

Chapter News



ITLS Develops Suggested Procedures for Course Fees

ITLS has developed a new document that outlines recommended procedures for Chapters to follow that will help streamline the process of collecting and paying course fees through the Course Management System.

You can also download the following suggestions as a Word document from the Chapter Coordinator & Medical Directors section of ITRAUMA.org.

- All course fees to ITLS International (\$10 per student except for Instructor Recertification students) are due within 90 days from the date the course ends.
- If payment of a course is not made within 90 days, the chapter becomes past due on that course.
- If the total amount of the chapter's courses past 90 days due exceeds 50% of their total due (or >\$5,000), a chapter's printing privileges may be disabled until payment is made or a suitable payment plan is agreed to by ITLS International.
- Beginning in November, CMS will send out automated invoice/receipts

to chapter coordinators by email on a monthly basis for all courses 90+ days only. This email will be sent at the end of each month.

- ITLS International suggests the following procedures to help chapter coordinators meet reporting deadlines, maintain their accounts in good standing, and ensure their printing privileges continue.
- The Chapter Coordinator should check CMS monthly for:
 1. Courses that are Complete but Unpaid (accessible from the Pending Submissions page)
 2. Courses that are Active/incomplete (accessible by using the Course Search tool)

1) Pending Submissions

This page provides a list of the chapter's Complete but Unpaid courses. (A Complete course means the course coordinator has input all student data, test scores and faculty information and submitted the course via CMS. When a course is submitted as Complete, an

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International Trauma Life Support

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email notification of completion is sent to the chapter coordinator and cards can be generated).

The courses that appear on the Pending Submissions page are ready to be printed, and course fees are now due to the chapter.

The chapter coordinator should access the Pending Submissions page monthly to identify all courses that are 30-60 days past for which payment has not been received. An email reminder should be sent directly to the course coordinator to request immediate payment of these courses.

2) Active Courses

Active courses are those courses already approved by the chapter but are not yet completed. They are missing student data or test scores and the course coordinator has not submitted them to the chapter as Complete via CMS.

To generate a list of Active courses, start by going to the Course Search page. Leave all criteria (city, state, etc.) blank EXCEPT FOR the drop-down box labeled Course Status. Select Active as the option and then hit the button to Search. All courses returned will be Active.

For all Active courses 30-60 days past the course date, an email to check the status of the course should

be sent to the course coordinator. In this email, the chapter should verify whether the course ran and instruct the course coordinator to complete all missing information and submit the course with payment immediately if so. The course coordinator should be reminded that it is 30 (or 60) days since the course was completed and it is ITLS policy that students should receive their cards within 30 days. A sample reminder email to course coordinators appears at the end of this article, on Page 6.

Note: If a course is Active and shows zero students entered into the course, it is possible the course was cancelled and never ran. The course coordinator should be asked to confirm that the course was cancelled so that the record can be adjusted to reflect that.

To mark a course as Cancelled and remove it from Course Receivable reports, go to the Course Search page and pull up the course to be cancelled. Right-click on the course and select Cancel Course from the menu that opens up. (If you are a Mac user, hold CTRL and click on the course name instead of right-clicking.)

The procedure to mark a course as Cancelled can be completed by either the Chapter Coordinator or the Course Coordinator.

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Changes to Payment Policy Will Start Dec. 1

Pre-payment To Be Required for All Bookstore Orders

ITLS has made some changes to ITLS policies on purchasing textbooks, other educational materials, and specialty items.

Starting December 1, 2010, ITLS will require pre-payment for all bookstore orders. No Purchase Orders will be accepted or credit extended.

Payment may be made with a credit card, cash or check. ITLS accepts all major credit cards: VISA, MasterCard, American Express, and Discover.

When paying by check or cash, items will **not** be shipped until payment is received.

If you have previously used a purchase order to buy books or other items, please plan to implement another method of purchase for all orders after December 1. Thank you for your cooperation.

Board of Directors Candidate Profiles

Elections to Be Held at 2010 International Trauma Conference in Reno

At the 2010 International Trauma Conference, ITLS chapter delegates will elect three members to the organization's Board of Directors.

