

# Chapter News



## Chapter Policy & Procedure Manual Template Available

### Template Revision Centralizes Resources Into One Document

The Chapter Support and Global Development Committees have collaborated to revise ITLS' template Policy & Procedure Manual, enhancing the template so that all information related to ITLS policies and procedures can be found quickly and easily in one document.

The template is designed to aid chapters in authoring or revising their Policy & Procedure manuals by providing a model manual to serve as a starting point for chapters to customize and adapt.

The template outlines and explains each of the elements that must be included in the Chapter manual and offers sample text for chapters to use or modify according to their own policies.

The revision efforts of the Committees focused on consolidating and standardizing materials from numerous sources into the single template.

The template also include examples of revised policies that some chapters have

chosen to implement, providing a wider overview of the many ways in which the ITLS program can be administered.

Also available is a set of guidelines for what is required for chapters to conduct their courses and manage their chapter.

The template may be used by existing chapters seeking to revise their current manuals and by developing chapters who need to develop a manual for submission with their chapter application.

A complete Word document of the template or the guidelines may be downloaded from the Chapter Coordinators and Medical Directors section of [itrauma.org](http://itrauma.org). It may also be requested by emailing Ginny Kennedy Palys at [ginnykp@itrauma.org](mailto:ginnykp@itrauma.org). These items are also included with the Chapter News email.

The Chapter Support Committee reviews chapters' Policy & Procedure Manuals every four years, on a rotating schedule.

May 2009

### International Trauma Life Support

3000 Woodcreek Drive, Suite 200  
Downers Grove, IL 60515  
USA

**phone** 888.495.ITLS  
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# New 3rd Edition *Pediatric Trauma Life Support* Manual Makes Its Debut

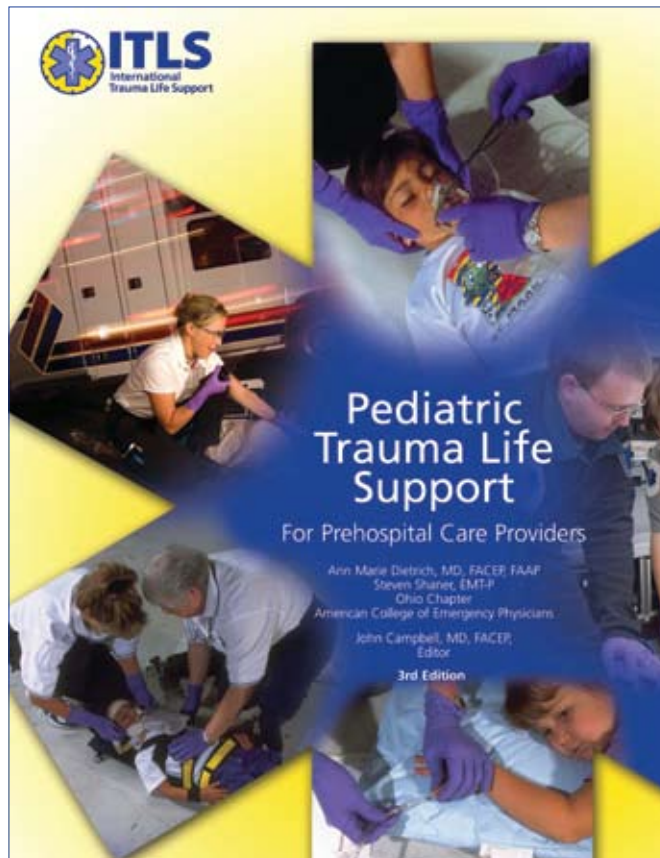
The 3rd edition of *Pediatric Trauma Life Support for Prehospital Care Providers*, the ITLS Pediatric provider course manual, is in stock and now available. The book was released to the public the first week of June.

The manual sells to the public at a cost of \$38 per book. The Chapter price is \$33 per book.

Instructor materials, including an instructor guide and instructional PowerPoint slides to be used when teaching a provider course, are being developed and will be available in August. Prices for the supplemental materials have not yet been set.

*Pediatric Trauma Life Support* is a companion to the 6th edition *ITLS for Prehospital Care Providers* manual and reflects the same ITLS method of assessment and management, but with an emphasis on the unique needs of the pediatric trauma patient. In addition, the text highlights techniques for communicating with young patients and their parents.

