCN chair or International Director.
2. Inaugural Student Course Faculty are selected by the course director. When selecting faculty for an inaugural student course the following recommendations should be considered;
    a. Should have taught in at least 4 student courses AND have recent ATCN teaching history (within 2 years).
    b. Be considered a "strong" faculty member by their local course director(s) and/or have consistently exceptional evaluations from the student courses in which they have taught.

F. Student Course Participants

1. Registrants for the Student course must be registered nurses with current nursing licenses. No other persons may take or audit the ATCN Program i.e: LPN, Paramedics etc.
2. The number of nurses registered in any ATCN course is usually 16. Student courses larger than this are permitted but must adhere to a student to faculty ratio of 1:6 (one faculty for every six students in the skill stations, and must be with the approval of the ATLS Course Director.

G. Equipment

The Course Director/Coordinator must ensure that all equipment for the ATCN Skills Stations is available and in working order. *(Refer to equipment list located at the beginning of each section of the ATCN faculty manual)*

H. Course Materials

1. ATCN Student Manuals must be ordered from the STN office. Order forms are available on the STN/ATCN website http://www.atcnnurses.org/. International countries may print their own manuals after signing a royalty agreement. This must be approved by the ATCN International Director.
2. ATLS Manuals are ordered directly from the ATLS office. Include the ATLS course authorization number on the order form.
3. ATCN written exams, initial assessment scenarios, evaluation forms, are available to Course Directors via the ATCN website. Following inaugural course site approval and

receipt of the signed Memorandum of Understanding (MOU), the Course Director candidate will have access to the course director page on the website. The regional director (or designee appointed by the chair) assigned to facilitate the inaugural course is responsible for working with the course director candidate to access the needed forms and documents. For each subsequent approved ATCN course, these materials may be copied or downloaded from the ATCN web-site.

4. The ATCN course follows the guidelines and course content established by the ATLS program. The ATCN course materials and content are reviewed to coincide with the ATLS revisions.
5. The ATCN Manuals are not available for individual resale and are to be distributed only to students registered in an approved ATCN course. The number of manuals ordered and purchased by the course site must not exceed the number of students registered.
6. Use of materials other than the ATCN, or ATLS course materials **is not allowed**.
7. An international organization may print their own ATCN manual after consulting with the ATCN International Director, signing a MOU and agreeing to pay the royalty fee outlined in the MOU.

I. Faculty Meetings

Pre- and post-course ATCN Faculty meetings are recommended to ensure a high quality educational program and address any needs of the Faculty and/or students registered in the course.

J. Requirements for Verification and Successful Course Completion

1. Written Exam
   a. The written exam consists of 40 multiple choice questions. The student must pass with a minimum 80%. If the student does not pass the test they may retake a second exam, not during the current class time. The student has 30 days to retake the exam.
   b. Should the student not pass the test for the second time they will be required to repeat all components of the ATCN course.

2. Initial Assessment & Management (Practice & Testing) Stations
   a. The practical testing station evaluates the student's ability to perform the primary and secondary survey on a presented case scenario. The student is graded objectively using a Student Skills Evaluation Sheet.
   b. To successfully pass the practical station, the student must demonstrate a complete primary survey with no errors and must perform the secondary survey with no more than two errors.
   c. If the student is unsuccessful in the first attempt, a re-test at a different practical test station during this current class time may be offered.
   d. Should the student not pass the practical test station for the second time the student will be required to repeat all components of the ATCN course.

3. Verification Card
   a. Students who pass the written test and are successful during the Initial Assessment & Management (Testing) Stations will receive a card that verifies the student has successfully passed the ATCN course.
   b. Advance Practice Nurses (APNs) who have successfully completed ATLS, may be ATCN verified after completing the ATCN interactive skills station, and successfully

completing the ATCN written test and Initial Assessment and Management (Practice & Testing) stations as outlined above.

c. The ATCN verification card is accessible to the student upon completion of the course evaluation. Course evaluations may be paper or electronic. The card may be physically presented to the student after completion of a paper evaluation, or obtained via an internet link upon completion of the course evaluation electronically.

d. The card is valid for 4 years.

K. Remedial Action for Students

1. The Course Director will provide counseling and support to students in the process of remedial action, and encourage registration in a subsequent ATCN Student Course if necessary.
2. Registration fees for the student in a subsequent remedial course are determined by the host course and local/regional policies and procedures.

L. Continuing Education Credits

1. Continuing Education is provided by STN and awarded to students who attend the scheduled ATLS/ATCN course, including all didactic presentations and interactive ATCN skills stations, and complete the evaluation tool. This also includes participation in the written and Initial Assessment & Management (Practice & Testing) Stations. Participation is verified by student signature.
2. CE cannot be given if the student does not complete the above; partial credits are not available.
3. In order to claim CE, students must log in to the Course Management System and complete the course evaluation tool. Once complete, they will be able to print the CE Certificate and/or ATCN Verification Card. Course Directors will be able to complete this for students who do not have online access.

M. Verification Renewal

Verification of successful course completion is good for 4 years. Students may renew their verification by successfully completing the one-day Refresher Course or two-day Student Course.

N. Course Evaluations

1. Student Course Evaluations must be completed by all students.
2. The course evaluations are completed online by the students. Instructions for accessing the online course evaluation are provided by the Course Director to students. Login information will be emailed to the email address entered by the Course Director. Students will be able to access the evaluation once Course Directors have submitted final course results using the Course Management System.

3. The ATCN Course Director may use paper evaluations. Paper evaluation forms must be completed and collected by the Course Director/Coordinator prior to the distribution of CE certificates and or ATCN Cards. The Course Director/Coordinator will be responsible for entering the evaluation data into the Course Management System for their students if this option is selected.

O. Course Reports

Following completion of the student course, the Course Director or Course Coordinator will enter the student's course completion data into the Course Management System within five business days. Submission of the course completion data is required to enable the students to access the online course evaluation and to access their continuing education documentation and ATCN verification card as applicable.

1. Within five days of course completion the following reports must be completed and entered into the Course Management System:
   a. Uploaded Student Signature Sheets
   b. Student Pass or Fail
   c. Pre-test ad Post test scores
   d. IF the student fails as a result of failing to pass the Initial Assessment Scenario, the letter of the Case scenarios that the student did not successfully pass
   e. Instructor Potential
   f. Candidate Critique forms uploaded to appropriate profile
2. The ATCN cards and ATCN certificate indicating the approved CE's is accessed by the students after completing the online evaluation. The ATCN verification card and continuing education documentation can be downloaded and printed by the student.
3. Within 30 days of course completion (60 days for International Courses) any outstanding fees associated with course (manuals, verification fees, shipping) must be paid and submitted. Failure to do so will result in your next course request not being approved, until arrangements have been made for payment. Please note that failure to submit course reports and pay fees in the 30 days after the course completion will prevent the course site from hosting future courses, until all required course information has been submitted and fees have been paid.