The Nominating Committee has slated five candidates to run for election to the Board:

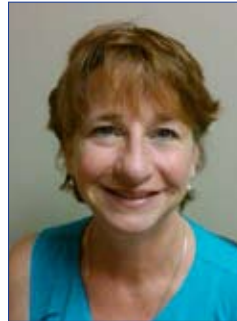
- Amy K. Boise, NREMT-P, FPC - incumbent (Arizona)
- Tony Connelly, BHSc, PGCE, EMT-P - incumbent (Alberta, Canada)
- Gianluca Ghiselli, MD (Italy)
- Peter Macintyre, BA, BHSc, ACP (Ontario, Canada)
- Bob Page, AAS, NREMT-P, CCEMT-P, NCEE - incumbent (Missouri)

Candidates will be introduced to delegates and will make a brief statement about their candidacy during the opening Business Session, which will be held from 5:00 to 6:30 PM on Thursday evening, November 4. Additional candidates may also be nominated from the floor during this Business Session. Voting will take place during the luncheon Business Session on Friday, November 5.

Each individual elected will serve a term of three years. There are no limits on the number of terms a Board member may serve.

A brief overview of each candidate follows. A complete profile will be

printed in the Delegate Book distributed onsite at the conference.



Amy K. Boise, NREMT-P, FPC (incumbent)

ITLS Chapter: Arizona

Occupation: Director of Education and Flight Paramedic, Trauma Flight, Scottsdale, Arizona

Education: Northland Pioneer College, Business Management, 1986-1988; Northland Pioneer College, Emergency Medical Training, 1987; Northland Pioneer College, Intermediate EMT, 1990; Glendale Community College, Paramedic, 1993; Rue Education / Excelsior College, RN Program, 2009-present

ITLS Activities: Member, Board of Directors; Chair, ITLS Chapter Support Committee; Arizona ITLS Chapter Coordinator, Provider, Instructor, and Course Coordinator; Coordinator for Arizona ITLS Conference annually since 1997; faculty for developing Chapters in Den Hague this year; previous chapter development activities with Puerto Penasco, Mexico, and Las Vegas, Nevada; conducted site visit for Chapters in India – Bangalore and Pune



Tony Connelly, BHSc, PGCE, EMT-P (incumbent)

ITLS Chapter: Alberta, Canada

Occupation: Director of Resuscitation Education & Northern Relations, Heart and Stroke Foundation, Alberta, Canada

Education: Bachelors of Science Degree in Prehospital Care, Charles Sturt University, 2001; Post Graduate Certificate in Education, University of Huddersfield, 2004; National UK Registered Paramedic, 1989

ITLS Activities: Member-at-Large, ITLS Board of Directors ITLS; Chair, Global Development Committee; Chair, Future Force for Education, Future Force II, and Future Force Task Forces; member, Chapter Support Committee; member and past chair, Finance Committee; Chapter Coordinator for ITLS Alberta Chapter; responsible for setting up the first Chapter in England; involved in the provision of ITLS courses since 1995; served as Chapter Coordinator of the Northern and Yorkshire Chapter in England

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Board of Directors Candidate Profiles



Gianluca Ghiselli, MD

ITLS Chapter:
Italy

Occupation:
Emergency
Room Medical

Director, A.S.L. AT, Asti Hospital, Asti, Italy

Education: Medical and Surgery program, University of Pisa Medical School, Pisa, Italy; Foreign student as resident at first year, Trauma and Emergency Medicine, Harvard Medical School, Boston, Mass.; Specialist in Trauma and Emergency Surgery, Post-Graduate Course in Trauma Surgery, University of Pisa Medical School, Pisa, Italy; Instructor Certification, National CNRB Course, National Military CBRN School, Rieti, Italy; Instructor Certification, CBRN Upgrade Course, Fire Brigade, Vicenza, Italy; Provider and instructor of programs including Hospital Major Incident Medical Management and Support; Advanced Trauma Life Support, American College of Surgeons; Advanced Cardiac Life Support, American Heart Association; Emergency Medical Dispatch; and Pediatric Education for Prehospital Professionals

ITLS Activities: ITLS Italian Chapter Medical Director; ITLS instructor; host of two European ITLS meeting



