

**ITLS  
of  
NEVADA**



# The Network of ITLS in Nevada

State Medical Director

State Coordinator

State Affiliate Faculty

ITLS Instructors

ITLS Providers

Trauma has been recognized as one of the leading diseases afflicting our society today. One hundred thousand people die from trauma related deaths in the United States each year. Trauma has become the leading cause of death for Americans under the age of 30. Prompt, systematic assessment and rapid evacuation to definitive care is crucial to the survival of these victims.

ITLS is a composite of accepted, new and ever changing techniques for trauma care. ITLS is being constantly reviewed and changes made when they are judged to be an improvement to trauma care. The goal of ITLS is to teach every student enough to successfully pass the course and thus improve the quality of trauma care.

ITLS of Nevada is a Nevada corporation incepted in 1991 and therefore is governed by its bylaws under their articles of incorporation. The Board of Directors will serve as the ITLS Chapter Committee and is also the "Chapter charter holder". (see the bylaws of ITLS of Nevada for roles, terms and termination of Board members)

The **State Coordinator** has been delegated the authority by the board of directors to conduct all business meetings. He/she has the authority to approve and disapprove courses; and carry out all other duties specified in the chapter bylaws and is responsible for coordinating activities of the affiliate faculty.

The ITLS of Nevada Board of Directors will select individuals to represent the organization at the ITLS International Conference.

The contents of this procedure manual is to give ITLS of Nevada guidelines and policies to follow when conducting a ITLS course and relies heavily on the 2008 "instructor guidelines" for specific definitions and procedures.

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## **ITLS of Nevada's Policy on ADA**

### **Requesting an Accommodation**

The ITLS Certification has two components: a classroom based cognitive examination and a practical examination, where candidates must perform competently some psychomotor aspects of the job of an EMS provider.

ITLS of Nevada is committed to the provision of reasonable accommodations which do not compromise the ability of its certification tests to evaluate a candidate's ability to safely and effectively perform the critical tasks in the provision of ITLS care.

ITLS certification attests to a standard of care in the interest of public protection. Accordingly, this standard guides the accommodations that can be made for candidates taking the ITLS course and examination. ITLS of Nevada also recognizes that each disability is unique to the individual and all ITLS decisions regarding reasonable accommodation are evaluated on a case-by-case basis. The ITLS of Nevada is part of an international certification agency and does not issue a state license or permit to work.

Not all aspects of an EMS providers job are covered in the ITLS of Nevada cognitive or psychomotor examinations. Accordingly, the state licensing agencies will continue to have the responsibility and authority to determine an applicant's ability to safely and effectively provide EMS services with respect to those physical and mental skills not tested on NREMT certification examinations.

### **ITLS Education and the ADA**

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

- No discussion or screening for disabilities, or other addressing of potential disabilities should be performed prior to a student's admission to a training program. No inquiry may be made of a prospective student about any disability. Aptitude or diagnostic testing may only be required prior to admission if it is required of all students.  
The ITLS course description, which is included in the ITLS curricula, should be
- provided for each student at the beginning of their training.
- At the beginning of a course (but never before the course begins), instructors should

inquire if there are students who may request accommodations for disabilities. If students request accommodations, the instructor should refer or advise the individual to contact the state ITLS office directly to assure a consistent approach to the application of appropriate accommodations in the classroom.

Educators should request documentation of the disability before providing

- accommodations in the classroom. This documentation should be reviewed by the training institute. Understanding psychological reports requires expertise that almost every EMS educator does not possess. Accommodations in the classroom setting should be approved by an expert assigned to the school. Students who have stated they have a disability and are seeking an
- accommodation on the ITLS examination should be directed to the ITLS organization and follow the instructions provided.

## Dispute Resolution

### **Purpose:**

To provide a means of resolving disputes occurring over information given at **International Trauma Life Support** (ITLS) courses conducted in Nevada. This policy also applies to students who have concerns or conflicts with instructors, not involving material taught, and Instructors who have concerns or conflicts with other Instructors.