P. Host Organizations' Responsibilities

1. The registration fee for the ATCN Student Course is determined by the host organization/institution. The ATCN Committee recommends that the registration fee be affordable to nurses, yet allowing the ATCN local program to cover the expenses incurred in offering the course.
2. STN headquarters should be notified immediately if a course is cancelled. Policies regarding cancellation and refund of registration fees are determined by the local course site ATCN Course Director. STN will not arbitrate any conflicts.
3. The ATCN program cannot be run by an independent company. It must be hosted by a hospital or institution approved by STN.

VII. ATCN Student Refresher Course

A. Refresher Course Authorization

1. Each ATCN Student Refresher Course (Refresher Course) must be approved prior to the actual course. Course Authorization must be submitted to the STN office by the Course Director or Course Coordinator.
2. The refresher course can be held as a stand-alone course OR in conjunction with an ATLS refresher course.
3. The current ATCN and ATLS manuals are required for each student.

4. The STN Headquarters office staff reserves the right to withhold course authorization for non-compliance with policies and procedures of a previous course or non-submission of course data and/or fees.

B. Refresher Course Schedule

The Refresher Course is a one (1) day course. Revisions to the course schedule are not allowed unless a written request for a waiver is submitted to the ATCN Chair from the Course Director. Waivers, if they are granted, are for one time only and determined on a case by case basis.

C. Refresher Course Director

Each course must have a designated Course Director. The Course Director is responsible for compliance with ATCN Policies and Procedures, performance improvement and oversight of faculty. The Course Director may also be the Course Coordinator.

D. Refresher Course Coordinator

Each Course may have a designated Course Coordinator. The Course Coordinator is responsible for compliance with ATCN Policies and Procedures. The Course Director may also be the Course Coordinator.

E. Refresher Course Faculty

1. Faculty for the Refresher Courses are approved ATCN Faculty **and** are those who have participated in teaching <u>at least</u> three full ATCN courses including both teaching and testing stations.
2. The "Presentation on Changes and Initial Assessment Lecture" **must** be presented by a current ATLS instructor.

F. Refresher Course Participants

1. Registrants for the student refresher course must be registered nurses with a current nursing license. No other persons may take or audit any ATCN Program ie: LPN, Paramedics etc.
2. Registrants for the refresher course must have successfully completed the full ATCN student course <u>within</u> four years of the current refresher course. If the ATCN course verification card has expired, the student is eligible to take the refresher course within six (6) months of expiration date but is not considered a current ATCN provider.
3. Refresher students are required to attend and successfully complete the entire day events. Students are not allowed to participate in the written and practical tests only.
4. Students may participate in a refresher course every four (4) years as long as they attend the full day events and successfully complete both the written and practical tests.
5. The number of nurses registered in any refresher course must not exceed 16.
6. Refresher course students may be identified as "instructor potential" by ATCN faculty.

G. Equipment

The Course Director/Coordinator must ensure that all equipment for the refresher course skills and testing stations are available and in working order. *(Refer to equipment list located at the beginning of each section of the ATCN faculty manual)*

H. Course Materials

1. ATCN Student Manuals must be ordered from the STN office. Order forms are available on the ATCN website http://www.atcnnurses.org/. International countries may print their own manuals after signing a royalty agreement. This must be approved by the ATCN International Chair.
2. ATLS Manuals are ordered directly from the ATLS office. Include the ATLS course authorization number on the order form.
3. Refresher course pre-test, written tests, mega case scenarios, evaluations forms, and course report forms will be available on the ATCN website Course Director page.
4. The refresher course follows the guidelines and course content established by the ATLS program. The refresher course materials and content are reviewed to coincide with the ATLS revisions.
5. The ATCN student manuals are not available for individual resale and are to be distributed only to students registered in an approved ATCN course. The number of manuals ordered and purchased by the course site must not exceed the number of students registered and included in the course reports.
6. Use of materials other than the ATCN refresher course materials **is not allowed**.

I. Faculty Meetings

Pre- and post-course ATCN Faculty meetings are recommended to ensure a high quality educational program, and also to address any needs of the Faculty and/or students registered in the course.

J. Requirements for Verification and Successful Course Completion

1. Written Test
   a. The written test consists of 40 multiple choice questions. The student must pass with at least an 80%. If the student does not pass the test they may retake a second exam on the same day and/or within 30 days of the ATCN student refresher course.
   b. Should the student not pass the test for the second time they will be required to repeat all components of the full ATCN course.
2. Initial Assessment & Management (Practice & Testing) Stations
   a. The practical testing station evaluates the student's ability to perform the primary and secondary survey on a presented case scenario. The student is graded objectively using the Student Skills Evaluation Sheet.
   b. To successfully pass the practical station, the student must demonstrate a complete primary survey with no errors and must perform the secondary survey with no more than two (2) errors.
   c. If the student is unsuccessful in the first attempt, a re-test at a different practical test station during this current class time may be offered.
   d. Should the student not pass the practical test station for the second time the student will be required to repeat all components of the <u>full</u> ATCN course.

3. Verification Card
   a. Students who pass the written test and are successful during the Initial Assessment & Management (Testing) Stations will receive a card that verifies the student has successfully passed the ATCN Refresher Course
   b. The ATCN Course Directors will distribute access to the online evaluation to students at the completion of the refresher course.
   c. The ATCN verification card is accessible to the student upon completion of the course evaluation. Course evaluations may be paper or electronic. The card may be physically presented to the student after completion of a paper evaluation, or obtained via an internet link upon completion of the course evaluation electronically.
   d. The verification card is valid for 4 years.

K. Remedial Action for Students

1. The Course Director will provide counseling and support to students in the process of remedial action, and encourage registration in a subsequent full ATCN Student Course if necessary.
2. Registration fees for the student in a subsequent remedial course are determined by the host course and local/regional policies and procedures

L. Continuing Education Credits

1. Continuing Education is provided by STN and awarded to students who attend the scheduled course, including all didactic presentations and interactive ATCN skills stations, and complete the evaluation tool. This also includes participation in the written and Initial Assessment & Management (Practice & Testing) Stations. Participation is verified by student signature.
2. CE cannot be given if the student does not complete the above; partial credits are not available.
3. In order to claim CE, students must log in to the Course Management System and complete the course evaluation tool. Once complete, they will be able to print the CE Certificate and/or ATCN Verification Card. Course Directors will be able to complete this for students who do not have online access.