Peter Macintyre, BA, BHSc, ACP

Occupation:
EMS Program
Manager, To-

ronto EMS, Toronto, Ontario, Canada

Education: B.A., University of Western Ontario; Diploma, Paramedic Program, Humber College; Advanced Care Paramedic Certification, Sunnybrook Hospital/TEMS; Certificate, Public Administration, Ryerson Polytechnic University; BHSc, Prehospital Care, Charles Sturt University

ITLS Activities: Current ITLS Advanced, Pediatric and Access instructor; ITLS certified since 1988; ITLS Ontario Chapter Coordinator, 1995-2001; extensive work with ITLS Japan in program and instructor development; Conference Planning Committee, International Trauma Conference in Toronto, 2001-2002

Reminder: Delegate Reports Due Now

The deadline to submit completed Delegate Reports to the International Office was September 30. Many Chapters have not yet returned their Reports. Please submit your report immediately, even if your Chapter does not plan to attend the International Trauma Conference.



Bob Page, AAS, NREMT-P, CCEMT-P, NCEE (incumbent)

ITLS Chapter:
Missouri

Occupation: Director of Emergency Care Education, St. John's Regional Health System, Springfield, Missouri; President, Edutainment

Education: AAS Degree, Emergency Medical Services, Southwest Baptist University, Bolivar, Missouri; Ambulance Service Management Program Certificate, American Ambulance Association; Nationally Certified EMS Educator, NAEMSE

ITLS Activities: ITLS Missouri Chapter Coordinator for 5 years; served as Vice Speaker, Speaker (interim), and on the Board of Directors twice; currently co-Chair the Global Development Committee and the Communications Committee; member of the Chapter Support Committee; serve on the Future Force for Education; ITLS instructor since 1988; contributed to several editions of the ITLS textbook; traveled abroad to help other chapters get started

SUBMIT DELEGATE REPORTS:

Email: gloriap@itrauma.org

Fax: 630.495.6404

Two Bylaws Amendments Proposed

Two amendments to the ITLS Bylaws have been proposed by the Bylaws Committee and will be voted on during the Business Sessions at the 2010 International Trauma Conference.

Background on Amendment #1:

The current bylaws are not clear as to who may serve as a delegate from a chapter. In the past some chapters have "borrowed" conference attendees from other states or countries to complete their delegations. Some-time family members of delegates who play no role in the chapter have been credentialed as delegates.

The Bylaws Committee agreed that language should be inserted into the delegate section to require that a delegate have a relationship with the chapter including but not limited to serving as an ITLS provider, instructor, medical director, or administrative personnel.

AMENDMENT #1

Article V, Section 3 Appointment of Voting Delegates

On or before June 1 of the Congress year, the Speaker will notify or cause to be notified, in writing, each Chapter of the number of delegates assigned to the Chapter in accordance with Article 5, Section 2 of these Bylaws. Each Chapter will submit in writing to the BTLS Office, the names and addresses of the delegates appointed to represent the Chapter at the International Congress no later than 60 days prior to the International Congress. Eligibility to be ap-

pointed as a delegate by a chapter is limited to persons who have a role in the chapter including serving as a BTLS/ITLS provider, BTLS/ITLS instructor, BTLS/ITLS Chapter Medical Director, BTLS/ITLS Chapter Coordinator, or person engaged in an administrative capacity.

Background on Amendment #2:

Under the current bylaws, a nominee must receive a majority of votes cast to be elected. If a ballot does not result in election of the number of positions to be elected, the candidate receiving the lowest number of votes is removed from subsequent ballots.

The Bylaws Committee recommended that the election process be changed so that the candidates receiving the most votes per position are elected. The top vote-getters would be elected regardless of whether they received a majority of the votes cast. To be valid, ballots must contain votes for the number of candidates being elected so that no ballot could be weighted toward one candidate.

The Committee believes the amended process would be more efficient and prevent numerous subsequent ballots to achieve election of a candidate.

