

CONTACT INFORMATION

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Acknowledgement

The ITLS Saskatchewan Chapter is responsible for creating and maintaining this manual. It forms the policies and procedures by which all International Trauma Life Support programs will be offered in Saskatchewan.

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| --- | --- |
| Developed | Revised |
| December 2005 | April 2008 | June 2010 | March 2015 | February 2017 | August 2017 |

**ITLS COURSE FORMS**

ITLS forms including the fee schedule are now downloadable from the ITLS Website. Please access the website at [www.itlssask.ca](http://www.itlssask.ca/)

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# Introduction

The policies and procedures in this manual are intended to provide direction for the delivery of International Trauma Life Support (ITLS) education and the operations of the ITLS Saskatchewan Chapter. These policies reflect the commitment to quality trauma education and operational standards set by ITLS International.

In the case of any conflict between the policies and procedures of the ITLS Saskatchewan Chapter and ITLS International, ITLS International policy and procedures will be considered the overriding authority.

*ITLS Saskatchewan members shall not represent ITLS Saskatchewan or ITLS International publicly in matters concerning policy without prior written approval.*

# Objectives of the ITLS Saskatchewan Chapter

The primary objectives of the ITLS Saskatchewan Chapter are:

1. To provide and promote quality trauma life support training for prehospital emergency health care providers in the province of Saskatchewan.
2. To maintain the standards, guidelines, policies, and provide continuous quality improvement which reflects the mandate of ITLS International.

# Course Offerings:

1) Please refer to the ITLS Saskatchewan website at [www.itlssask.ca](http://www.itlssask.ca/) for course offerings throughout the province.

# Course Entry Requirements

# ITLS Provider Course – Basic

The ITLS – Basic course is suited for the following medical practitioners: First Responder, Emergency Medical Responder, Licensed Practical Nurse, Psychiatric Nurse, Primary Care Paramedic, Intermediate Care Paramedic, Registered Nurse, or Primary Care Nurse Practitioner.

The ITLS Provider – Basic Course curriculum contains didactic learning and skill stations including:

# Mandatory:

1. Scene Size-up
2. Trauma Assessment and Management
3. Shock Evaluation and Assessment
4. Trauma arrest
5. Trauma in pregnancy
6. Pediatric Trauma
7. Geriatric Trauma

# Hands-on Stations:

1. Head Injured Patient
2. Extremity Trauma Patient
3. Impaired Patient
4. Abdominal Trauma
5. Spinal Trauma
6. Burns

# ITLS Provider Course – Advanced

The ITLS – Advanced course is suited for the following prehospital practitioners: Advanced Care Paramedic, Registered Nurse - RN with Additional Authorized Practice [RN(AAP)], or Nurse Practitioner (RN-NP) and Physicians.

The ITLS Provider – Advanced Course curriculum contains didactic learning and skill stations including:

1. All curriculum contained in the ITLS – Basic course
2. Intubation
3. Intraosseous initiation and access
4. Thoracic needle decompression
5. External jugular cannulation

*Note: It is recommended that the health care provider register for the course which reflects their education and skillset, within their scope of practice.*

# ITLS Pediatric

ITLS Pediatric continues the training of the Provider courses, reflecting the same ITLS method of assessment and management, but with an emphasis on the special needs of the pediatric patient. The eight-hour course teaches the principles of proper assessment, management, critical interventions, patient packaging, and rapid transport for pediatric trauma patients. Also, it highlights proven techniques for communicating with young patients and their parents.

This course focuses on the practical training needed to make responders feel confident and competent when faced with caring for the critically injured child.

Hands-on stations include:

1. Patient assessment and management
2. Airway management and thoracic trauma
3. Fluid resuscitation
4. Spinal motion restriction and extrication — with an emphasis on pediatric immobilization devices.

The 3rd edition of the ITLS Pediatric course manual, Pediatric Trauma Life Support for Prehospital Care Providers, reflects the most current and effective approaches to the care of the pediatric trauma patient.

# Provider Course Completion Criteria

The following course completion criteria apply to ITLS - Basic, ITLS - Advanced and ITLS re- certification courses.

# Practical Evaluation

Practical scenarios will be evaluated using a continuous evaluation method. Students must achieve a rating of “adequate” in the practical evaluation to qualify for certification.

Continuous evaluation is a commonly used adult education standard of determining skill competency. Continuous assessment facilitates formative feedback, allowing the student to demonstrate knowledge and skills while receiving immediate feedback. The student is then able to interpret the feedback and apply it continuously.

This process allows instructors to evaluate a student’s performance over the whole of the course, facilitating a more comprehensive evaluation of the student’s performance. The student’s mastery of the practical scenario is demonstrated by safe, competent, and consistent care of the simulated trauma patient.

Practical evaluation forms are required and available at [www.itlssask.ca](http://www.itlssask.ca/)

# Written Evaluation

The written test is comprised of multiple choice questions. The student must achieve a minimum of 74% on the written exam to be successful.

# Additional Criteria

1. To be certified as complete in an ITLS course, the student must be successful in both the written and practical portions evaluations.
2. The student must attend the entire course to qualify for evaluation.

# Provider Cards:

1) ITLS Saskatchewan course certifications will be provided to students by ITLS Saskatchewan upon payment of course students fees or within 30 days from the course date.

*NOTE: ITLS Saskatchewan reserves the right to withhold distribution of certificates in the event an instructor or their account are not in good standing.*

# Provider Re-Certification

1. An ITLS Saskatchewan re-certification course must be taken prior to the expiry date stated on the ITLS provider’s card.
2. ITLS – Basic, or ITLS – Advanced provider certification will expire 3 years from the course date.
3. If a provider’s certification expires prior to re-certifying, the provider will be required to take a full provider course (extenuating circumstances will be reviewed by the ITLS Chapter).
4. Professional licensure requirements may necessitate re-certification more often than ITLS requires.

