



POLICY & PROCEDURES MANUAL

Document Version

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ATCN® Policy & Procedure Manual

Society of Trauma Nurses
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For the most current information regarding STN and ATCN, please visit our website at
www.traumanurses.org/education/atcn-program

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Advanced Trauma Care for Nurses® Program

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

Benefits of the ATCN Course include an educational model that promotes critical thinking processes, collaboration, and synchronized team approach to trauma care with providers of Advanced Trauma Life Support (ATLS). Physicians and nurses caring for trauma patients have the opportunity to share a common language and approach to trauma care.

The following course offerings are available through the ATCN Course Program:

1) Advanced Trauma Care for Nurses (ATCN®) Student Course:

The ATCN Course is taught concurrently with approved Advanced Trauma Life Support (ATLS) Courses. The nurse participants attend the ATLS interactive discussion sessions. During the ATLS skills stations and testing stations, the nurses are separated from the physician group and directed through ATCN skill stations. The ATCN stations are as follows:

- i. Interactive Skill Stations:
 - a. Initial Assessment and Management
 - b. Airway and Ventilatory Management
 - c. Hemorrhagic Shock
 - d. Pediatric Trauma
 - e. Head Trauma
 - f. Musculoskeletal and Spinal Trauma
- ii. Review Stations
 - a. ATCN Pretest Review
 - b. Triage Scenario Discussion
 - c. Med Teams Video Discussion (optional)
- iii. Testing Stations:
 - a. Initial Assessment and Management (Practice & Testing) Stations
 - b. Written Exam

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

2) ATCN Student Update Course:

The ATCN Student Update Course is a one-day renewal option for a Registered Nurse with current ATCN status. The ATCN Student Update Content includes the following:

- i. Initial Assessment and Management Presentation
- ii. Interactive Skills Stations:
 - a. Airway/Ventilatory Management with Head Trauma
 - b. Shock with Musculoskeletal/Spine Trauma

- c. Pediatric Trauma
- iii. Testing Stations:
 - a. Initial Assessment and Management (Practice & Testing) Stations
 - b. Written Exam

3) ATCN Faculty Course:

The ATCN Faculty Course is designed to prepare individuals who have successfully completed the ATCN Student Course with Faculty Candidate status to achieve ATCN Faculty status. The ATCN Faculty Course emphasizes appropriate teaching strategies and correct evaluation methods.

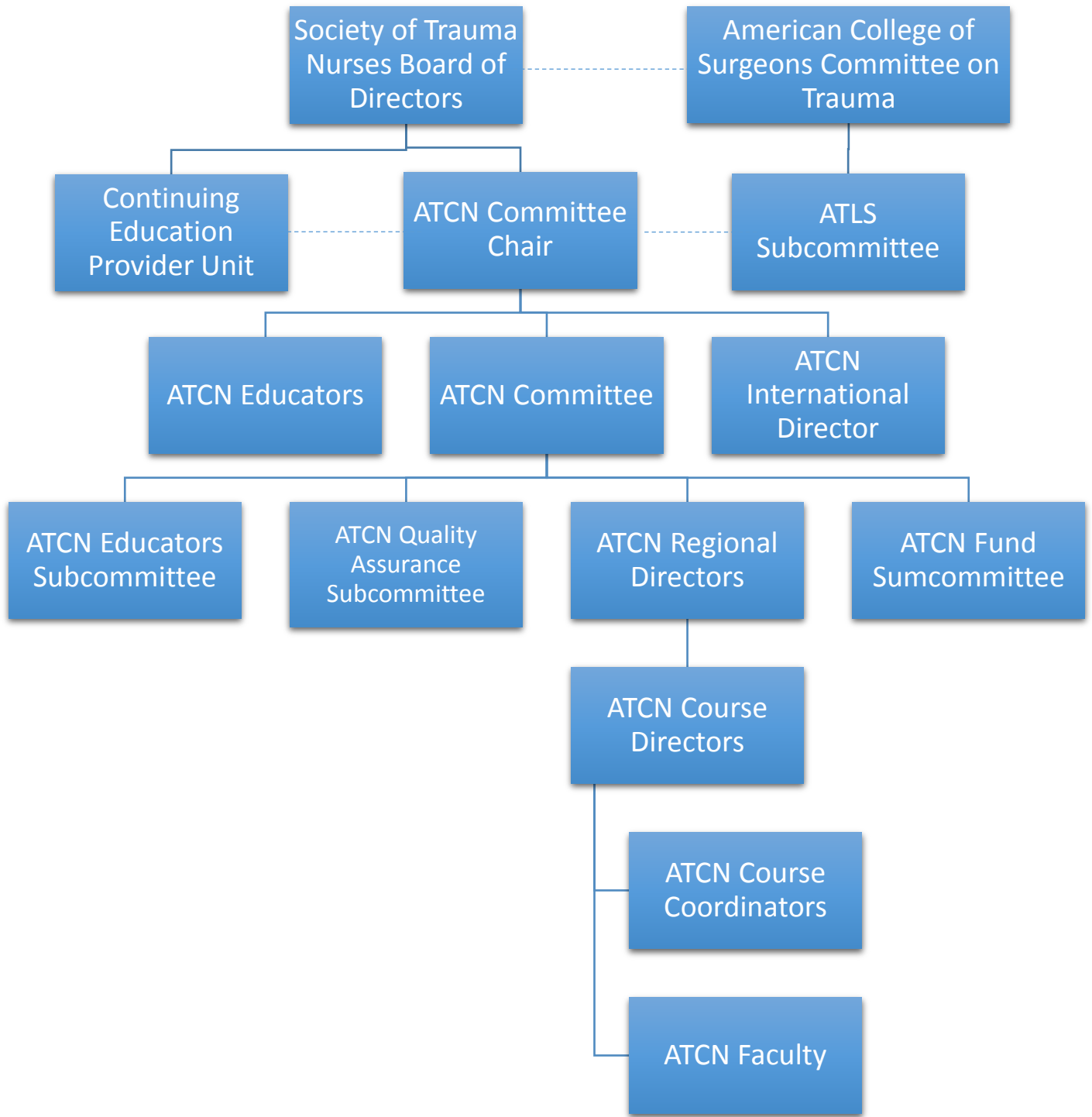
The ATCN Committee maintains oversight for the ATCN program, and monitors compliance with all policies and procedures. It is the philosophy of STN and the ATCN Committee that profits, if any, from ATCN courses, should be used to further trauma education for nurses.