AMENDMENT #2

Article VI, Section 2 Election Procedure for Board of Directors, Speaker and Vice Speaker

Election of the Board of Directors shall be by secret ballot prepared or caused to be prepared by the Speak-

er of the Congress. The ballot shall include the slate of candidates plus space for additional nominees by the delegates. Each delegate shall be entitled to one vote, not only for each of the nominees on the slate but also for any other candidate. Candidates receiving the highest number of votes for each office shall be declared elected. ~~To be elected a nominee must receive a majority vote of the credentialed delegates present and voting. In the event that there are more nominees than vacancies, each nominee must receive a majority vote. Should the first ballot not result in a majority vote for any of the vacancies, subsequent ballots will be taken until such time as the authorized number of officials are elected by majority vote. With each subsequent ballot, the individual receiving the fewest number of votes on the previous ballot shall be deleted. In such cases where more than the authorized number of nominees receive a majority vote, the nominee with the most votes will be considered elected.~~ Ballots improperly marked or blank will be considered null and not counted. An improperly marked ballot will include those which do not contain the number of votes cast as nominees to be elected. Ballots will be collected and counted by a tabulation committee appointed by the Speaker and shall consist at a minimum of two Board members not being considered for elected office. Ballots will be available for review following the election at a place designated by the Speaker, and retained for a period of 30 days. At the end of 30 days, the ballots will be destroyed.

ITLS Develops Suggested Procedures for Collection, Payment of Course Fees

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Chapter Payments of International Fees Through CMS

- When the chapter receives payment from their course coordinators for student fees, they must then submit the course with payment to the International Office via CMS.
- On the Pending Submissions page, click the check box in the far left column for each course you wish to submit and pay to International. If you check more than 1 course, a total for selected courses will be summed below the courses.
- At the bottom of the page, select how payment will be submitted: By check, by ATM/credit card, or by bank draft/wire transfer. Click Submit Selected Courses to send your course rosters to International.
- When you click this button, CMS automatically generates and emails an invoice/receipt to the chapter coordinator. This invoice details course dates, type of course, number of students and amount due for each course. It also provides a grand total due of all courses submitted at that time. The chapter coordinator may choose to send this invoice to their accounts payable department for payment of certification fees to ITLS.
- A copy of this invoice should be

included with payments to International made by check so the correct courses will be posted as paid.

- If payment is made by credit card, you will be directed from CMS to a credit card processing gateway, where you will enter your billing information and complete your transaction. A credit card transaction verification is generated by the system and sent to the chapter coordinator by email for their records in addition to the invoice/receipt.
- Note that the billing address of the credit card must be entered exactly as it appears on your credit card statement when using the credit card processing gateway. The system runs an Address Verification System (AVS) test; if there is a mismatch of information, your credit card will be decline and payment will not be completed.
- After course(s) are submitted to International, they will automatically be removed from the Pending Submissions page.

Sample Reminder Email to Course Coordinators

Dear Course Coordinator,

I am following up on your ITLS courses that our records indicate are either still Active or Complete but unpaid.

ACTIVE:

*CMS # 3469 - 5/29/09 - Combined Provider Recert
No students appear in the course roster. Did this run or should I change the status to Cancelled?*

COMPLETE—PAYMENT PENDING:

*CMS # 3470 - 6/12/09 - Combined Provider Recert
2 Advanced students @ \$27.00= \$54.00
6 Basic students @ \$17.00= \$102.00
Total due: \$156.00*

*CMS # 3470 - 6/30/09 - Combined Provider Recert
2 Advanced students @ \$27.00= \$54.00
8 Basic students @ \$17.00 = \$136.00
Total due: \$190.00*

Please check the status of these courses. If your records indicate payment for these courses has already been submitted, please send the check numbers or credit card receipt so that our accounting department can check further. If unpaid, please send your payment via check or call me directly with credit card information promptly.

Thank you for looking into these courses and helping us close out our course records in a timely fashion.

YOUR NAME, Chapter Coordinator

- The email can be simplified by asking the course coordinator to check the status, noting only the CMS # and course date.

Register Today to Join ITLS in Reno Next Month for the 2010 Trauma Conference

Registration is still open for the 2010 International Trauma Conference at the Atlantis Casino Resort Spa in Reno, Nevada.

If you haven't already registered, sign up today to join your ITLS colleagues from around the globe for ITLS's annual event.