M. Verification Renewal

Verification of successful course completion is good for four years. Students may renew their verification by successfully completing the one-day Refresher Course or two-day Student Course.

N. Course Evaluations

Refresher Course Evaluations must be completed by all students.

The course evaluations are completed online by the students. Instructions for accessing the online course evaluation are emailed to students after Course Directors have submitted final course results using the Course Management System.

The ATCN Course Director may use paper evaluations. Paper evaluation forms must be completed and collected by the Course Director/Coordinator prior to the distribution of CE certificates and or ATCN Cards. The Course Director/Coordinator will be responsible for entering the evaluation data into the Course Management System for their students if this option is selected.

O. Course Reports

1. Within 5 business days of course completion the following information must be entered into the CMS:
   a. Uploaded Student Signature Sheets
   b. Student Pass or Fail
   c. Pre-test ad Post test scores
   d. IF the student fails as a result of failing to pass the Initial Assessment Scenario, the letter of the Case scenarios that the student did not successfully pass
   e. Instructor Potential
   f. Candidate Critique forms uploaded to appropriate profile

2 . The ATCN cards and ATCN certificate indicating the approved CE's is accessed by the students after completing the online evaluation. The ATCN verification card and continuing education documentation can be downloaded and printed by the student.
3. Please note that failure to submit all required data and pay fees within 30 days of course completion will prevent the course site from hosting future courses until all data has been submitted and fees have been paid.

P. Host Organizations' Responsibilities

1. The registration fee for the Refresher Course is determined by the host organization/institution. The ATCN Committee recommends that the registration fee be affordable to nurses yet allowing the ATCN local program to cover the expenses incurred in offering the course.
2. STN headquarters should be notified immediately if a course is cancelled. Policies regarding cancellation and refund of registration fees are determined by the local course site ATCN Director. STN will not arbitrate any conflicts.
3. The ATCN program cannot be run by an independent company. It must be hosted by a hospital or institution approved by STN.

VIII. Live Video Conference Option Course

Live Video Conferencing is defined as the ability to support real time visual and audio two-way conferencing utilizing standards based video conferencing modalities. Live video conferencing is not webinar or skype based technology.

A. Options for Live Video Conferencing Course

Site may choose one of the following options:

1. Provide a one time or recurring student course for a remote location that will not be conducting its own ATCN programs.
2. Establish an independent ATCN site that does not have local ATLS courses.

B. LVC Criteria

1. Requests for an initial LVC course must be approved by the National ATCN Chair. Unless there are quality concerns following the initial LVC course, subsequent courses may be approved by the STN Headquarters staff as with standard courses.
2. The ATCN Faculty to student ratio is according to standard ATCN policy. The ATCN LVC site must meet the same faculty requirements as specified for any ATCN course.

C. LVC Site Criteria

1. Letter of support from ATLS Course Director specifically approving use of the live video conferencing option.
2. Documentation from institution verifying that the facility has the technical capabilities AND sufficient past live video conferencing experience, to conduct the LVC.
3. A written back up plan for what you will do should there be significant technical problems with the audio and or video aspects of the live video conferencing technology.

D. One time/recurring Course process

1. The Course director will submit the standard Course Authorization with the following LVC addendums:
   i. Letter of support from ATLS Course Director <u>specifically approving</u> the live video conferencing option.
   ii. Documentation from institutions information/data services verifying that the institution has the technical capabilities, and sufficient prior experience, to conduct the live video conferencing option. (see LVC definition)
2. An ATCN Course Director must be present at the remote ATCN site. A second Course Director or Course Coordinator is required to be present at the local ATLS site for the initial ATCN LVC course. Subsequent LVC courses may be conducted with an experienced ATCN faculty versus having an ATCN course director level available at the local ATLS site.
3. It is the responsibility of the Lead LVC Course Director to recruit the 2nd CD/CC for the local ATLS site.
4. The Course Directors will be responsible for working with the local ATLS site and remote ATCN site Information Technology personnel to ensure that the live video conferencing capacities are adequate and functioning.
5. All standard student course fees and policies are in effect for a live video conferencing option course.
6. The number of ATCN students at the remote site must maintain approved faculty: student ratios as described for all ATCN courses in the ATCN policy and procedure manual.

E. Establishing a New ATCN Site via LVC

1. The process for establishing a new ATCN site using LVC does not differ substantially from the current inaugural course process. The LVC addendum documents must be submitted in addition to the data required for a standard student course.
2. An experienced course director will be assigned to serve as the inaugural course director.
3. The Inaugural Course Director will work with the remote ATCN site personnel to ensure that the requirements for utilization of the LVC are met.
4. Students identified as instructor potential at a LVC course are eligible to participate in a faculty course.

5. The inaugural course director will work with the LVC site to develop a local ATCN course director and coordinator based on the ATCN policy and procedure manual

IX. ATCN Faculty Course

A. Faculty Course Authorization

A Faculty Course Authorization must be submitted to the STN office and, when approved a course approval will be posted on the STN/ATCN website.

It is the responsibility of the faculty/organization to contact an approved ATCN Educator, prior to submitting to the STN office. The names and contact information for all ATCN Educators are located on the website. Once a National Educator is found, the ATCN Educator will inform the ATCN Chair of the program, including location and date.

B. Faculty Course Schedule

1. The Faculty Course schedule is a 2 day course.
2. If a Faculty Course is being offered following a Student Course, in order to accommodate new course sites, states, and/or countries, a minimum of 1 day between the student and faculty course is recommended thus allowing the students time to prepare for the faculty course
3. The maximum number of registrants per faculty course is 12.

C. Faculty Course Director

Approved ATCN Faculty Course Directors are those who have successfully completed all Course Director requirements. Directors must be a licensed nurse and an approved ATCN Faculty. The ATCN Faculty Course Director may also serve as the Faculty Course Coordinator. First time Faculty Course Director Candidates must be monitored/mentored by an approved Regional Director who is already an ATCN Faculty course director. This will occur at an ATCN Faculty course before the candidate becomes approved to offer an ATCN Faculty Course.