### **Policy:**

ITLS of Nevada recognizes the fact that occasionally a student will have a conflict with an instructor that cannot be resolved without mediation. For that reason, this chapter's dispute resolution policy should be followed to resolve any issues that may arise in an ITLS of Nevada's sanctioned course

### **Procedure:**

1. Student and Instructor will attempt to resolve dispute by researching information in either the student text or policy and procedure manual for ITLS of Nevada
2. If not satisfactorily resolved, student (and Instructor if needed) will go to either the lead instructor of the class or affiliate faculty if on site
3. If not satisfactorily resolved, the student (and the instructor if needed) will consult the chapter coordinator
4. The chapter coordinator will contact ITLS Staff at the main office as needed for additional assistance

*ITLS of Nevada reserves the right to investigate all complaints brought to its attention and to proceed with disciplinary measures as deemed appropriate at the sole discretion of the chapter Coordinator (or at the discretion of the executive director of International Trauma Life Support (ITLS)).*

## **Discrimination and Sexual Harassment**

It is the policy of ITLS of Nevada. that all our participants should be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment.

No person shall, on the basis of race, color, religion, sex, national origin, handicap, age or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any ITLS of Nevada approved education program.

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

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

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

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

Any participants of ITLS of Nevada approved educational program that does not comply with this policy shall be subject to sanctions up to and including decertification of Affiliate, Instructor and/or Provider certification(s).

ITLS of Nevada is not liable for any actions arising from any EMS Agency, Training Center or other entity as a result of their hosting and/or conducting a ITLS of Nevada approved course.

## **ITLS PROVIDER - Basic**

- Prerequisites:** The candidate must be an Emergency Medical Technician - B, First Responder.
- Certified by:** Successfully meeting the requirements to pass the Basic - ITLS Provider course. Passing the written test with a grade of **76%** or better. Passing the patient assessment station with anything other than an “inadequate”.
- Certified for:** **3 years.** Authorization period will end either the last day of June or the last day of December dependent on which half of the year the authorization was issued.
- Recertification:** Renewal must be completed within 6 months of the expiration date. The candidate must attend an approved ITLS Recertification course. Must pass the written test with an **76%** or better, or hold a current instructor authorization.

## **ITLS PROVIDER - Advanced**

- Prerequisites:** The candidate must be an Emergency Medical Technician - I, EMT - P, nurse, physician, or physician assistant.
- Certified by:** Successfully meeting the requirements to pass the Advanced - ITLS Provider course. Passing the written test with a grade of **76%** or better. Passing the patient assessment station with anything other than an “inadequate”.
- Certified for:** **3 years.** Authorization period will end either the last day of June or the last day of December dependent on which half of the year the authorization was issued.
- Recertification:** Renewal must be completed within 6 months of the expiration date. The candidate must attend an approved ITLS Recertification course. Must pass the written test with an **76%** or better, or hold a current instructor authorization.

## ITLS ACCESS Provider

- Prerequisites:** The candidate must be an Emergency First Responder.
- Certified by:** Successfully meeting the requirements to pass the **ITLS ACCESS** Provider course. Currently there is no written test nor patient assessment station.
- Certified for:** **3 years.** Authorization period will end either the last day of June or the last day of December dependent on which half of the year the authorization was issued.
- Recertification:** Renewal must be completed within 12 months of the expiration date. The candidate must attend an approved ITLS ACCESS course or recertification course.

## ITLS ACCESS Instructor

- PREREQUISITES:** The candidate must have successfully passed the ACCESS course and have been recommended by the instructor to participate in an ACCESS instructor bridge course
- CERTIFIED BY:** A current and experienced ACCESS instructor
- CERTIFIED FOR:** **3 Years.** Authorization period will end either the last day of June or the last day of December dependent on which half of the year the authorization was issued.
- RE-CERTIFICATION:** Assist in at least 1 ITLS ACCESS course during the certification period and attend any required updates. Renewal must be completed within 6 months of the expiration date.
- REVOICATION:** Revocation of an instructor's authorization may occur from non professional conduct while conducting ITLS business, or non-adherence to ITLS of Nevada Policy & Procedures.
- RE-AUTHORIZATION:** Once your ITLS Instructor certification has lapsed there are several options one may elect to regain your Instructor status:
1. Reapply to the State ITLS office using the "Fast Track" criteria and then be monitored by a State Faculty member or designee at your first class.
  2. Participate in an authorized instructor update