# Provider Reciprocity:

1. ITLS providers from another chapter who wish to obtain a Saskatchewan ITLS provider card may do so by contacting the ITLS Saskatchewan office at itlssk@itlssask.ca.

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1. Proof of current membership in good standing will be required from the original chapter prior to an ITLS Saskatchewan Provider card being granted.

# Instructor Training and Certification Maintenance

**Preamble:**

ITLS Saskatchewan requires quality and consistency in the delivery of ITLS trauma education. The ITLS Instructor plays a large role in achieving this goal.

*Note: Specific ITLS Instructor Course curriculum can be found at* [*www.itlssask.ca*](http://www.itlssask.ca/)

# Policy:

1. ITLS Saskatchewan may not unduly withhold approval for the training of instructors without good reason.
2. To qualify for the Saskatchewan Chapter ITLS Instructor Course, the following prerequisites are required:
	1. The applicant must have maintained ITLS provider certification for a minimum of 3-years immediately prior to submitting their application.
	2. The applicant must be in good standing with their licensing authority/regulator and have a minimum of 3 years current prehospital or critical care full time trauma field experience.
	3. Successful completion of an ITLS Refresher course within the past year and:
		1. Obtain at least 86% on written evaluation in an ITLS Provider Course
		2. Obtain an excellent on the practical evaluation in an ITLS Provider Course
	4. The applicant must submit:
		1. To be accepted into an ITLS Instructor course a recommendation from a current ITLS Advanced Saskatchewan Instructor (a recommendation form is provided in the online instructor course registration package found at [www.itlssask.ca](http://www.itlssask.ca/) )
		2. To be accepted into an ITLS Instructor course a recommendation from one of the following individuals is required. (a recommendation form is provided in the online instructor course registration package at [www.itlssask.ca](http://www.itlssask.ca/) ):
			1. ITLS Advanced Course Medical Advisor
			2. EMS Service Manager
			3. Director of EMS
			4. Training Facility Manager
	5. Provide a successful course completion certificate from the ITLS instructor course online component:
		1. Purchase the ITLS Online Instructor course at [http://learn.itrauma.org/product?catalog=ITLS-Instructor-Course](http://learn.itrauma.org/product?catalog=ITLS-Instructor-Course%20%20%20%20)
		2. The cost associated with the ITLS Instructor course online component shall be the responsibility of each registrant.
	6. Submit the course payment for the instructor course classroom component. (Please refer to the fee schedule found on the ITLS Saskatchewan website at [www.itlssask.ca](http://www.itlssask.ca/))

***Applications will not be considered without all the required documents and course fees submitted.***

*NOTE: Do not purchase the Instructor Course Online Component program unless you are certain you have fulfilled the other criteria.*

1. Course enrolment limitations and cancellation policies will be as follows:
	1. All courses have minimum and maximum participant numbers. Students will be enrolled in the order all enrolment criteria are met.
	2. Failure to attend a course forfeits any prepaid registration fees without refund.
	3. A cancellation fee will be charged on all registrations cancelled more than 7 days in advance of the course date.
	4. Cancellations less than 7 days prior to the course date forfeit all registration fees (Any extenuating circumstances will be reviewed on an individual basis by ITLS Saskatchewan.)
	5. The applicant will receive an instructor course package outlining the course agenda, preparation and completion requirements once accepted for an ITLS Instructor Course.
2. ITLS instructor certification will be valid for a 2-year period once the instructor training requirements are met.

# ITLS Pediatric Instructor Training

1. ITLS instructors may apply to become an ITLS Pediatric Instructor provided they meet the following criteria:
	1. Are current and in good standing as an ITLS instructor.
	2. Achieve instructor potential in the Pediatric Provider course
	3. Be monitored while successfully teaching a Pediatric Provider course.
2. ITLS Pediatric Instructor applications and the ITLS Saskatchewan fee schedule can be obtained from the ITLS Saskatchewan website at [www.itlssask.ca](http://www.itlssask.ca/) and submitted to the ITLS Saskatchewan Chapter office.
3. ITLS Saskatchewan will offer ITLS Pediatric Instructor courses as the demand for instructors warrants and on a cost-recovery basis.

# Instructor Status Maintenance

1. To maintain active instructor status, the instructor must:
	1. Assist in the delivery of 2 ITLS courses in a 2-year period (Provider or Refresher courses) and 2 ITLS Pediatric courses in a 2-year period (if certified as an ITLS Pediatric instructor).
	2. The applicant must be in good standing with their licensing authority/regulator.
	3. Submit the ITLS Saskatchewan instructor registration fee as required.
	4. Complete online ITLS International Instructor updates as required.
2. Instructors who have been unable to meet the instructor maintenance requirements will be required to take a refresher course at their own expense (Please refer to the fee schedule on the ITLS Saskatchewan website at [www.itlssask.ca](http://www.itlssask.ca/) ). An Instructor Trainer (IT) will assess the understanding and delivery of material.
	1. If the IT feels further assessment is required, the instructor may be required to show proficiency at their own expense, while teaching a course with an alternate Instructor Trainer.

# Instructor Reciprocity

**Preamble:**

ITLS Saskatchewan periodically receives a request from an out-of-province instructor who wishes to become certified as an instructor with ITLS Saskatchewan.