1. Roles and Responsibilities

The approved ATCN Faculty Course Director is responsible for:

a. Adherence to all ATCN Policies and Procedures
b. Demonstration of an exceptional interest in the ATCN Program
c. Coordination of ATCN Faculty courses maintaining high quality and consistency
d. Being present at all times during the course
e. Monitoring the ATCN Faculty for quality of delivery of the course content, and also replacing Faculty when necessary
f. Ordering course materials
g. Scheduling ATCN Faculty
h. Completion and submission of all required course documentation
i. Ensuring adherence to all ATLS and ATCN standards and course content
j. Ensuring that personal or institutional bias is not included in the course coordination at any time during the course.

2. **Prerequisites for Faculty Course Director**

Qualifications for ATCN Faculty Course Director are:

a. Current nursing license
b. Current ATCN Faculty in good standing within the organization
c. Current and experienced ATCN Student Course Director
d. Must have observed one ATCN Faculty Course as a Course Director candidate with mentoring from an approved ATCN Regional Director, or designee appointed by the chair, who is an approved ATCN Faculty Course Director
e. Coordinates an ATCN Faculty Course while being observed by an approved ATCN Regional Director

3. **Revocation of Faculty Course Director Status**

The ATCN Committee may revoke the faculty Course Director's status based on one or more of the following criteria:

a. Any deviation from the ATLS or ATCN course content, course materials, or course schedules
b. Submission of fraudulent or falsified records, course reports or non-submission of course reports and/or fees
c. Absence during an ATCN Faculty Course
d. Suspension or revocation of nursing license

D. Faculty Course Faculty

1. Selection of faculty to teach in an ATCN Faculty course is a collaborative effort between the Course Director and the Course Educator (when these are two separate roles).
2. Faculty Course Faculty Qualification Recommendations;
   a. Should have taught in at least 4 student courses AND have recent teaching history (within 2 years)
   b. Be considered a "strong" faculty member by their local course director(s) and or have consistently exceptional evaluations from the student courses in which they have taught.
3. New Faculty Course Faculty should be mentored by an approved ATCN Educator during their initial faculty course.
4. Faculty *candidates* may not serve in the role of Faculty Course Directors
5. The ratio of faculty candidates to faculty will not exceed 3:1. This does not include the ATCN Educator.

E. Faculty Course Students

Prerequisites:

1. A student in the ATCN Faculty Course must be a licensed registered nurse who has successfully completed the ATCN Student Course.
2. The successful completion of a Student Course must be current *and* within 4 years.

3. Written recommendation from the Course Director of the ATCN student course they attended, or documentation verifying ATCN Instructor Potential.

Post Course:

1. The student must also successfully complete all components of the ATCN Faculty Course.
2. Following the successful completion of the Faculty Course, the student becomes an ATCN Faculty Candidate and must be observed teaching in a subsequent ATCN Course within one year. Sign off includes being monitored at a skill station and during practice/ testing of initial assessment.
3. The Candidate must receive a satisfactory evaluation by an approved ATCN Course Director (or faculty) while being observed teaching in a subsequent ATCN Student Course.
4. The Faculty Candidate will agree to ensure that personal and/or institutional bias and/or non- ATLS or ATCN materials are not included in any part of the ATCN Course.
5. The Faculty Candidate will adhere to all ATCN Policies and Procedures, ATLS content, and ATCN curriculum and uphold the standards of professionalism required of ATCN Faculty.

F. Faculty Course Materials

1. ATCN Faculty Manuals are ordered from the STN office. Order forms are available on the ATCN website www.atcnnurses.org.
2. Fees are paid at the time the manuals are ordered. The price includes the faculty/student manual and verification fee.
3. Use of any non-ATCN or non-ATLS course materials is not allowed.

G. Faculty Course Faculty Meeting

A pre- and post-course faculty meeting is recommended for all ATCN Faculty Course Faculty in order to review the course schedule, roles of the faculty, and registered students. The Faculty Course National Educator will provide guidance and leadership to the faculty regarding their roles and responsibilities during the course.

H. Requirements for Successful Faculty Course Completion

Requirements for successful completion of the ATCN Faculty Course are:

1. Attendance at all sessions of the Faculty Course
2. Presentation of a 5-10 minute micro-teaching (videotaped) presentation
3. Presentation of an ATCN skills station
4. Directing an Initial Assessment practice and testing station

In all sessions of the ATCN Faculty Course, the student must receive satisfactory evaluations in order to successfully complete this portion of the ATCN Faculty requirements.

I. Faculty Verification

Faculty Candidates may not teach in an ATCN Student Course without supervision until he/she receives official verification of faculty status.

Verification is based on the following criteria:

1. Successful completion of all components of the ATCN Faculty Course.
2. Teaching in a subsequent Student course while being observed by the Course Director or approved ATCN Faculty. Faculty candidate must be monitoring teaching both a skill station and practice/ testing of initial assessment. This monitoring must occur within one year of completing the faculty course.
3. Receiving a satisfactory evaluation
4. Faculty verification is good for four years provided the Faculty teaches four courses during the four year time period.
5. If the Faculty is an approved Course Director, and directs at least four courses over a four year period, their faculty status will remain current.

J. Faculty Update (Re-verification)

Faculty updates are scheduled to coincide with ATLS updates. These will coincide with the release of the new/revised ATLS and ATCN course manuals and materials. Faculty updates will be done through the STN web site when appropriate; when a face to face update is required it is scheduled by the ATCN Regional Directors/Country chairs and approved by the ATCN Committee. All ATCN Faculty must complete the update prior to teaching in a course.

If you are an ATCN faculty and fail to complete the update by the deadline stated you must still take the update and one of two things will occur:

1. If you have taught within the last two years you will be required to audit a student course before teaching again.
2. If you have not taught within the past two years you will be required to re-take an entire student course before teaching again.

If you are a director and you have faculty that have not completed the update as of the stated deadline, they will not be able to teach within your ATCN program. You may call the STN headquarters at any time to check on the status of your faculty. If a faculty teaches in your program without completing the update this will place your program in a probationary period.

To rectify the probation, the Course Director will be required to do the following:

1. Have all faculty complete the update – The STN Office will supply the link.
2. Depending on the individuals situation—you must schedule a time to audit them during a student course - OR- register them for a re-take of the student course.
3. This must be done within 30 days, with a report back to the STN Office.