The 3rd edition has been updated to reflect the latest and most effective approaches to the care of the pediatric



The 3rd edition of the ITLS Pediatric provider course manual, *Pediatric Trauma Life Support for Prehospital Care Providers*, is now available. The book was released the first week in June and has already sold more than 400 copies.

trauma patient. All chapters have been revised and references updated, as have many photographs, charts, and illustrations. The text has also been revised to conform to the most recent American Heart Association guidelines for artificial ventilation and CPR.

The text has been authored and revised under the leadership of editor Ann Dietrich, MD, FACEP, FAAP, and the Ohio Chapter of the American College of Emergency Physicians.

As introduced in the 6th edition ITLS provider manual, the text's "Pearls" feature has been repositioned so that it consistently appears in the margins beside relevant text. For the first time, the Pediatric manual will feature full-color photographs and illustrations for the most useful, in-depth visual review of the material.

To promote the new edition of the textbook, ITLS has also published an informational brochure. Chapters who would like to receive copies of the brochure for distribution at upcoming conferences, courses, or exhibits should contact Sue McDonough at [suem@itrauma.org](mailto:suem@itrauma.org). A PDF of the

brochure suitable for emailing may be downloaded from the Chapter Coordinators and Medical Directors section of [itrauma.org](http://itrauma.org).

To place an order today, visit the ITLS Bookstore online or call ITLS at 888-495-ITLS (4857) or 630-495-6442, ext. 213. To receive the Chapter price, make sure to use the Bookstore link from the Chapter Coordinator and Medical Director section of [itrauma.org](http://itrauma.org). An order form for faxing to 630-495-6404 is available on Page 9.

# Highlights of European ITLS Conference

ITLS Italy hosted the first-ever European ITLS conference May 15-16, 2009, in Firenze, Italy.

The conference brought together the European ITLS Chapters with other medical specialists, nurses and volunteers from around Italy, engaged in management of prehospital emergency care. More than 200 participants were in attendance.

The conference program examined the patterns of trauma patients (adult and pediatric) in the out-of-hospital setting, following the ABC diagram. Sessions also explored new technology and discussed cutting-edge updates for the treatment and support of trauma patients in the prehospital setting.

Speakers included Bob Page, AAS, NREMT-P, CCEMT-P/IC, ITLS Board of Directors member and ITLS Missouri Chapter Coordinator; Tony Cellitti, CCEMT-P, NREMT-P/FF III, ITLS Access Committee Chair and longtime ITLS course coordinator and instructor; Youta Kanesaki, EMT-P, ITLS Japan Chapter Coordinator; Gianluca Ghiselli, MD, ITLS Italy Chapter Medical Director; and Piero Lippolis, MD, ITLS Italy National Medical Director.

A short video of photos and footage from the conference has been posted to the main page of [itrauma.org](http://itrauma.org). Check it out today!

**More photos on Page 4**



LEFT: Gianluca Ghiselli, MD, ITLS Italy Chapter Medical Director (second from right), recognizes (from left) ITLS Italy Chapter Coordinator Enzo Croci, RN and ITLS Italy Chapter staff Roberto D'Angelo, RN, and Enrico Corsi, RN, for their work in organizing the first European ITLS meeting.

BELOW: Conference faculty, organizers, and participants pose at the conclusion of the successful first European meeting.



Conference organizers Gianluca Ghiselli, MD, Roberto D'Angelo, RN, Enzo Croci, RN, and other ITLS Italian chapter volunteers pose with their banner at one of the exhibit tables.

# Highlights of European ITLS Conference

RIGHT: Piero Lippolis, MD, National Medical Director for the ITLS Italy Chapter, welcomes conference participants to the meeting.



FAR RIGHT: Conference lecturers Page, AAS, NREMT-P, CCEMT-P/IC, Board of Directors member and ITLS Missouri Chapter Coordinator, and Youta Kanesaki, EMT-P, ITLS Japan Chapter Coordinator, explore the conference setting, the Convitto della Calza in Firenze, Italy.



FAR LEFT: Pete Ginas, MD, Chair of the ITLS Board of Directors, thanks the ITLS Italian Chapter for hosting the conference.

LEFT: Exhibitors demonstrate spinal motion restriction equipment and procedures as conference participants look on.

BELOW LEFT: ITLS Italy Chapter staff Donatella Palazzo (left) and Roberto D'Angelo, RN (right) with a representative from FERNO.

BELOW RIGHT: Representatives from ITLS Dublin include Chapter Coordinator Neil Coleman, EMT-P (left), Chapter Medical Director Peter O'Connor, MD (right) and Mrs. O'Connor.