# Policy:

1. ITLS Instructors from other chapters who wish to become certified with ITLS Saskatchewan will be required to be monitored by an ITLS Saskatchewan Instructor Trainer at their own expense. Please refer to the fee schedule on the ITLS Saskatchewan website at [www.itlssask.ca](http://www.itlssask.ca/)
2. Proof of current registration in good standing as an ITLS instructor is required for the course registration.

*NOTE: If a reciprocity instructor is unsuccessful in their monitoring, ITLS International will be contacted for further direction.*

# Instructors from Other Chapters Teaching within the Saskatchewan Chapter Preamble:

Occasionally an instructor from another Chapter may wish to teach a course within the ITLS Saskatchewan Chapter, but not become certified as an ITLS Saskatchewan Instructor.

# Policy:

1. If an instructor from another Chapter is teaching a course within the ITLS Saskatchewan Chapter, the instructor out of professional courtesy will:
	1. Advise the ITLS Saskatchewan Chapter the details of the course prior to delivering the course.
	2. Out-of-province instructors must teach within their scope of practice as regulated by the Saskatchewan College of Paramedics.

# Instructor Bridge Course

**Preamble:**

Periodically Instructors of other certified trauma courses, such as Advanced Trauma Life Support (ATLS) or Prehospital Trauma Life Support (PHTLS) wish to become an ITLS Instructor. The ITLS Instructor Bridge Course is designed to facility the transition.

*NOTE: Specific ITLS Instructor Course curriculum can be found at* [*www.itlssask.ca*](http://www.itlssask.ca/)

# Policy:

To be certified as an ITLS Instructor the following steps are required.

1. Submit current instructor certification with ATLS or PHTLS.
2. Provide a successful course completion certificate from the ITLS instructor course online component:
	1. Purchase the ITLS Online Instructor course at

[http://learn.itrauma.org/product?catalog=ITLS-Instructor-Course](http://learn.itrauma.org/product?catalog=ITLS-Instructor-Course%20%20%20%20)

* 1. The cost associated with the ITLS Instructor course online component shall be the responsibility of each registrant.
1. Submit the course payment for the Instructor Course classroom component. (Please refer to the fee schedule found on the ITLS Saskatchewan website at [www.itlssask.ca](http://www.itlssask.ca/))
2. Once the instructor Bridge Course and monitoring requirements have been completed an ITLS Saskatchewan Instructor card will be issued.
3. Instructor certification will be valid for a 2-year period.

# Instructor Removal

**Preamble:**

The ITLS Saskatchewan Chapter may require a mechanism, through which the Chapter Advisory Committee can revoke the Instructor status should the need arise. In addition, the Chapter Advisory Committee may require a method to provide the Instructor with due process of appeal if the Instructor status is revoked.

# Policy:

1. ITLS Instructors have the responsibility to abide by the policies, procedures, and standards of ITLS Saskatchewan and ITLS International.
2. The primary goal of ITLS Saskatchewan is to provide quality training for health care providers in the province of Saskatchewan. As such, ITLS Instructors have the responsibility to maintain their knowledge of, and competency in, ITLS current course content.
3. The conduct of Instructors must be in keeping with acceptable professional conduct, recognizing there is a need for lawful personal conduct when carrying out the goals of ITLS Saskatchewan.
4. Instructors that fail to meet their responsibility to ITLS Saskatchewan in any of these areas, including default of payment of any fees due to ITLS Saskatchewan, shall be subject to a review by ITLS Saskatchewan.
5. Instructors who are under review by the Advisory Committee for breach of policy or a written complaint against the instructor shall be subject to the policies of the “Dispute Resolution” Section of this manual.

# Instructor Trainers

**Preamble:**

ITLS Saskatchewan Instructor Trainers (IT) are required within the ITLS Saskatchewan Chapter to ensure instructors are trained to provide quality and consistency in trauma education within Saskatchewan.

# Policy:

* 1. The position of an IT carries significant responsibility and requires commitment in maintaining the quality and consistency of the delivery of trauma education through the training and monitoring of ITLS instructors. ITs must be prepared to invest the time to fulfil their duties, including direct supervision and evaluation of instructor candidates *at all times* during their Instructor monitoring.
	2. There must be enough ITs to ensure availability when training of instructors is required.
	3. IT terms will be staggered so that no more than 2 ITs will be renewed or appointed in a year.
	4. ITLS ITs will be appointed for a 3-year term.
	5. The Advisory Committee may choose to re-appoint an IT for a second consecutive 3-year term.
	6. Members are eligible for re-appointment as an IT following a one year absence from their completion of the current appointment as an instructor trainer.
	7. The ITLS Saskatchewan Chapter Advisory Committee will be responsible for appointing ITs.
	8. The ITLS Saskatchewan Education Committee will oversee the ITs and IT training programs.
	9. The Education Committee will meet with the IT group at the Chair’s discretion to evaluate the instructor training process.
	10. The Education Committee will be responsible to communicate progress and/or concerns regarding instructor training to the Advisory Committee.
	11. The Education Committee will ensure new ITs are oriented to the ITLS Saskatchewan Chapter and ITLS International training procedures.

# Instructor Trainer Requirements:

1. Licensure as an Advanced Care Paramedic – in good standing with their licensing authority/regulator
2. Certification as a current ITLS Instructor who is in good standing for a *minimum* of 7 years immediately preceding their appointment as an IT and/or consideration for the number of courses taught.
3. Preference will be given to individuals with credentials and experience in the delivery of adult education pertaining to emergency medical or prehospital care.