## ITLS Instructor - Basic

- PREREQUISITES:** The candidate must have successfully passed the Basic - ITLS course with a grade of **85%** or better on the written exam and have an “instructor potential” score **or** score “excellent” on the patient assessment station.
- CERTIFIED BY:** A state affiliate faculty member and/or a medical director who has monitored the instructor candidate.
- CERTIFIED FOR:** **3 Years.** Authorization period will end either the last day of June or the last day of December dependent on which half of the year the authorization was issued.
- RE-CERTIFICATION:** Assist in at least 2 ITLS courses during the certification period and retest the written examination during every certification period (3 years). Must pass the written with an **85%** or better. Maintenance of your instructor authorization maintains your provider authorization. Renewal must be completed within 6 months of the expiration date.
- REVOCATION:** Revocation of an instructor’s authorization may occur from non professional conduct while conducting ITLS business, or non-adherence to ITLS of Nevada Policy & Procedures.
- RE-AUTHORIZATION:** Once your ITLS Instructor certification has lapsed there are several options you may elect to regain your Instructor status:
1. Reapply to the State ITLS office using the "Fast Track" criteria and then be monitored by a State Faculty member or designee at your first class.
  2. Take the current written evaluation tool and be monitored by a State Faculty member or designee at your first class
  3. Participate in an authorized instructor update

## **ITLS Instructor -Advanced**

- PREREQUISITES:** The candidate must have successfully passed the Advanced ITLS course with a grade of **85%** or better on the written exam and have an “instructor potential” or an “excellent” score on the patient assessment station.
- CERTIFIED BY:** A state affiliate faculty member and/or a medical director who has monitored the instructor candidate.
- CERTIFIED FOR:** **3 Years.** Authorization period will end either the last day of June or the last day of December dependent on which half of the year the authorization was issued.
- RE-CERTIFICATION:** Assist in at least 2 ITLS courses during the certification period and retest the written examination during every certification period (3 years) Maintenance of your instructor authorization maintains your provider authorization. Must pass the written with an **85%** or better. Renewal must be completed within 6 months of the expiration date.
- REVOCATION:** Revocation of an instructor’s authorization may occur from non professional conduct while conducting ITLS business, or non-adherence to ITLS of Nevada Policy & Procedures.
- RE-AUTHORIZATION:** Once your ITLS Instructor certification has lapsed there are several options you may elect to regain your Instructor status:
1. Reapply to the State ITLS office using the "Fast Track" criteria and then be monitored by a State Faculty member or designee at your first class.
  2. Take the current written evaluation tool and be monitored by a State Faculty member or designee at your first class
  3. Participate in an authorized instructor update

## ITLS -AFFILIATE FACULTY

- PREREQUISITES:** The candidate must be a certified ITLS instructor
- AUTHORIZED BY:** The state medical director and the State ITLS coordinator
- AUTHORIZED FOR:** **3 Years.** Authorization period will end either the last day of June or the last day of December dependent on which half of the year the authorization was issued.
- AUTHORIZATION:** Must attend affiliate faculty updates when offered; Assist in at least 2 ITLS courses during the certification period and maintain a ITLS instructor certification.
- DE-AUTHORIZATION:** May be administratively dismissed by the State Coordinator, subject to ratification by the “Board” within 30 days of termination for failure to participate or carry out assigned duties and responsibilities.

### **DUTIES AND RESPONSIBILITIES:**

Affiliate faculty members must possess a sound working knowledge of the ITLS of Nevada structure and express a willingness to actively promote the growth and development of the program.

Responsibilities include, but are not limited to the following:

1. Monitor ITLS provider courses as assigned by the state ITLS office or state medical director.
  - Responsible for Quality Assurance at provider or instructor classes
2. Serve as an expert resource on ITLS issues and protocols for course medical directors and course coordinators offering provider courses.
  - Assists the class coordinators with complete and thorough documentation of all required course paper work.
3. Monitor ITLS instructor’s teaching abilities and completes the required documentation for their recertification
4. Participate as faculty for instructor courses as assigned by the state medical director or state ITLS office.
5. Participates as faculty for instructor updates as assigned by the state medical director or the state ITLS office.
6. Acts as a change agent to facilitate program transitions and updates.
7. Act as a mentor to or for ITLS instructors.