# Working with CMS: Tips to Become More Efficient and More Effective

It has come to the attention of the ITLS Chapter Support Committee that CMS may not be being utilized as effectively by the chapters as it could be. To help maximize the program's benefits for Chapters, ITLS has developed the following recommendations for Chapter Coordinators.

**1. Check the "Pending Submissions" page frequently.** This page (located by going to the Courses tab and then selecting "Pending Submissions") shows all of the courses completed by Course Coordinators from your chapter that are ready for payment to the International Office. These courses are also able to be printed by the Chapter Coordinator and the Course Coordinator (if the Chapter permits it). The Pending Submissions page gives a snapshot of the courses ready for payment and totals for each course. It counts the number of students in the course and multiplies it by the course fee for a line-by-line Course Fee total.

**2. Payments for individual courses can be bundled into one invoice.** Want to pay for more than one course at a time? The Pending Submissions page allows you to check off multiple courses and submit payment for them together. When multiple courses are selected (by checking the check box to the left of the Course ID number in the grid), the grand total for all

selected courses is summed at the bottom of the grid.

**3. Make sure to set the course fee when approving your coordinators' courses.** It is the responsibility of the chapter to set the International Student Fee for each of their chapter's courses when the course is created by the Chapter Coordinator or when the Chapter Coordinator is approving a course coordinator's request. A convenient drop-down box allows the Chapter Coordinator to select \$10 (for most courses) or \$0 (for Instructor Recertification courses only). If a course on your Pending Submissions page is showing a Course Fee total of \$0.00 and it is not an Instructor Recertification course, you may have forgotten to set the fee to \$10 when approving the course. Simply search out the course and edit it from the Course Maintenance screen. After you select \$10 as the Student Fee options, remember to hit Save Changes to make your change take effect.

**4. Take a periodic survey of the status of courses in your Chapter.** The CMS includes searching and sorting tools that can help you monitor progress in your Chapter. For example, it's a good idea to take an occasional look at how many courses do not yet have their rosters submitted to you. To do this, go to the Course Search page and select

the Active option from the Course Status drop-down box. Then select Search to return all of the courses in your Chapter that have not been finished. Looking at the dates of these courses can tell you if it's necessary to follow up with the Course Coordinator to see why a course roster isn't yet completed.

**5. Learn how to quickly and easily reset a Course Coordinator's password.** Let's face it: We all forget our usernames and passwords from time to time. If a course coordinator contacts you because he is having trouble logging into the CMS, the easiest thing to do to help is reset his or her password. You can find any of your course coordinators by searching for them by last name in the User section, which is found under the People tab. Remind them that their username is merely their email address they registered with. (If you have their profile pulled up within the CMS when doing so, you can tell them exactly which email address that is and make sure there were no typing errors during registration.) Reset their password by clicking the "Reset Password" button that appears on the ribbon bar of the User Profile page. This will send a temporary password to the person's email address that can be used to log in to the CMS. Then,

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# Call for Board of Directors Nominations

The ITLS Nominating Committee is soliciting recommendations of candidates to be nominated for the ITLS Board of Directors. The deadline to submit potential candidates' names is August 7, 2009.

The ITLS chapter delegates will elect three (3) members to the organization's Board of Directors in 2009. The Speaker and Vice Speaker will also be elected.

The criteria used to evaluate potential Board candidates are:

1. The candidate should be an active and dependable member of ITLS.

2. The candidate should have the support of his or her chapter.

3. The candidate should be experienced in teaching or coordinating ITLS courses.

4. The candidate should be supportive of a consensus-building process.

5. The Board should be comprised of members who represent various geographic areas, rather than clustered in one section of the U.S.

6. The Board should be comprised of members who represent the various professions that teach and coordinate ITLS courses.

There are no limits on the number of terms a Board member may serve. All incumbents are eligible to run for re-election.

To run for election, candidates must complete the Candidate Form 2009 and return the nomination to Ginny Kennedy Palys at [ginnykp@itrauma.org](mailto:ginnykp@itrauma.org). All nominations must be accompanied by the candidate's current CV. Please note that there is no form required for the Speaker and Vice Speaker.

The Candidate Form 2009 is included on Pages 10-11 or may be downloaded in Word document format from the News section of [itrauma.org](http://itrauma.org).