# Process for Selecting Instructor Trainers:

1. Individuals who meet the IT criteria may apply to the ITLS Saskatchewan Advisory Committee to become an IT. Applications may be found on the ITLS Saskatchewan website at [www.itlssask.ca](http://www.itlssask.ca/)
2. In addition to the application form, candidates must include:
	1. A resume or curriculum vitae
	2. A written recommendation pertaining to the individual’s ability to facilitate adult education from a current ITLS Saskatchewan Instructor and a written recommendation from one of the following:
		1. ITLS Advanced Course Medical Advisor
		2. EMS Service Manager
		3. Director of EMS
		4. Training Facility Manager
	3. An essay no less than 500 words in length describing the individuals reasoning for wanting to become an ITLS instructor trainer and how they believe they can contribute to the training of ITLS Saskatchewan Instructors.
3. The Advisory Committee will review IT applications and select IT candidates based on their ability to meet the IT candidate criteria. Successful individuals will be notified in writing.
4. Once successful candidates have been selected, the Education Committee will arrange to conduct IT orientation and education.
5. Once the IT candidates have successfully competed the IT orientation and education, they will be appointed ITs by the ITLS Saskatchewan Advisory Committee.

# Administrative Policies

# Non-Discrimination and Harassment

**Preamble:**

ITLS Saskatchewan has a zero-tolerance policy for any type of discrimination or harassment of, or by ITLS representatives or students.

# Policy:

1. For this policy, discrimination shall be defined as:

“Treatment or consideration of, or making a distinction in favor of, or against a person based on the group, class, or category to which that person belongs to rather than the person’s individual merit.” (1)

1. For this policy, harassment shall be defined as:

“The act or instance of disturbing, pestering, troubling or persecuting another individual.” (1)

1. All instances of harassment or discrimination shall be reported to the ITLS Saskatchewan Advisory Committee.
2. Any incidence of harassment or discrimination of ITLS representatives or students, shall automatically result in an investigation of the incident. Depending on the situation and environment of the incident, an investigation may be performed by an instructor, the Advisory Committee, or a Special Committee.
3. An ITLS representative or student may make an initial verbal complaint if they are the recipient of discrimination or harassment to stop the incident if it is ongoing. A written complaint will be required prior to commencing an investigation.
4. Once a written complaint is received the matter shall proceed as set out in the “Dispute Resolutions Section”.

# Course Conduct

**Preamble:**

ITLS Saskatchewan recognizes that there are a variety of reasons for a student to be present in an adult education course. As adults and health care professionals, students share in the responsibility of maintaining an appropriate learning environment, professional standards, and academic integrity.

# Policy:

1. Students engaging in ITLS Saskatchewan course activities or instructor monitoring are expected to conduct themselves in a manner that is respectful, safe, inclusive, and maintains an educationally conducive environment.
2. Students will be made aware of the potential aspects of academic dishonesty and that any student acts of academic dishonesty will have serious consequences for the student.
3. Academic dishonesty includes, but is not limited to, plagiarism, cheating, inappropriate academic collaboration among students, misuse of confidential material, or seeking to gain an unfair academic advantage.
4. Students who have been reported or have been witnessed to have breached ITLS Saskatchewan’s course conduct policy will be subject to disciplinary action including, reprimand, removal from the course, or a recommendation to the Advisory Committee for a hearing. A hearing decision may result in further disciplinary action or reporting of the offense to the appropriate authorities for further investigation.

# Student Confidentiality

**Preamble:**

ITLS Saskatchewan strives to maintain a student’s personal, and academic information privacy. All ITLS committee members, staff, and instructors are mandated to maintain confidentiality of student information.

# Policy:

1. Confidential student information will only be accessed by authorized ITLS representatives, and only by the number of representatives necessary to complete a task.
2. No personal student information will be shared by ITLS Saskatchewan with a third party without the prior written consent of the student.
3. Any individual who accepts an ITLS provider card is agreeing to inclusion in the ITLS International course management system database.
4. Instructors must maintain past course information such as rosters, written, and scenario evaluations secured.
5. Any breach of student confidentiality will be reviewed by the ITLS Saskatchewan Advisory Committee. Following a review, ITLS Saskatchewan reserves the right to strike a special committee to commence an investigation, conduct a formal hearing, implement disciplinary action, and/or report the incident to the appropriate authority.

# Dispute Resolution

**Preamble:**

A dispute resolution mechanism is necessary in the event an ITLS Saskatchewan Chapter member, or an ITLS Saskatchewan provider is in breach of the policies and procedures of ITLS Saskatchewan or ITLS International or wishes to appeal a decision made by an ITLS representative.