K. Revocation of Faculty Status

1. The status of an ATCN Faculty may be revoked due to one or more of the following:
   a. Deviation from ATLS or ATCN content
   b. Use of non ATLS or ATCN course materials
   c. Falsification of records
   d. Unprofessional conduct
   e. Repeated unsatisfactory evaluations from students after monitoring and counseling from the Course Director
   f. Failure to complete an ATCN faculty update within the established time line that has been determined by the ATCN Committee.
   g. Teaching in an approved ATCN course without completing the ATCN update prior to teaching.

h. Suspension or revocation of nursing license

2. The faculty status may be revoked based on the recommendations of the Course Director with review by the Regional Director/Country Chair and ATCN Committee.

The faculty may file a written letter of appeal to the ATCN Committee Chair within 30 days. The ultimate responsibility for the final decision remains with the ATCN Committee.

L. Continuing Education Credits

1. Continuing educational credits for the ATCN Faculty Course is provided by the STN Upon successful completion of all aspects of the ATCN Faculty Course, and submission of the course evaluation. Participation is verified by student signature.
2. CE cannot be given if the student does not complete the above; partial credits are not available.
3. ATCN Faculty cards for each successful student/faculty candidate will be issued when the Faculty Candidate has completed the course requirement of being observed and receiving a satisfactory evaluation for teaching a student course within 1 year. ATCN Faculty cards will be sent to the successful Faculty Candidate upon receipt of the Candidate's evaluation by the STN office.
4. In order to claim CE, students must log in to the Course Management System and complete the course evaluation tool. Once complete, they will be able to print the CE Certificate. Course Directors will be able to complete this for students who do not have online access.

M. Faculty Monitoring

Consistency and the quality of delivery of the ATCN Course curriculum will assure a strong, viable, high quality educational program. Monitoring of faculty by experienced ATCN Faculty and Course Directors occurs annually or more frequently as needed for the following reasons:

1. In response to verbal or written complaint from a student
2. Unsatisfactory student evaluations
3. Failure to adhere to ATLS and/or ATCN course content
4. Re-verification of faculty status
5. To ensure that the course content and delivery is in accordance to the ATCN curriculum and methods outlined in the ATCN Faculty Manual

N. Course Evaluations

Faculty Course Evaluations must be completed by all students.

The course evaluations are completed online by the students. Instructions for accessing the online course evaluation are emailed to students after Course Directors have submitted final course results using the Course Management System.

The ATCN Course Director may use paper evaluations. Paper evaluation forms must be completed and collected by the Course Director/Coordinator prior to the distribution of CE certificates and or ATCN Cards. The Course Director/Coordinator will be responsible for entering the evaluation data into the Course Management System for their students if this option is selected

O. Course Reports

1. Within 5 business days of course completion the following information must be entered into the CMS:
   a. Uploaded Student Signature Sheets
   b. Student Pass or Fail
   c. Candidate Critique forms uploaded to appropriate profile
2 . The CE certificate indicating the approved CE's is accessed by the students after completing the online evaluation. The continuing education documentation can be downloaded and printed by the student.
3. ATCN Faculty cards will be sent to the successful Faculty Candidates from the STN office only when all observation requirements have been successfully completed and submitted.
4. Please note that failure to submit all required data and pay fees within 30 days of course completion will prevent the course site from hosting future courses until all data has been submitted and fees have been paid.

VII. ATCN Educator

A. Prerequisites for Educator Role

The ATCN Educator candidate will submit a letter of intent, a letter of recommendation from an ATCN Committee member and a copy of their curriculum vitae to the ATCN Chair. The Chair, in consultation with the ATCN Committee will review the candidate's application. The ATCN Chair will return the written response of the ATCN Committee to the educator candidate indicating approval or denial of the request.

The selection and nomination criteria for ATCN Educator role is as follows:

1. Undergraduate (Bachelors) degree in the field of health sciences or education (required); Master's degree preferred.
2. Extensive experience in post-secondary teaching required
3. Recommended that they are a current ATCN Faculty in good standing within the organization or are presently an ATLS educator.
4. Outstanding effective communication skills
5. Knowledgeable in the ATCN Policies and Procedures and curriculum

Following approval of the educator's application, the educator candidate will:

1. Take the lead role in a ATCN Faculty Course while being observed by an approved ATCN Educator
2. Receives a satisfactory evaluation from the approved ATCN Educator. This written evaluation is reviewed with the educator candidate then forwarded to the STN office
3. Following successful completion of this process, the Educator candidate is verified as an ATCN Educator

B. Roles & Responsibilities

1. Serve as an ATCN Educator for approved ATCN Faculty courses
2. Adheres to all ATCN Policies and Procedures, and course curriculum
3. Participates in course updates.

C. Revocation of Educator Status

Revocation of ATCN Educator status may occur in one or more of the following circumstances:

1. Deviation from ATCN curriculum, policies or procedures.
2. Repeated unsatisfactory evaluations.
3. Failure to teach a minimum of 2 faculty courses within a 4 year period.
4. Failure to complete an ATCN faculty update within the established time line that has been determined by the ATCN Committee.
5. Teaching in an approved ATCN course without attending the ATCN update prior to teaching.

VIII. Grievance Procedures

A. Student Level

1. A student wishing to grieve the decision of a faculty must do so within 30 days of the ATCN Student Course
2. This grievance must be submitted in writing to the ATCN Course Director
3. The ATCN Course Director will review the grievance with the Regional Director/Country Chair within 30 days of receiving the grievance
4. A final decision will be made with a written response to the student

B. Faculty Level

1. Any faculty candidate wishing to grieve the decision of the ATCN Course Director regarding new faculty status or re-verification of faculty status must do so within 30 days of notification of the faculty revoked status, or 30 days following the faculty course.
2. This grievance must be submitted in writing to the Regional Director/Country Chair.
3. The Regional Director/Country Chair will review the grievance with the ATCN Chair within 30 days of receiving the grievance.
4. A final decision will be made with a written response to the student sent by the Regional Director or Country Chair.

IX . ATCN Faculty Honorarium and Expenses

A. International Inaugural Courses

ATCN Faculty will not receive an honorarium. *All* travel, food, lodging, cost for visa and other related out of pocket expenses must be provided or reimbursed by the host organization within 30 days of receiving an invoice. Business class airfare is expected if travel is outside of the faculty's continent.

B. U.S. Inaugural Courses

All travel, food, lodging and other related out of pocket expenses must be provided or reimbursed by the host organization within 30 days of receiving an invoice. ATCN faculty will receive a stipend of $200.00 per day. Coach class airfare is expected.

C. Non Inaugural Courses

It is the responsibility of the institution or organization to establish an appropriate honorarium and travel expense reimbursement for faculty and educators who will be teaching in their program. This must be discussed and agreed upon prior to the course.