## 2009 Trauma Conference Registration Coming Soon

Plan now to join ITLS in Charlotte, North Carolina, in November for the world's premier trauma conference and the rollout celebration of the 3rd edition ITLS Pediatric manual. A conference brochure with the full schedule of speakers will be mailed shortly, and registration will be open online in July. We hope to see representatives from all chapters in Charlotte!

Save the Date for ... *Charlotte, North Carolina*

ITLS' premier annual event, a prehospital trauma conference featuring nationally recognized speakers:

- \* Ray Fowler, MD, FACEP
- \* Todd Hoffman
- \* Howard Werman, MD, FACEP
- \* Bill Bozeman, MD, FACEP, FAAEM

2009 ITLS International Trauma Conference

*November 4-7, 2009*

Hilton Charlotte University Place  
Charlotte, North Carolina, USA

Find out more: [www.itrauma.org/conference](http://www.itrauma.org/conference)



# Working with CMS: Tips to Become More Efficient and Effective

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remind your user that they can easily change their password to something personalized once they have gained access again, by going to the My Profile tab and selecting the “Change Password” button from the ribbon bar. It’s also a good idea to have them set up an answer to their Challenge Question as well (also on the ribbon bar in the My Profile tab). Setting up an answer to the Challenge Question allows users to reset their own password at any time simply by typing the correct answer to the question.

## 6. Review the list of courses that an instructor has taught.

The CMS keeps track of each course that an instructor is involved in. To view the list of courses, start by opening the faculty member’s record. Do this by going to the People tab and selecting the Faculty option. Then, search the instructor you are looking for – by last name, ID number or other criteria. Open the instructor’s Faculty Maintenance page by clicking on the instructor you wish to view. When you open the Faculty Maintenance page, there is a blue bar called “Faculty Course History” directly under the instructor’s name. Click once on the blue bar to expand it. It will pull up a list of all of the courses that the instructor has been involved in. It lists the Course ID number, the date of the course, and the type of course, among other

information. If you wish to find out what specific role(s) your instructor held at this course, click the appropriate course once. This will take you to the Course Roster page, where you can view a list of the faculty with their roles indicated. From the Course Roster page, you may return to the Faculty record by clicking the Go Back button, in order to open up the next course on the list.

## 7. Review a student’s course history or quickly reprint a student’s card.

One of the most frequent requests a Chapter Coordinator receives is from a student who needs a replacement card. The CMS makes it easy to find the course that the student took and reprint that student’s card. The process for this is similar to reviewing a faculty member’s course history. Start by opening the student’s record. Do this by going to the People tab and selecting the Student option. Then, search the student you are looking for – by last name, ID number or other criteria. Open the individual’s Student Maintenance page by clicking on the student you wish to view. When you open the Student Maintenance page, there is a blue bar called “Student’s Course History” directly under the student’s name. Click once on the blue bar to expand it. It will pull up a list of all of the courses that the student has taken in. It lists the Course ID number, the date of the

course, and the type of course, among other information. If you wish to find out specific information about the student’s performance at this course, such as their grades or instructor potential, click the appropriate course once. This will take you to the Course Roster page, where you can view a list of the students with their grades. From the Course Roster page, you may return to the Student record by clicking the Go Back button, in order to open up another course taken.

From the Course Roster, you can easily reprint a certificate as well. To do so, click the button on the ribbon bar called “Edit Course Details.” This will open the Course Maintenance page for the course. Any course that has already been completed will have an option on the ribbon bar to “Print Certificates/Cards.” Clicking this button will generate the PDF file of the card certificates. You may print one student’s card or all of them.

Please note that you may also reprint the cards and certificates for any course that has been completed, at any time. To do so, you simply search the course you are looking for from the Course Search option from the Courses tab. Then, open the Course Maintenance page. As noted above, the ribbon bar will have an option to “Print Certificates/Card” that regenerates the PDF file when clicked.

# ITLS Welcomes New Delaware Chapter

The ITLS Board of Directors has approved the application for Delaware to become a chapter. The Board is pleased to welcome Delaware to the global ITLS community.