# Policy:

1. Written Complaints regarding ITLS Saskatchewan Chapter Members or Providers will be subject to the authority of the ITLS Saskatchewan Advisory Committee.
2. Complaints of inappropriate conduct, inadequate knowledge of skills or other complaints connected with the delivery of ITLS courses, or the provision of trauma care shall be submitted in writing to the ITLS Saskatchewan Advisory Committee through the ITLS Saskatchewan Office. Complaints must clearly identify contact information for the person submitting the complaint. Complaints can be submitted from faculty, students, or members of the public within thirty (30) days following the alleged event or situation.
3. Anonymous or verbal complaints *will not* be acted upon.
4. Upon receipt and review of the documentation submitted, ITLS Saskatchewan may, if in its opinion one is required, initiate an investigation. ITLS Saskatchewan reserves the right to extend the time lines of the investigation when it is in the best interest of all parties to ensure due process.
5. Should the complaint involve conduct of a criminal nature or violation of human rights, ITLS Saskatchewan reserves the right to forward the complaint to the appropriate external agencies.
6. The Advisory Committee must decide to initiate an investigation within seven (7) days of receiving the written complaint.
	1. The individual submitting the complaint (hereafter referred to as respondent), shall be notified by registered mail of the decision either to, or to not investigate the complaint.
	2. The Instructor or provider in question (hereafter referred to as the defendant), shall be notified by registered mail of the complaint and the investigation within seven (7) days following the decision to initiate an investigation, unless the complaint is being referred to external agencies for handling.
	3. ITLS Saskatchewan reserves the right to withhold the name or other identifying information of the defendant and/or respondent where it is necessary to protect the integrity of the process.
7. ITLS Saskatchewan shall appoint, within ten (10) days from receiving the complaint and determining the need for investigation, a three (3) person Special Committee of Investigation (hereafter referred to as the Special Committee). The appointees shall come from ITLS Instructors at large, the ITLS Advisory Committee.
8. The ITLS Advisory Committee Chairperson, or his/her designate will direct the investigation.
9. The Special Committee reserves the right to question ITLS faculty and other related parties as required. ITLS faculty members are required to cooperate with the Chairperson and Special Committee as requested. Refusal to cooperate may necessitate removal from ITLS Saskatchewan. The Special Committee shall complete their investigation and submit to the ITLS Advisory Committee, in writing, their findings, and recommendations, within sixty (60) days from the initial convening of the Special Committee.
10. The Special Committee reserves the right to question the defendant, respondent, students, or anyone whose testimony is material to complete the investigation. A defendant has the right to refuse to participate in the investigation, however, by refusing to participate the defendant waves their right to present supporting evidence in their defense.
11. The defendant shall have the right to have legal representation or a support person present during a hearing and retains the right to present supporting documentation, witnesses, or other evidence in their defense. The defendant may have their instructor or provider status suspended pending the outcome of the investigation and the defendant shall surrender their instructor or provider card when requested to do so by the ITLS Saskatchewan.
12. The Advisory Committee shall have thirty (30) days to review the findings and recommendations of the Special Committee and notify the respondent and defendant in writing of the Advisory Committees decision.
13. The defendant shall be notified of the outcome by registered mail, upon completion of the investigation. In the event of a negative decision, the defendant shall have thirty (30) days to appeal the decision of the Advisory Committee.
14. Recommendations of the Special Committee to the ITLS Saskatchewan Advisory Committee shall include, but not be limited to:
	1. Temporary suspension of defendant’s Instructor or provider status for a specified period.
	2. Permanent suspension of the defendant’s Instructor or provider status
	3. Remedial training
	4. No action required
15. Should the defendant in question have their Instructor or provider certification suspended or permanently revoked by ITLS Saskatchewan, it will apply to all ITLS offerings for which they are certified. ITLS International will be notified in writing of any suspension or revocation of instructor status by ITLS Saskatchewan.
16. The Saskatchewan ITLS Advisory Committee reserves the right to revoke the member’s ITLS Provider status, if the defendant is convicted of a criminal offence because of the incident.
17. The ITLS Instructors membership shall be notified in writing or via the ITLS Saskatchewan website instructor portal when ITLS Saskatchewan suspends or revokes a member’s instructor status.
18. All information received during the investigation process must be held in strict confidence by all parties involved except for communicating a suspension or revocation of instructor certification or membership.

# Students with Disabilities

**Preamble:**

An individual may wish to participate in an ITLS course who has an acute or chronic disability.

# Policy:

1. ITLS courses include written and scenario-based evaluation, which require a level of strength, fitness, dexterity, and cognitive ability equal to the operational requirements of a prehospital provider in the field. Individuals wishing to be certified in ITLS - Basic or ITLS - Advanced must be able to fulfil the evaluation requirements.
2. ITLS Saskatchewan also recognizes that the various professions who seek trauma education may have different ability requirements. Certification by ITLS Saskatchewan in trauma care does not convey any endorsement of personal ability to perform beyond the scope of the ITLS course.
3. The inability of an individual to meet operational field ability requirements does not prevent any individual from auditing an ITLS course for personal or professional benefit.
4. Individuals with an acute or chronic disability who wish to attend an ITLS course and be certified, will be required to submit written documentation from a qualified practioner who has assessed and verified the type and extent of disability.
5. Documentation of a disability must be submitted to ITLS Saskatchewan a minimum of 30 days prior to the course date.
6. The Education Committee will review all requests for accommodation and a decision will be made on accommodation on a case by case basis.

# Student Records

**Preamble:**

Students may require access to their most recent course evaluations or documentation for a variety of reasons during their current certification term.

# Policy:

1. All ITLS instructors or course facilitation agencies who complete and receive student documentation generated during an ITLS course, shall be required to maintain the documentation in a secure electronic or paper filing system for a period of four (4) years.
2. The instructor or course facilitation agency shall provide access or information from the student file to the student or ITLS Saskatchewan upon written request during the storage period.
3. Following the expiry of the storage period, student files must be disposed of in a manner that eliminates any possibility of information access by a third party.

# Student Tuition

The tuition fees for ITLS Courses are set by the instructor or sponsoring organization. Detailed course costs should be made available to the potential student by the instructor or sponsoring organization prior to registration.

# Instructor/Student Ratio

The student/instructor ratio must not be greater than 6:1.

# Administration Fee

A fee per student for ITLS Courses must be submitted to ITLS Saskatchewan. The fee includes the cost of processing the course documents, ITLS International fees, certificates, and other associated costs. The fee will be established from time to time, based on ITLS International and ITLS Saskatchewan operation costs. Please refer to the fee schedule on the ITLS Saskatchewan website at [www.itlssask.ca](http://www.itlssask.ca/). This fee *does not* include textbooks.

# Textbook

The textbook used must be the most current edition approved by ITLS International for the training being delivered.