## Chapter Job Descriptions

**Course Coordinator** — Must be an experienced EMS educator and program organizer with a thorough knowledge of the ITLS program and a demonstrated history of coordinating and conducting multiple session programs. ITLS certification is preferred but not required. Responsible for coordinating all aspects of the ITLS course, from pre-course to post-course; being present through all courses coordinate to serve as primary resource for information and questions of an administrative nature; and serving as a liaison between providers and the course medical director, affiliate faculty, and Chapter office.

**Lead Instructor** - Must be an experienced EMS educator and program organizer with a thorough knowledge of the ITLS program and a demonstrated history of coordinating and conducting ITLS classes. ITLS certification is required.

**Course Medical Director** — Must be a licensed physician within Chapter boundaries and should be familiar with EMS systems and prehospital care and have experience and training related to trauma patients. The Course Medical Director should be an ITLS instructor, ATLS provider or should have served as co-director for one course with a physician ITLS instructor. The Course Medical Director provides clinical oversight during the course and must be on-call and available by phone throughout the course if not physically present, wherein, the lead instructor or state faculty will provide onsite medical oversight.

**Chapter Coordinator** — Defined in the bylaws of the articles of incorporation of ITLS of Nevada, but must be a current ITLS instructor and Affiliate Faculty and be the administrative designate of ITLS of Nevada and should demonstrate extensive experience managing continuing education programs and an in-depth knowledge of prehospital care

**Chapter Medical Director** — Must be a physician licensed to practice medicine within the Chapter and will have a seat on the Board of Directors. The Chapter Medical Director should be a physician actively involved in emergency medicine with a background of involvement in prehospital care; must be an ITLS instructor; must be an ATLS or ACLS instructor if not an ITLS instructor. The medical director is charged with the medical oversight for ITLS of Nevada and all of it's class content

### Removal of ITLS of Nevada positions:

Officers, directors, state faculty, instructors, course coordinators may be subject reprimand, censure, suspension or expulsion by a two-thirds (2/3) vote of the Board of Directors for violating the Bylaws of the Corporation, misconduct or neglect of duty in office, malfeasance or behavior injurious to BTLs of Nevada. No such action shall be taken against any member until he/she has been advised of specific charges, given a reasonable time to prepare a response and afforded a full hearing before the Board of Directors. Members expelled from office pursuant to this section shall be ineligible to serve as officers or directors of the Corporation at any future time unless approved by an unanimous decision by the Board of Directors

### ITLS International Meeting Delegate(s)

Appointed By: ITLS of Nevada Chapter coordinator as directed by the Board of Directors

Appointed For: Duration of the Annual International Meeting

Duties and Responsibilities:

ITLS International sponsors an annual meeting for the purpose of conducting business and elections for the ITLS International Board of Directors. Votes at the international meeting are based on the number of ITLS certifications issued 18 months prior to the meeting. It is the prerogative of the ITLS of Nevada BoD's to appoint delegates to accurately represent the interests of ITLS of Nevada Chapter.

1. Represent ITLS of Nevada as a National Meeting Delegate.
2. Communicate the perspective of ITLS of Nevada with regard to major issues.
3. Disseminate information to all Members of the Executive Committee on an as appropriate basis.

Prerequisites: The International Meeting Delegate should have a strong working knowledge of ITLS PA and the issues facing ITLS PA. A background in parliamentary procedure is recommended.

Appointment: This is a temporary appointment for the duration of the International Meeting