The two-day conference will be held Friday, November 5 and Saturday, November 6. Workshops will be held on November 3-4.

Workshop options include an ITLS Access course on November 3, and an ITLS Pediatric Provider Course, ITLS Completer Course for eTrauma Students, or Advanced Airway Management for the Field Provider workshop on November 4.

Conference Hotel

Atlantis Casino Resort Spa
3800 S. Virginia St., Reno, NV, 89502
Phone Reservations: 775-825-4700
or 1-800-723-6500
Online Reservations:
www.itrauma.org/atlantis

The special ITLS rate at the Atlantis Casino Resort Spa expires Monday, October 11, 2010 — just one week away! If you haven't made your reservations yet, make them before this date to take advantage of the special rate of of \$99 per night plus all applicable taxes for conference participants. The ITLS rate includes the Atlantis resort fee, which offers guests

*Don't miss
Bryan Bledsoe &
Randolph Mantoath*



*in
Reno
at
ITLS!*



in-room high-speed Internet, access to the hotel pools, extended check-out times, and more.

The Atlantis Casino Resort Spa brings together all the elements of a perfect conference hotel and an ideal getaway: a desirable location, top-rated restaurants, non-stop nightlife, and the refuge of a brand-new spa. The hotel also offers complimentary shuttle service to and from the airport for registered guests.

Registration

Registration is open online now at ITRAUMA.org/register. Registrations may also be faxed to 630-495-6404. For phone registration, call ITLS at 888-495-4857 or 630-495-6442.

Education

ITLS is excited to present a keynote session featuring EMS educator Bryan Bledsoe and special guest Randolph Mantoath, a profession-

al actor, director, producer and screenwriter best known for his portrayal of paramedic Johnny Gage in the long-running television series "Emergency!"

Their popular presentation on health and safety considerations for EMS providers will explore the possible link between carbon monoxide (CO) exposure and firefighter deaths from cardiovascular disease and similar conditions.

Other cutting-edge trauma topics and faculty on the agenda include:

- Dr. Bryan Bledsoe examining medical helicopter transport controversies
- Disaster medicine in Haiti, raw and real as trauma surgeon Dr. Jordy Cox experienced it
- Translating in-hospital technology into prehospital trauma care innovations that improve patient outcome
- TASER implementation and its impact on EMS
- Prehospital management of inhalation injuries
- Strategies to ensure optimal pediatric critical care
- Mental health implications for providers who experience stressful or traumatic events on the job

For more details, view the brochure online at ITRAUMA.org/conference. We look forward to seeing you in Reno next month!

Place a Pre-Order for New ITLS Instructor Shirts

Pre-order
now!
NEW!

ITLS will introduce a new Instructor T-shirt for purchase at the 2010 International Trauma Conference. The T-shirt will be dark blue, with the ITLS logo on the front left chest and "INSTRUCTOR" screenprinted in large letters across the back. Place a pre-order now and pick up your order onsite at the conference in Reno. Email your orders to suem@itrauma.org or fax to 630.495.6404. The \$10 price applies to pre-orders and conference orders only. **Orders must be received by October 22.**

ITLS Instructor T-Shirt

\$10

Don't pass up this chance to get the newest ITLS T-shirt at a special price just for conference participants. Perfect for teaching at all your ITLS courses!



FRONT LEFT CHEST OF T-SHIRT



BACK OF T-SHIRT (ACROSS SHOULDERS)

Screenprinted, Heavyweight
100% Cotton T-shirt

ITLS Instructor T-Shirt 2010 Conference Order Form

_____ **ITLS Instructor T-shirt**
SPECIAL CONFERENCE PRICE! \$10

Size: S _____ M _____ L _____
XL _____ 2XL _____ 3XL _____

TOTAL DUE: \$ _____

Please print:

Name: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

Home Phone: _____

E-Mail Address: _____

METHOD OF PAYMENT

- Cash Check (payable to ITLS)
 VISA MasterCard Discover AMEX

Account #: _____

Expiration date: _____

2010 ITLS INTERNATIONAL
Reno, Nevada **TRAUMA CONFERENCE**

ATLANTIS CASINO RESORT SPA **November 3 - 6, 2010**