*It is recommended that students should have access to a textbook a minimum of 30 days prior to the course date to facilitate course reading and preparation.*

Textbooks are available from the following locations:

* 1. Pearson Education Publishing: Online at [www.catalogue.pearsoned.ca](http://www.catalogue.pearsoned.ca/)
	2. ITLS International: Online at [www.itrauma.org/shop/](http://www.itrauma.org/shop/)
	3. Online Bookstores such as:
		+ [www.saskpolytech.ca/bookstore](http://www.saskpolytech.ca/bookstore)
		+ [www.chapters.indigo.ca](http://www.chapters.indigo.ca/)
		+ [www.amazon.ca](http://www.amazon.ca/)

# Student Course Materials

The ITLS Saskatchewan instructor shall provide the following materials for distribution to the student:

1. One copy per student of the ITLS Saskatchewan participant information package, pretest, and assessment flowchart.
2. The pre-test, pretest answer key & an answer sheet.

*These items are available for download from* [www.itlssask.ca](http://www.itlssask.ca/)

1. The most current ITLS International textbook (if provided by the instructor or sponsoring organization).

*It is recommended that students should receive their course packages a minimum of 30 days prior to their course date to facilitate course reading and preparation.*

# Additional Course Offerings

ITLS Saskatchewan is currently not offering courses in ITLS Access, or other specialized ITLS courses. We will be looking to expand our course offerings in the future. Please contact ITLS Saskatchewan for further information.

# Course Registration and Management

**Preamble:**

Course Registration is the responsibility of the course lead instructor or designated course faculty member. It is up to the instructor to review the numbers of students registered in the course.

The lead instructor will have final determination of numbers included in the course. There must however, be enough of an instructor to student ratio (6:1), to ensure a quality learning environment during the skills stations and practical scenario testing. Facilities and equipment must also be conducive to providing a quality learning environment for the number of students registered

# Policy:

1. All ITLS courses will be managed with the ITLS International Course Management System (CMS)
2. The lead instructor or course designate faculty member will handle all course registration and receipts.
3. The lead instructor or course designate faculty member will be responsible to provide the students with the pre-course packages, patient assessment flow chart and pre-test.
4. It is the responsibility of each student to obtain the ITLS textbook in preparation for the course, unless otherwise arrange with the lead instructor.
5. Applicants must have received their acceptance and course materials no later than 30 days prior to the course date to facilitate preparation for the course.

# Course Cancellation

**Preamble:**

An ITLS course may need to be cancelled. Instructors are encouraged to consider all options before cancelling a course.

# Policy:

1) In the event a course is cancelled by the lead instructor or the sponsoring organization, ITLS Saskatchewan requires the student course package to clearly state the cancellation policy and related cancellation costs.

# Tuition Reimbursement

**Preamble:**

For a variety of reasons, a student may choose to withdraw from a course.

# Policy:

1) ITLS Saskatchewan requires the student course package to clearly state the cancellation policy and related withdrawal costs as set out by the lead instructor or sponsoring organization in the event a student withdraws from a course.

# Evaluation

**Preamble:**

ITLS Saskatchewan seeks to ensure quality trauma education is delivered in the province of Saskatchewan. As such, ITLS Saskatchewan instructors shall follow the policies and procedures of the Chapter, to ensure consistency in quality of delivery in all ITLS courses within the province.

# Policy:

1. The ITLS Saskatchewan Chapter standards and policy manual shall be adhered to.
2. To successfully complete an ITLS provider course, the following results must be achieved:
	1. Written Exam - 74%
	2. Demonstration of Competency - Practical Scenario – a rating of “adequate” or higher.
3. Student appeals of examinations or scenario evaluation are to be forwarded by the course lead instructor to the attention of the ITLS Saskatchewan Chapter office.
	1. The ITLS Advisory Committee shall receive submissions from the instructor, the student, and/or any other involved parties prior to a review of the information with the ITLS Medical Advisor (if required). Any decision will be based on the appeal evidence.
	2. The ITLS Advisory Committee reserves the right to require additional testing of the student, if deemed appropriate following the review.
	3. Following a review of the documentation and other information gathered, the ITLS Advisory Committee reserves the right to grant a passing status to the student.
4. Failure to follow the standards and policies set out in this manual may result in ITLS

Saskatchewan suspending or revoking an instructor’s certification or an agency’s ability to deliver ITLS courses in Saskatchewan.

1. The ITLS Advisory Committee’s decision on revocation of certification or course delivery following the review of information, and upon acceptance of the recommendation to the ITLS instructor body, and the ITLS Medical Advisor, shall be the final decision.

# Re-Evaluation

**Preamble:**

If a student is unsuccessful in an ITLS Course, arrangements will need to be made for retesting (It is recommended that retesting take place on an alternate day). Unsuccessful students should always be encouraged to retest.

# Policy:

1. If a student achieves less than 74% on the written exam or obtains non-mastery in the practical evaluation, a re-evaluation can be arranged. If time allows, the student can re- perform the practical evaluation at the end of the course.
2. If a student is unsuccessful in both areas of evaluation, the student must repeat the entire ITLS Provider Course. The student must re-perform the practical portion of the evaluation within one year, and rewrite the written exam within three (3) months of the course date.
3. A student is encouraged to be re-evaluated as soon as possible. The re-evaluation policy applies to both the Provider and Refresher Courses.
4. A student may arrange to repeat the written evaluation with the lead instructor, or by contacting the ITLS Saskatchewan Provincial Chapter office at itlssk@itlssask.ca

# Payment of Course Fees

**Preamble:**

ITLS Saskatchewan Instructors are responsible to pay student fees on behalf of each student listed on a course roster to ITLS Saskatchewan.