## Protocol for conducting a ITLS course

1. The Course Coordinator mustn't be a certified ITLS instructor, however the Lead instructor must be.
2. The Course Medical Director must be a physician who is a certified ITLS Instructor, or an ATLS provider. *If the course medical director is not on site, he must be available by some communications means and further, in his or her absence, either the lead instructor or the state faculty member will assume medical direction for the course.*
3. The student needs to have access to a current and appropriate text book prior to, during and available after the class
4. The initial ITLS introduction lecture must be done by a ITLS state faculty member or a pre-approved, currently certified ITLS instructor. (Pre-approval must come from the state coordinator)
5. At least one certified ITLS Instructor must be at each patient assessment station.
  - 5a. Confidentiality with respect to student performance shall be maintained at all times.
6. The course coordinator *must* contact the State Coordinator by utilizing the Course Management System (CMS) 30 - 60 days prior to the proposed course to assure open course dates.
7. Upon receipt of your "Course Request", the state Coordinator will approve the course within fifteen (5) days.
8. A state faculty member or a pre-approved designate must be present for the duration of the class. (The state coordinator can designate an alternate for state faculty)
9. For guidance throughout the planning, conducting, and finalizing of the ITLS course, assistance can be obtained by contacting the state Coordinator and by looking in a current ITLS instructors manual.
10. Upon completion of the course, the course grades, course roster, and instructor roster should be imputed into the CMS within 5 days of the completion of the course.
11. The State ITLS Coordinator will issue certification cards and certificates for the successful candidates within ten (10) days of receipt of the course completion notification by the CMS.
12. The course roster, class evaluations and report forms will be kept on file at the state ITLS office for a period of four (4) years as a reference for pass/fail records, required CE activity, reciprocity as well as retained in the CMS indefinitely.
13. Course fees (administrative fee and student fee) in the amount of \$15.00 per student plus the administrative fee should be sent to the State ITLS Office along with the course roster, course report, course evaluations and the course receipts and disbursement forms within 30 days of the completion of the class or receipt of the class invoice.

These charges reflect administrative and clerical costs and will be distributed as follows:

  - \$5.00 to the State ITLS Office
  - \$10.00 to the ITLS national committee.
  - \$50.00 Administrative fee/class to ITLS of Nevada
14. The chapter reserves the right to withhold cards or not authorize a class for non payment of fees or delays in in payment of fees as described in this document.

# MISCELLANEOUS INFORMATION FOR COURSE PLANNERS

## COURSE COSTS:

ITLS Provider manual - \$49.00 each

ITLS Instructor Manual - \$35.00 each

NOTE: Books can be ordered through the state office or through the Brady Publishing company, but will probably be less expensive through ITLS thanks to the efforts of the national office.

## REGISTRATION FEES:

\$15.00 per participant (divided between the state and the national office)

\$50.00 per class "administration fee

Fees to be submitted to the State ITLS Office within 30 days of the completion to the class (or receipt of invoice) and checks may be made out to ITLS of Nevada

## Course Completion (CMS) REQUIREMENTS:

1. **COURSE** Request submitted on the CMS
2. **COURSE** Report (rosters, grades, instructors) submitted on the CMS
3. **COURSE** Completion submitted on the CMS
4. **COURSE RECEIPTS AND DISBURSEMENTS** (if applicable)
5. **COURSE EVALUATIONS** (for Ces) turned into the Chapter coordinator within 30 days of completion
6. **INSTRUCTOR monitor** forms (if applicable) turned into the Chapter coordinator within 30 days of completion

Please include **all** of the required fields when entering CMS information on each registrant. This information is utilized in the course statistics as well as on the individuals certification card that is issued to them.

## CLASS REQUIREMENTS:

**State affiliate faculty** or an approved designee (must be pre-approved by the state ITLS coordinator) must be present for the class

Please check the name(s), of all instructor potential (IP) candidates that successfully fulfill the requirements to become certified ITLS Instructors while on the CMS!

**ITLS of Nevada**  
**Course Receipts and Disbursements**

COURSE # \_\_\_\_\_

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**RECEIPTS:**

\_\_\_\_\_ Participants @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Books @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL RECEIPTS \$ \_\_\_\_\_

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**DISBURSEMENTS:**

1. Honoraria/travel and Lodging Expenses

1. Faculty or Staff \_\_\_\_\_  
Honorarium \_\_\_\_\_  
Travel @ \$0.30/mile \_\_\_\_\_  
Lodging \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

2. Faculty or Staff \_\_\_\_\_  
Honorarium \_\_\_\_\_  
Travel @ \$0.30/mile \_\_\_\_\_  
Lodging \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

3. Faculty or Staff \_\_\_\_\_  
Honorarium \_\_\_\_\_  
Travel @ \$0.30/mile \_\_\_\_\_  
Lodging \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

4. Faculty or Staff \_\_\_\_\_  
Honorarium \_\_\_\_\_  
Travel @ \$0.30/mile \_\_\_\_\_  
Lodging \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

5. Faculty or Staff \_\_\_\_\_  
Honorarium \_\_\_\_\_  
Travel @ \$0.30/mile \_\_\_\_\_  
Lodging \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