## ITLS DELAWARE

### Chapter Medical Director

Ross Megargel, DO, FACEP

### Chapter Coordinators

Sandra Wilson-Hypes, BS, NREMT

(Sandra.Hypes@state.de.us)

Chris Hainsworth, NREMT-P

(Chainswo@dtcc.edu)

### Contact:

Delaware Office of EMS  
Blue Hen Corporate Center  
Suite 4-H

655 South Bay Road

Dover, DE 19901

Phone: (302)744-5400

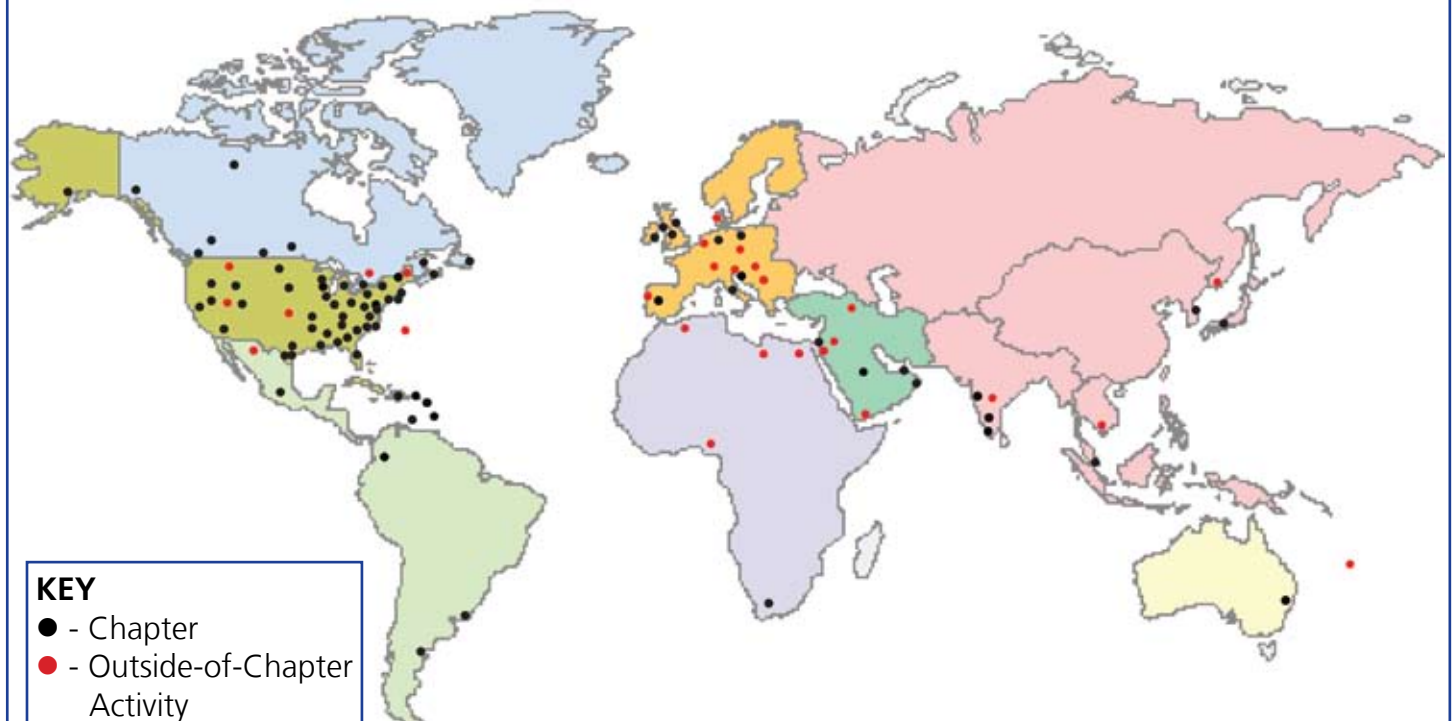
Fax: (302)744-5429

There are currently 78 ITLS Chapters and Training Centres located in 28 countries worldwide. ITLS has chapters on all continents except Antarctica. In the United States, ITLS has chapters in 37 of the 50 states, plus the U.S. Virgin Islands and the U.S.

military through AMEDD, as well as a training centre in Puerto Rico. There are chapters in 9 of the 13 provinces and territories of Canada.

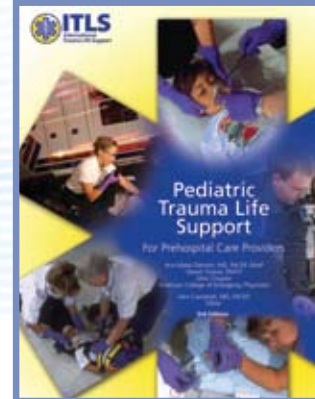
In 2009, training outside of a chapter has already taken place in 11 different locations in 7 new countries: Armenia, Austria, Bermuda, Hungary, the Netherlands, Slovenia, and Switzerland. To date, ITLS training has reached 47 different countries around the globe, training nearly 450,000 students since the program began in 1982. Approximately 30,000 students are trained each year.