# Policy:

1) The Lead Instructor is responsible to submit student fees to ITLS Saskatchewan within 30 days of receiving the course invoice.

# Role of the ITLS Saskatchewan Administration Office

The functions of the ITLS Saskatchewan Chapter Administration Office include:

1. The administration of provincial and international registration processes for ITLS Saskatchewan students, providers, and instructors;
2. Collaborating with the Advisory Committee Chair to process and direct communication and perform administrative duties including, maintaining the office, financial transactions, records, and communications with ITLS International;
3. Overseeing maintenance of the ITLS Saskatchewan Chapter website;
4. Promoting ITLS in the province of Saskatchewan;
5. Maintaining a registry of current ITLS Saskatchewan members;
6. Assisting the Education Committee in organizing instructor continuing education, the training of instructors and maintaining a current registry of ITLS Saskatchewan Instructors;
7. Referring matters of quality improvement to the Advisory and Education Committees.

# ITLS Saskatchewan Chapter Advisory Committee Terms of Reference

**Elected as**: The ITLS Saskatchewan Advisory Committee to the ITLS

Saskatchewan Chapter

**Elected by**: The members of ITLS Saskatchewan. Elections occur at the Annual General Meeting through an election process or at a special meeting called for the election of members to the Advisory Committee.

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**Elected for:** Election to the Advisory Committee shall be for a term of 3 years, following which the committee member may choose to stand as an incumbent and if elected, serve for an additional consecutive 3-year term. An incumbent does not need to participate in the nomination process to stand for re-election.

After serving 2 consecutive terms on the Advisory Committee, the member may stand for re-election to the Advisory Committee following a 1-year absence from membership on the Advisory Committee.

**Prerequisites**: Voting Members of the ITLS Advisory Committee must be ITLS Saskatchewan instructors who are current in certification and in good standing. Each member of the committee will share the duties of promoting and guiding the activities of ITLS Saskatchewan.

**Committee Size**: The ITLS Advisory Committee shall consist of:

* + Chapter Chairperson (voting as chair as per Robert’s Rules of Order)
	+ Four additional Chapter Members (voting)
	+ Chapter Medical Advisor (non-voting)

From time to time the Committee may appoint such other members to special committees as the Advisory Committee feels are required for handling of special projects.

**Removal**: Members elected to the ITLS Advisory Committee who fail to participate in ensuring fair distribution of duties, or who contravene the bylaws, policies, and ideals of ITLS Saskatchewan or ITLS International, will be removed from the committee.

A replacement member will be appointed by the ITLS Advisory Committee in an acting position until the next General Meeting, or the Advisory Committee at their discretion, may chose to leave the position vacant until the next General Meeting. An appointed member

must satisfy the same prerequisites as a member who is nominated for election.

**Duties**: The ITLS Advisory Committee is a working committee charged with overseeing the operations of ITLS Saskatchewan. The committee will also advise the Chapter on matters concerning the Chapter, such as:

* + Development of Chapter policy and procedures
	+ Promotion of ITLS throughout Saskatchewan
	+ Development of strategic plans
	+ Dissemination of information at the provincial level
	+ Disciplinary issues.

**Chairperson**: The Chairperson of the Advisory Committee shall be elected from the members of the Advisory Committee at the first Advisory Committee meeting following the Annual General Meeting.

**Vice-Chairperson**: The Vice-Chairperson of the Advisory Committee shall be elected from the members of the Advisory Committee at the first Advisory Committee meeting following the Annual General Meeting.

**Secretary/Treasurer**: The Secretary/Treasurer of the Advisory Committee shall be elected from the members of the Advisory Committee at the first Advisory Committee meeting following the Annual General Meeting. Depending on workload, the Secretary/Treasurer may also be contracted to fulfill the duties of the position. Election to the position shall be a pre- requisite prior to being contracted.

**Chapter Coordinator**: The Advisory Committee shall appoint the Chapter Coordinator at the first Advisory Committee meeting following the Annual General Meeting. The Chapter Coordinator must be an ITLS Saskatchewan Instructor who is current and in good standing.

**Education Chairperson:** The Chair of the Education Committee shall be elected from the members of the Advisory Committee at the first Advisory Committee meeting following the Annual General Meeting.

**Medical Advisor**: The members of the Advisory Committee shall appoint the Chapter Medical Advisor at the first Advisory Committee meeting following the Annual General Meeting.

# Advisory Committee Roles Chairperson

**Preamble:**

In keeping with ITLS International guidelines the Advisory Committee Chairperson will work with the Advisory Committee, the Medical Advisor, and the membership, to ensure quality and consistency in ITLS delivery.

# Policy:

1. The Provincial ITLS Advisory Committee Chairperson should have experience in;
	1. Managing and delivery of education courses in general;
	2. Business practices required for oversight of the day to day operations of the ITLS Saskatchewan Chapter Office;
	3. Leading and working with committees.

# Vice-Chairperson

**Preamble:**

The Advisory Committee Chairperson may during their term of office be temporarily absent or unable to fulfill their obligations to the Chapter. In this situation, the Advisory Committee Vice- Chairperson would perform the duties of the Chairperson.

# Policy:

1. The Vice-Chairperson upon the request of the Chairperson, or in the absence of the Chairperson may perform the duties of the Chairperson for a specified period, or until the Chairperson can resume their duties.
2. In the event the Chairperson resigns mid-term or is unable to fulfill their obligations, the Vice- Chairperson will automatically be considered the “acting Chairperson” until the next meeting of the Advisory Committee when a new Chairperson is elected.

# Secretary/Treasurer

**Preamble:**

The day to day operation of the ITLS Saskatchewan office requires immediate oversight to ensure an effective and efficient operation.