6. Faculty or Staff \_\_\_\_\_  
Honorarium \_\_\_\_\_  
Travel @ \$0.30/mile \_\_\_\_\_  
Lodging \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

7. Faculty or Staff \_\_\_\_\_

Honorarium \_\_\_\_\_  
 Travel @ \$0.30/mile \_\_\_\_\_  
 Lodging \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

8. Faculty or Staff \_\_\_\_\_  
 Honorarium \_\_\_\_\_  
 Travel @ \$0.30/mile \_\_\_\_\_  
 Lodging \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

B. Coordinator Honorarium \_\_\_\_\_

\$ \_\_\_\_\_

C. Assistants/ Special effects

1. \_\_\_\_\_

\$ \_\_\_\_\_

2. \_\_\_\_\_

\$ \_\_\_\_\_

3. \_\_\_\_\_

\$ \_\_\_\_\_

4. \_\_\_\_\_

\$ \_\_\_\_\_

D. Course Equipment/Materials

1. Materials  
 a. Manuals - \_\_\_\_\_ @ \$.00 =  
 b. Disposable soft goods

\$ \_\_\_\_\_

\$ \_\_\_\_\_

2. Office Supplies and Services  
 a. Postage  
 b. Duplicating  
 c. Other \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

3. Facilities and Services  
 a. Room rental  
 b. Audio-visual equipment  
 c. Refreshments  
 d. Faculty dinner

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

4. Administrative Fees  
 a. ITLS of Nevada (\$5.00/student)  
 b. ITLS International (\$10.00/student)  
 c. State Administrative fee (\$50.00)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL DISBURSEMENTS \$ \_\_\_\_\_

**RECONCILIATION:**

GRANT MONIES..... \$ \_\_\_\_\_

RECEIPTS..... \$ \_\_\_\_\_

(DISBURSEMENTS)..... (\$ \_\_\_\_\_)

NET GAIN or (LOSS)..... \$ \_\_\_\_\_

## **ITLS RECIPROCITY**

### **ITLS Provider Status:**

Reciprocity will be granted to the expiration date of the providers certification, regardless of the state of origin. The candidate is then eligible to take a recertification/renewal class which must be taken prior to the expiration date of his originating certification.

### **ITLS Instructor Status:**

Instructor certification will be accepted from any other state or jurisdiction. An instructor wishing to teach in the State of Nevada must apply in writing to the Sate Coordinator, and outline the instructor's past activities regarding ITLS instruction and a letter from his/her former state coordinator confirming the candidates teaching activity as well as competence. Once approved by the sate coordinator, the instructor will be given the State procedure manual. The first course the instructor candidate teaches must be monitored by a state faculty member or a pre-approved designate.

## **PHTLS RECIPROCITY**

**PHTLS** providers or instructors will be granted reciprocity as described under ITLS reciprocity guidelines;

### **PHTLS Provider Status:**

Reciprocity will be granted to the expiration date of the providers certification, regardless of the state of origin. The candidate is then eligible to take a recertification/renewal class which must be taken prior to the expiration date of his originating certification.

### **PHTLS Instructor Status:**

Instructor certification will be accepted from any other state or jurisdiction. An instructor wishing to teach in the State of Nevada must apply in writing to the Sate Coordinator, and outline the instructor's past activities regarding PHTLS instruction and a letter from his/her former state coordinator confirming the candidates teaching activity as well as competence. Once approved by the sate coordinator, the instructor will be given the State procedure manual and expected to attend an ITLS orientation or bridge course. The first course the instructor candidate teaches must be monitored by a state faculty member or a pre-approved designate.

## **ITLS of Nevada Bridge Course**

The PHTLS or ATLS instructor hybrid course will discuss the following elements;

Background of ITLS/ITLS Organizational Structure

ITLS Curriculums & Certifications

ITLS Teaching & Evaluation Philosophies

Faculty/Coordinator Guide

ITLS Provider Course - Highlights

Course Coordination

Scenario Teaching & Testing

Scenario Test-out

Written Test if not taken in the past two years

The PHTLS provider may at any time take an ITLS initial or renewal course to satisfy the “Bridge” or reciprocity requirements set forth in this document.