## ITLS Activity Around the World



# Pediatric Trauma Life Support

## For Prehospital Care Providers



### ORDER FORM

Quantity: \_\_\_\_\_

**Price - \$38 / Chapter Price - \$33**

*Pediatric Trauma Life Support  
for Prehospital Care Providers Manual  
3rd Edition - ISBN 978-0-9647418-5-0*

\_\_\_\_\_ Subtotal  
 \_\_\_\_\_ U.S. Domestic Shipping  
 (see chart)  
 \_\_\_\_\_ International Shipping –  
*please contact ITLS at 630.495.6442  
 or info@itrauma.org*  
 \_\_\_\_\_ **Total Due**

#### Ship to:

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 Organization \_\_\_\_\_  
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 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
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 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

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 Organization \_\_\_\_\_  
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 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
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 Phone \_\_\_\_\_

#### Payment Information

- Purchase Order – PO Number \_\_\_\_\_
- Check enclosed (made payable to ITLS)
- VISA
- MasterCard
- Discover
- American Express

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Please note all prices are in U.S. dollars.  
 Payment must be in U.S. dollars.  
**ALL ORDERS MUST BE PREPAID.**

#### Please return with payment information to:

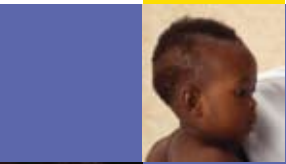
International Trauma Life Support  
 3000 Woodcreek Drive, Suite 200  
 Downers Grove, IL 60515 USA  
 Phone: 888.485.ITLS (4857)  
 International Phone: 630.495.6442  
 Fax: 630.495.6404  
 Website: www.itrauma.org

#### Continental U.S. Ground Shipping & Handling Charges

Order Total	S&H Cost
0 - \$19.00	\$5.00
\$20.00 - \$100.00	\$10.00
\$101.00 - \$400.00	\$15.00
\$401.00 - \$800.00	\$20.00
\$801.00 - \$1200.00	\$25.00
\$1201.00 - \$1400.00	\$30.00
\$1401.00 - \$1600.00	\$35.00
\$1601.00 - \$1800.00	\$40.00
\$1801.00 - \$2000.00	\$50.00

U.S. ground shipped orders should be received within 14 business days.

*Please contact ITLS for shipping rates for orders to be shipped outside the continental U.S. International callers, dial 630-495-6442. Or, email info@itrauma.org.*





**International Trauma Life Support  
Board of Directors Candidate - 2009**

**Name:**

**ITLS Chapter:**

**Street Address:**

**City, State, Zip/Postal Code:**

**Email:**

**Mobile/Cell Phone:**

**Occupation:**

- (1) Describe prior involvement with ITLS Chapter(s):
  
- (2) On what other Boards have you served?
  
- (3) What volunteer or leadership activities have you been involved with?
  
- (4) Describe your prior involvement with ITLS (committee service, teaching etc):
  
- (5) Can you regularly attend Board meetings?      \_\_\_ YES      \_\_\_ NO  
Conflicts?





# Call for

# ITLS Awards Nominations

Recognize your colleagues for their dedication and commitment to ITLS by nominating them to receive one of ITLS' annual awards:

- John Campbell Medical Director of the Year Award
- Ray Fowler Instructor of the Year Award
- Pat Gandy Coordinator of the Year Award
- Harvey Grant Memorial Award for Excellence in ITLS Access

**Awards will be presented  
at the:**

*Charlotte, North Carolina*  
**2009 ITLS**  
International  
Trauma Conference  *November*  
*5-7, 2009*

Please submit a copy of the nominee's CV as well as a short letter of recommendation. Nominations can be sent to Ginny Kennedy Palys at [ginnykp@itrauma.org](mailto:ginnykp@itrauma.org)

## Nomination Form

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Select:

- |  |   |
|--|---|
| <input type="radio"/> John Campbell Medical Director of the Year | <input type="radio"/> Ray Fowler Instructor of the Year |
| <input type="radio"/> Pat Gandy Coordinator of the Year          | <input type="radio"/> Harvey Grant Memorial Award       |

**Nominee's Name:** \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Contact Phone: \_\_\_\_\_

Your Email Address: \_\_\_\_\_