# Policy:

1. The Secretary/Treasurer shall provide the primary immediate oversight of the day to day operations of ITLS Saskatchewan.
2. This oversight shall include, managing the roles of the ITLS Saskatchewan office as previously listed, the duties of the Secretary/Treasurer as listed in the bylaws of the ITLS Saskatchewan Chapter, or duties as contracted.
3. The Secretary/Treasurer shall work in collaboration with the Advisory Committee Chairperson.

# Chapter Coordinator

**Preamble:**

The ITLS Chapter Coordinator will work with the Advisory Committee, and membership to ensure course rosters, certification cards and the member registry are maintained on behalf of ITLS Saskatchewan.

# Policy:

1. The ITLS Chapter Course Coordinator takes direction from and is responsible to the ITLS Advisory Committee.
2. The ITLS Chapter Coordinator is responsible for:
	1. Day-to-day operations of the course management system (CMS) including:
		1. Approving Course Requests
		2. Maintenance of faculty records for all faculty within the Chapter
		3. Submission of post-course records to International office
		4. Distribution of cards
		5. Reporting to the Secretary/Treasurer statistical course information for decision- making and student fee amounts owing to International.
3. The Chapter Coordinator may perform other duties as assigned by the ITLS Saskatchewan Advisory Committee.

# Education Committee Chairperson

**Preamble:**

The ITLS Saskatchewan Chapter Education Committee is a large committee with a significant impact on the education of providers and instructors in the province.

# Policy:

1. The ITLS Saskatchewan Chapter Education Committee Chairperson will be the liaison between the Education & Advisory Committees.
2. The Education Committee Chairperson will be responsible for the operations of the Education Committee including, calling, and chairing of meetings and ensuring committee members are completing assigned duties.
3. The mandate of the Education Committee Chairperson will also include oversight of:
	1. Instructor trainers
	2. Instructor training
	3. Education days or continuing education
	4. Website educational content and social media platforms
4. The Education Committee Chairperson will be responsible to report at each Advisory Committee meeting regarding the ongoing operations of the Education Committee, or report to the Advisory Committee Chairperson if matters are of an urgent nature.

# Chapter Medical Advisor

**Preamble:**

In keeping with ITLS International guidelines and to ensure proper medical oversight, quality, and consistency in ITLS courses, the Advisory Committee will appoint a Chapter Medical Advisor.

# Policy:

1. The Chapter Medical Advisor will be a physician licensed to practice in the province of Saskatchewan and in good standing with their regulatory body/registrar.
2. The physician must be familiar with the EMS system and preferably practice in emergency care.
3. The physician must be an ITLS Instructor.
4. The Chapter Medical Advisor will work with the Advisory Committee to ensure that quality ITLS courses are being delivered with proper medical oversight.

# Sub-Committees or Special Committees

**Preamble:**

Periodically it may be necessary for the Advisory Committee to appoint additional committees.

# Policy:

* 1. If required, the Advisory Committee shall appoint a Sub-Committee or Special Committee for the purposes of performing research, special projects, or investigations, which are beyond the ability or scope of the Advisory Committee.
	2. A specific mandate and task criteria shall be established for directing the work of the appointed committee.
	3. Members appointed to committees must be ITLS members or providers, except in the case of a Special Committee, which is appointed for investigating a complaint. Special Committee members must be members of ITLS Saskatchewan. The Chair of a Special Committee shall be a member of the Advisory Committee
	4. Committee pre-approved expenses will be reimbursed by ITLS Saskatchewan.

# ITLS Saskatchewan Delegates to the ITLS International Conference Preamble:

ITLS International holds a conference annually which includes business meetings, educational events, course management events and opportunities for networking between Chapters.

# Policy:

1. ITLS Saskatchewan as finances permit, shall send a minimum of one delegate and a maximum of two delegates to the ITLS International conference annually.
2. Due to the business nature of the event, conference delegates shall be appointed each year from the Advisory Committee.
3. In the event, no committee members are available to attend, the Advisory Committee

may appoint an ITLS Saskatchewan member to attend on their behalf.

1. Conference delegates shall have the following items reimbursed by ITLS Saskatchewan:
	1. Conference fee
	2. Accommodations for travel days and conference event days
	3. Meals as per the Advisory Committee expense schedule
2. In return delegates, will attend all business and education sessions as scheduled and prepare a report for distribution and presentation at the next annual general meeting.

# ITLS International Board or Committee Membership

**Preamble:**

Members of ITLS Saskatchewan may be offered the opportunity, or wish to apply to participate on the ITLS International board or committees.

# Policy:

1. ITLS Saskatchewan recognizes the importance of the ITLS International board and committees to the organization.
2. ITLS members who choose to serve on ITLS International boards or committees, do so based on their own decision-making and ability to meet the requirements of the position.
3. By way of professional courtesy, a member accepting an International position as described above should advise ITLS Saskatchewan.
4. If an ITLS Saskatchewan member is seeking any financial reimbursement for expenses related to ITLS International board or committee membership, the member should receive ITLS Saskatchewan approval for expenses in writing *prior* to accepting a board or committee position, where ITLS Saskatchewan financial assistance is requested.
5. A request for financial assistance should be made in a timely manner. Any decision by ITLS Saskatchewan to provide financial assistance will be made on a case by case basis.
6. Decisions to provide financial assistance will be based on the annual budget of ITLS Saskatchewan and the financial ability of ITLS Saskatchewan to satisfy the request.

# References

* 1. Dictionary.com. Retrieved January 9, 2017 from [www.dictionary.com](http://www.dictionary.com/)