# ITLS Instructor Reciprocity Form

Name \_\_\_\_\_  **ITLS INSTRUCTOR**

Address \_\_\_\_\_  **PHTLS INSTRUCTOR**

\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email address: \_\_\_\_\_ SSN \_\_\_\_\_

State license # \_\_\_\_\_ Expiration of State license \_\_\_\_\_  N/A

National Registry # \_\_\_\_\_ Expiration of National Registry \_\_\_\_\_  N/A

Professional Certification:  EMT-I  EMT-II  EMT-P  RN  
 MD  Other \_\_\_\_\_

Location of initial instructors course \_\_\_\_\_

Date of initial instructors course \_\_\_\_\_

Medical Director of course \_\_\_\_\_

Number of courses taught \_\_\_\_\_

Lectures presented \_\_\_\_\_

Stations taught or tested \_\_\_\_\_

Please include a letter from your previous ITLS or PHTLS state coordinator or representative, and a copy of both sides of your current ITLS or PHTLS instructors card.

Please direct all correspondence to: **ITLS of Nevada**  
c/o John Mohler, RN  
State Coordinator  
180 Virgil Dr.  
Sparks, Nevada 89441

DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

COURSE # \_\_\_\_\_

NAME (print name) and then sign in for each day	Professional Level i.e. EMT-P, RN, EMT-B	ADDRESS	State EMS License # with	National Registry # with	Written TEST SCORE	PATIENT ASSESSMENT  TESTING (I,A,G,E,IP)	RETEST	FINAL Grade (I,A,G,E,IP)
			expiration date	expiration date				
(print)								
day 1 (sign)								
day 2 (sign)      PHONE #								
email								
(print)								
day 1 (sign)								
day 2 (sign)      PHONE #								
email								
(print)								
day 1 (sign)								
day 2 (sign)      PHONE #								
email								
(print)								
day 1 (sign)								
day 2 (sign)      PHONE #								
email								
(print)								
day 1 (sign)								
day 2 (sign)      PHONE #								
email								

# ITLS of Nevada

## INSTRUCTOR ROSTER

DATE \_\_\_\_\_ LOCATION \_\_\_\_\_ COURSE # \_\_\_\_\_

NAME & (Prof. Level) (print)	Instructor Expiration	ADDRESS	PHONE #	SIGNATURE
			day 1	
			day 2	
			day 1	
			day 2	
			day 1	
			day 2	
			day 1	
			day 2	
			day 1	
			day 2	
			day 1	
			day 2	
			day 1	
			day 2	
			day 1	
			day 2	

# ITLS of Nevada

## Instructor Monitor Form

Candidate's Name \_\_\_\_\_

SS# \_\_\_\_\_

Course Location \_\_\_\_\_

Dates \_\_\_\_\_

### Monitor's Evaluation

		Unacceptable			Excellent	
<b>1. Didactic Presentation</b>						
Topic _____						
Overall knowledge. . . . .	1	2	3	4	5	
Speaking ability. . . . .	1	2	3	4	5	
Ability to handle questions . . . . .	1	2	3	4	5	
Use of audiovisuals. . . . .	1	2	3	4	5	
<b>2. Skill Station</b>						
Topic _____						
Knowledge of objectives . . . . .	1	2	3	4	5	
Presentation . . . . .	1	2	3	4	5	
Teaching aids used frequently . . . . .	1	2	3	4	5	
Ability to handle questions . . . . .	1	2	3	4	5	
<b>3. Patient Assessment Station</b>						
Topic _____						
Knowledge of objectives . . . . .	1	2	3	4	5	
Presentation of scenarios . . . . .	1	2	3	4	5	
Documentation . . . . .	1	2	3	4	5	

Average of Scores \_\_\_\_\_ (Must attain an average of 3 in each category)

Evaluator Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monitor - Candidate Conference Completed  Written test completed within certification period? **Yes No**  
Recommend for certification or recertification?

**Yes No**

Affiliate Faculty or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

**ITLS of Nevada**

**Requested Equipment or Supplies needed from ITLS of Nevada**

(Please Circle your needs)

Administrative Box  Provider Slides

Backboards

First Out Boxes

Student Text Books

Instructor Books

Strap on Moulage

ACCESS Slides

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**ITLS OFFICE USE**

Course approved: yes  NO  Reason for Denial: \_\_\_\_\_

\_\_\_\_\_   
 Course Number Assigned: \_\_\_\_\_