X. ATCN Advertising and Support

All promotional material of any sort including but not limited to brochures, web-site pages, journal or any advertising must be submitted to and approved by the STN office prior to printing or publication.

XI. Copyright and Trademark

1. The ATCN Student and Faculty Manuals and all course materials are copyrighted by STN.
2. ATCN Course forms may be replicated for use in approved student and faculty courses only.
3. Advanced Trauma Care for Nurses® and ATCN® are registered trademarks owned by the Society of Trauma Nurses.

XII. ATCN Course Materials

1. Use of ATCN manuals or course materials in any educational program other than an approved ATCN Course is prohibited.
2. Course materials are only available for purchase when used in conjunction with approved ATCN Courses.
3. Purchase of any ATCN Course materials may occur only after course approval is received.
4. Distribution of course materials will only be made to registered students and/or faculty candidates from approved course coordinators/directors.

A. Ordering

All ATCN Manuals are ordered through the STN Office. Order forms are available on the website or may be done using the Course Management System. Payment must accompany all orders.

B. Translation

Translation of the ATCN manual occurs only *after* the requesting country/region receives written approval from the ATCN International Chair.

1. A MOU must be signed by the requesting country/region prior to initiation of translation.
2. Expenses incurred for all aspects of the translation process are the responsibility of the requesting country/region.
3. Printing of the translated manuals and the fees incurred are the responsibility of the requesting country/region.
4. A copy of the completed translated manual must be sent to the STN office.
5. STN and ATCN maintain ownership of the translated manual.

A. Printing

Any country wishing to print the ATCN Student and/or Faculty manual must first contact the ATCN International Director. The country shall be required to sign a royalty agreement prior to printing any material. The Country must provide a copy of the printed manual with the first run of materials to the ATCN International Director to review. The International Director may request at any time to have another copy to assure that future printing meets the standards of STN.

XIII. Appendices

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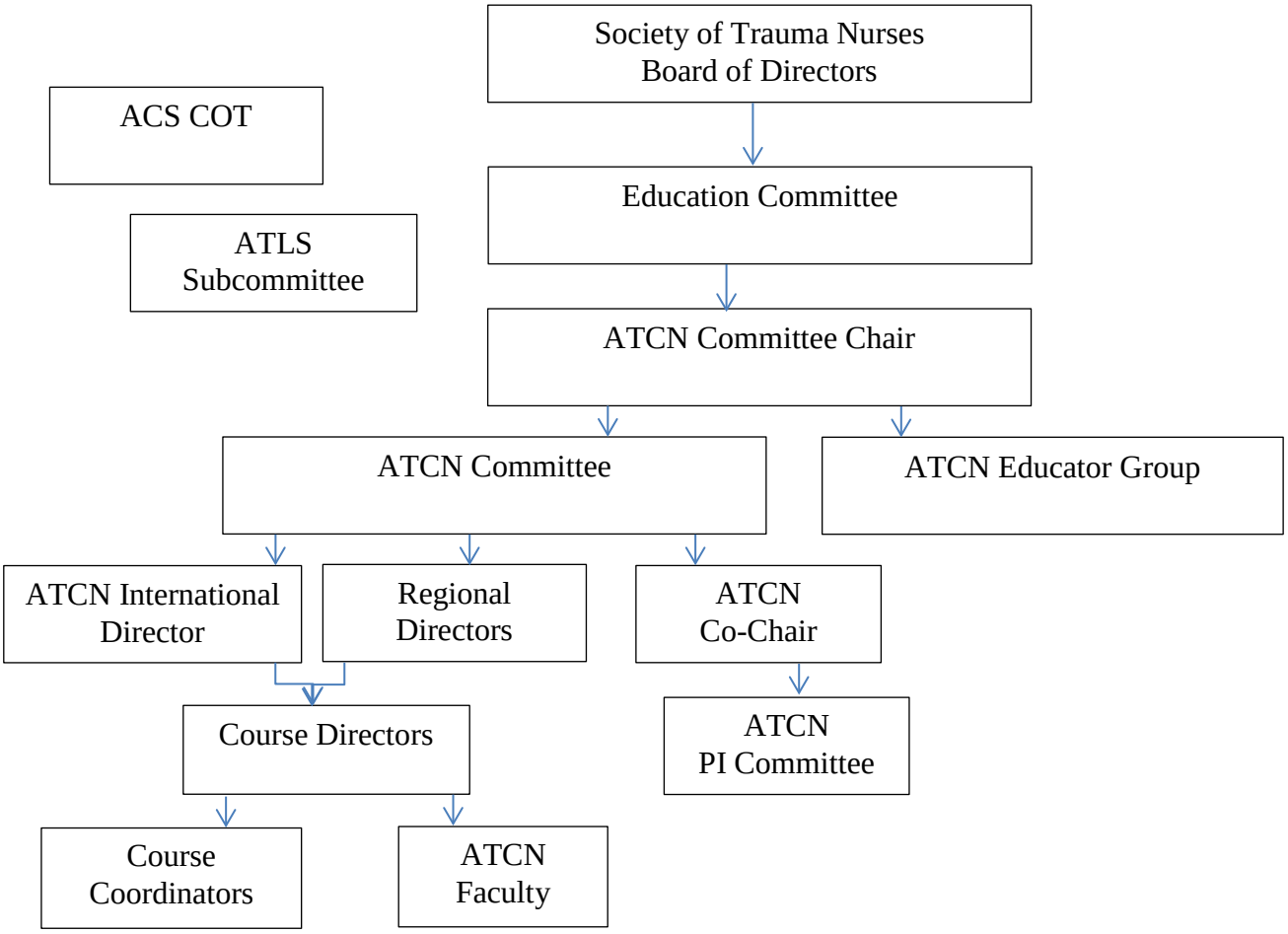
Appendix A
STN Organizational Chart



Appendix B – ***ATCN Regions***

STN ~ ATCN REGIONS

Region I
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Region II
New York
New Jersey
Puerto Rico

Region III
Delaware
District of Columbia
Maryland
Pennsylvania
Virginia
West Virginia
Virgin Islands

Region IV
Alabama
Florida
Georgia
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee

Region V
Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Region VI
Arkansas
Louisiana
Oklahoma
New Mexico
Texas

Region VII
Iowa
Kansas
Missouri
Nebraska

Region VIII
Colorado
Montana
North Dakota
South Dakota
Utah
Wyoming

Region IX
Arizona
Hawaii
Nevada
California

Region X
Alaska
Idaho
Oregon
Washington

Region XI
Western Canada:
Alberta
British Columbia
Manitoba
Saskatchewan
Yukon
Northwest Territories

Region XII
Eastern Canada:
Maritime Provinces
Newfoundland
Quebec
Ontario

Region XIII
Military:
Air Force
Army
Navy
Veterans Administration

Region XIV
International
Argentina, Brazil, Bolivia, Chile, Colombia, Costa Rica, Ecuador, Jamaica*, México, Panamá, Paraguay, Perú, Trinidad & Tobago (Grenada), Uruguay, Venezuela

Region XV
International
Denmark (Greenland), France, Germany, Greece (Cyprus), Hungary, Ireland, Israel*, Italy, Jamaica*, Lithuania, Netherlands, Nigeria**, Norway, Portugal, Slovenia, South Africa, Spain, Sweden, Switzerland, United Kingdom

Region XVI
International
Australia (Fiji, New Zealand, Papua New Guinea, Samoa), Hong Kong, India, Indonesia, Malaysia, Pakistan, Singapore, Taiwan, Thailand

Region XVII
International
Egypt, Iran, Israel*, Lebanon, Nigeria**, Oman, Saudi Arabia (Bahrain, Kuwait, Qatar), Syria, United Arab Emirates

*****While Israel is regionally part of the Middle East, the ATLS-Israel program is part of ATLS Region 15: Europe and Africa.
**While Nigeria is regionally part of West Africa, the ATLS-Nigeria program is part of ATLS Region 17: Middle East and North Africa.

Appendix C – *Course Coordinator Guide (Detailed)*

ATCN Course Coordination – Step by Step

9 - 12 months in advance (if initial Course)

____ Identify who will serve as the ATCN Course Director and the ATCN Course Coordinator who must work closely together to organize a successful course.

____ Contact the ATLS Course Director and Coordinator to discuss plans for the joint course

____ If the initial course, prepare and submit the Inaugural Program Application.

Each training center must be approved by STN before individual courses can be planned. The online Course Management System (CMS), accessible through the ATCN website, facilitates course planning and communication with STN. The training center's status is listed under Training Center Information in the CMS.

https://fms2.emssolutions.org/STN/auth.php

____ Identify the target audience. Prepare mailing/distribution list as needed.

____ Visit possible venues.

There are a number of factors to be considered when choosing the course venue. The venue should provide the following:

- *A lecture room, large enough to accommodate the anticipated number of ATLS and ATCN students. Inform the ATLS Coordinator how many ATCN students will join the lecture so that he/she can look for a room with sufficient space.*
- *Adequate space for running four small group skills stations / patient assessment stations simultaneously. The skill station rooms should be close enough to the ATLS lecture room to assure timely transition of students and to cut down on traffic time.*
- *If possible, 4 individual rooms are the ideal arrangement. If such facility is not available, partitions to divide the area into 4 stations are necessary.*
- *Each of the 4 rooms/partitions should have enough space for a bed, a table for equipment, chairs, and screen (whiteboard or flipchart).*
- *A small room for faculty organization and meeting*
- *General facilities should be close by (restrooms/washrooms, cloakroom, refreshments).*
- *Storage space should be available after the course to store equipment and materials that may be needed for future courses.*

____ Review the list of required equipment. Plan for the procurement and/or purchase.

A listing of required equipment, by skill station, can be found on the ATCN website.

____ Identify potential faculty members

The faculty who will be invited to teach the course should be identified by the ATCN Course Director.

6 - 9 months in advance

____ Identify course dates in collaboration with ATLS Course Coordinator

____ Determine the availability of facilities for selected dates. Reserve rooms. Sign contract as needed.

____ Make initial contact with selected course faculty.

An invitation letter or email should be sent to the faculty well in advance with preliminary course information.

6 months in advance

____ Submit New Course application to the STN Office.

This is accomplished through the CMS. Click "New Course" on the CMS Home screen.

____ Prepare a course budget outlining expected expenditures. Set the course fee.

A budget template, available on the ATCN Website, is helpful in preparing the budget. The course fee should be based on expected costs including administrative fees. ATCN is not generally intended as a profit-making educational activity. Any profit can be used to purchase equipment and materials for future courses.

____ Develop a preliminary course schedule with the ATLS Course Coordinator.

____ Prepare course brochure once course is authorized.

- *The ATCN course must be approved before the course is advertised.*
- *A brochure designed locally should include a brief overview, course objectives, course program, date, venue, application information, application requirements, refund information and cancellation policy.*

____ Identify a source for patient models (for moulage)

The trauma center itself, medical/nursing/paramedic schools and/or community groups may be productive sources. It is important that patient models are contacted well in advance of the course date to give them as much notice as possible.

4 months in advance

____ Proof brochure then arrange for printing. The brochure can also be distributed electronically.

____ Notify the ATLS Course Coordinator of the number of needed ATLS manuals. Order the ATCN Course Materials (Student or Faculty Course Manuals) through the CMS.

Each student will receive both the ATLS and ATCN Manuals. The manuals must be sent well in advance of the course to allow students time to read and digest the contents. To order the ATCN manuals, select "Order Materials" on the CMS Home screen.

3 months in advance

____ Finalize course schedule with ATLS Course Director and Coordinator

____ Confirm faculty availability and assignments. Send confirmatory letter or email including date/time, location, and teaching assignments.

Once the faculty is finalized, the information can be entered into the CMS. Click on "Course Administration" on the CMS Home screen. Faculty can be entered by a unique ATCN # of by name.

____ Assist with faculty travel arrangements as requested.

Any requests by faculty should be arranged at least one month before the course.

____ Log registrations. Send email confirmation of registration.

- *Queries and applications from prospective students should be handled promptly.*
- *All applications should be acknowledged and a receipt sent for any course fees received.*
- *It is advisable to maintain a waiting list of prospective students should a vacancy arise. Applications are most fairly dealt with on a first come, first served basis although it is important to ensure that those applying are qualified to do so, having completed at least one year in emergency or trauma nursing caring for injured patients.*

____ Arrange to borrow any needed equipment.

2 months in advance

____ Send a reminder letter/email to faculty members, confirming their commitment to course

All invited faculty should receive a confirmation letter or e-mail once they have agreed to teach. This allows enough time to recruit a replacement if there are any faculty cancellations at this stage.

____ Send a reminder letter/email to patient models (for moulage)

Provide information about the course date/time, location, individual assignment, and appropriate dress.

____ Plan catering for meals/snacks (including any dietary requirements) with the ATLS Coordinator.

____ Check that equipment is in working order. Organize equipment by skill station.

The Course Director and the Course Coordinator should work together to check that every single piece of equipment is available and in working order. It is advisable to store the equipment in individual boxes for each skill station. Any equipment that is going to be borrowed from another course should be confirmed to ensure that it is not double-booked.

____ Prepare packet of information for students.

The packet will include:

- *Cover Letter: The cover letter should outline the program objectives and stress the need to study both manuals before attending the course. It should indicate that the course will not cover all of the material contained in the manuals but will consider this assumed knowledge on which to base the management of the scenarios encountered within. The letter should stress that attendance at all of the sessions is mandatory for successful completion of the course.*

- *List of Faculty and Students*

- *Course Schedule including group rotations. If possible it is helpful to put students who routinely work together in different groups.*

- *A floor plan of the facility should be included if necessary.*

- *Include a list of suitable local hotel accommodations as needed.*

- *Pretest and Answer Sheet with reminder to complete the pretest before attending the course bringing the test paper and the completed answer sheet with them to registration.*

- *Triage booklet: remind the students to read and prepare the answer for discussion.*

1 month in advance

____ Send course manuals and packet of materials to enrolled students.

____ Arrange for hotel accommodations for faculty members.

____ Make final contact with faculty members.

A final letter or e-mail to the faculty should be sent out 2-3 weeks prior to the course when the final course details are available. Faculty should be sent the following:

- *Cover Letter*

- *A List of Faculty and Students. It is helpful to include details such as educational level, years of practice, and experience in trauma care which can provide the faculty some background knowledge of the students.*

- *Course Schedule with faculty assignments*

- *Expense Report Form*

2 weeks in advance

____ Enter final course information into the CMS. Enter students' names and update instructor information through the Course Administration screen.

____ Prepare on-site materials:

Many of these required documents will be found on the CMS or on the Course Director folder of the ATCN website:

- *Student Roster and sign-in sheet*
- *Patient Scenarios for evaluation of students*
- *Student or Faculty Course Evaluation Form*
- *Evaluation form for Faculty Candidates (if any)*
- *Signage – for station rotations etc*
- *Name badges should be made for each student and faculty member. These badges should be of a large enough font so that names can be read during the stations, they should be also contain first names and not just initials.*
- *Tests and Answer sheets*

____ Reconfirm facility

____ Reconfirm equipment to be borrowed

____ Reconfirm catering arrangements

____ Reconfirm hotel reservations

____ Reconfirm patient models

During the Course

____ Manage on-site registration. A registration table, separate from the ATLS Registration, should be set up. It can be helpful to take photos of students as they arrive.

____ Hold a brief Faculty Meeting early on day 1

The following should be covered at the faculty meeting:

- *Review of the course program and allocations for lectures and skills*
- *Students in the course*
- *Any changes that have occurred to the program or the rooms*
- *Allocation of mentors – one mentor for each faculty candidate*

____ Facilitate flow from lectures to skill stations. Maintain allotted time frames.

____ If applicable, instruct students on the process for course evaluation and certificates

After the Course

____ Gather and store or return the equipment.

____ Upload Sign in sheet into the CMS

____ Enter student results into the CMS. This must be done within ____ to allow the students to complete the evaluation and print the certificate. Arrange for remedial testing, if necessary.

____ If paper-based evaluation process is used, collate the course evaluation forms and forward these to the STN office. These are an essential tool in the future development of the course and the quality assurance.

____ Pay any outstanding bills

The coordinator should ensure that any outstanding bills are paid and that the faculty are reimbursed for their travel and other expenses, if applicable.

____ Reconcile the course budget

The coordinator is responsible for recording the income and expenditures for the course. This is not submitted to the STN office, but is useful for the program records.

____ Send post course correspondence including thank you letters/emails to the faculty, models and others involved in the course.

Appendix D

ATCN Performance Improvement (PI) Plan

Mission Statement: To ensure a standardized approach to the educational process of Advanced Trauma Care Nurse (ATCN) which is within the guidelines and philosophy established by the Society of Trauma Nurses (STN) and the American College of Surgeons.

Purpose: To ensure standardization and quality of ATCN courses offered nationally and internationally

Scope: The ATCN Performance Improvement (PI) Program monitors the events surrounding the delivery of ATCN Student and Faculty Courses. The scope of the plan includes:

1. Monitoring course documentation as outlined in the Policies and Procedure (P&P) Manual, to assure completeness, quality and timely submission.
2. Assuring compliance with ATCN course curriculum
3. Recommending course improvements based on the evaluation summaries.
4. Evaluating and monitoring the instructor and instructor-candidate credentialing process.
5. Monitoring ATCN faculty for compliance to P & P Manual requirements
6. Evaluating availability of courses both nationally and internationally
7. Evaluating the financial viability of ATCN Student and Faculty courses
8. Reporting opportunities for course improvement to the ATCN Committee.

Authority: The authority for executing the PI Plan rests with the PI Subcommittee appointed by the ATCN Committee

Data Collection and Quality Monitoring

Specific sources of quality data for the ATCN program include:

- Inaugural Program Application
- Course documentation tracked through the Course Management System (CMS)
- Reports of Unexpected Occurrences

Levels of Review

1. Primary Review

The basic level of review occurs on a regular basis as submissions are made to the Course Management System. Examples of data appropriate for primary review only are:

- Course Authorization Forms
- Post-Course documentation
- Test scores
- Course evaluations

The STN staff will review documentation and identify any issues with completeness or timeliness. The staff will attempt to resolve simple non-compliance issues as they are identified, for example, notifying a course director if an addition or correction is needed in submitted data. Any issue that is recurrent or cannot be resolved at the primary level will be forwarded to the Chair of the PI Subcommittee.

2. Second Level Review

A secondary level of review occurs monthly, during scheduled ATCN Committee conference calls. A report is provided by the PI Subcommittee including review findings and any identified issues. Attention is focused on the PI indicators and established goals. Examples of data appropriate for secondary review are:

- Substandard test/evaluation scores
- Substandard faculty evaluations
- Recurrent issue, i.e., identified with the same ATCN site more than 2 times
- Complaints or issues identified by ATCN Course participants

The PI committee will attempt to resolve any issue with the appropriate Regional Director. If resolution is unsuccessful, it will be taken will take to ATCN Committee. The ATCN Committee serves as a final resource for issues which cannot be resolved at the previous levels.