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



Organizational Structure

I. ATCN Organizational Structure



A. Society of Trauma Nurses

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

B. ATCN Committee

The ATCN Committee provides operational oversight for the ATCN Program and will abide by all STN Bylaws, all ATCN Policies & Procedures, and all ATLS Policies & Procedures. The ATCN Committee is responsible for the overall management of the ATCN Program and monitoring program quality via the ATCN Quality Assurance Program. This Committee assumes the responsibility for maintaining, updating and revising the ATCN Policy & Procedure Manual, and reviewing and approving revisions of the ATCN Manuals and course curricula. The ATCN Committee has responsibility and oversight of numbers and distribution of ATCN Educators. This committee is responsible for appointment and revocation of Regional Director, Country Chair, Course Director, Course Coordinator, Educator, or Faculty status when warranted.

The membership of the ATCN Committee consists of:

- ATCN Chair
- ATCN International Director
- ATCN Vice-Chair
- ATCN Immediate Past Committee Chair
- Regional Directors, up to (3)
- Educator (1)
- ATCN International member(s), up to (3) with minimally one of these positions filled by an ATCN Regional Director
- STN Continuing Education Provider Unit Nurse Planner
- STN President Elect
- ATCN Course Directors (2)
- ATCN Faculty (2)

All members of the ATCN Committee must be current members in good standing with STN. Composition and performance of the ATCN Committee will be reviewed no less than once annually during the Committee's meeting. All Regional Directors and Educators are invited to participate as guests.

Revocation of ATCN Committee Membership

1. Loss of current membership in STN
2. Suspension or revocation of nursing license
3. More than 20% unexcused absences from committee meetings yearly.

a. ATCN Committee Chair

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

b. ATCN International Director

The ATCN International Director is appointed by the STN Board of Directors from recommendations made by the ATCN Committee. This position reports to the ATCN Committee Chair. The International Director is responsible for the growth and management of the ATCN international programs. The appointment is reviewed annually by the STN Board. This is a two year appointment with a six year term limit.

c. ATCN Committee Vice-Chair

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

1. Assisting the chair in the fulfillment of duties.

d. ATCN Immediate Past Committee Chair

The ATCN Immediate Past Committee Chair is fulfilled when a new ATCN Committee Chair, appointed by the STN Board of Directors, assumes the Committee Chair position. The roles and responsibilities of the Immediate Past Committee Chair include, but are not limited to:

1. Mentor and advise the ATCN Committee Chair and Committee as a whole.

e. ATCN Regional Director(s)

The ATCN Regional Director(s) are appointed to the ATCN Committee by the Chair. This is a 2 year appointment with a six year term limit. The roles and responsibilities of the Regional Director(s) include, but are not limited to:

1. Representing the interests and positions of the regional directors.
2. Reviewing/advising on ATCN program activities from a regional perspective.
3. Serving as liaison to local Course Directors and Faculty in facilitating communication from ATCN Committee.

f. ATCN Educator

The ATCN Educator is appointed to the ATCN Committee by the Chair. This is a 2 year appointment with a 6 year term limit. The roles and responsibilities of the Educator include, but are not limited to:

1. Reviewing/advising on ATCN Student and Faculty Course materials and curriculum.
2. Participating in the process of review and approval of new educator candidates.
3. Providing an annual report from the Educator subcommittee to the ATCN Committee.

g. ATCN International member(s)

The ATCN International members are appointed to the ATCN Committee by the Chair. This is a 2 year appointment with a 6 year term limit. The roles and responsibilities of the ATCN International member include, but are not limited to:

1. Representing the interests and positions of course faculty.
2. Reviewing/advising on ATCN program activities from a course faculty perspective.
3. Advise with translation and integration of ATCN course materials into the host country and its native language.

h. STN Continuing Education Provider Unit (CEPU) Nurse Planner

The STN CEPU will appoint one of its members to serve as Nurse Planner for ATCN courses. The roles and responsibilities of the Nurse Planner include, but are not limited to:

1. Representing the Continuing Education Provider Unit (CEPU) at ATCN committee meetings.

2. Ensuring compliance with American Nurses Credentialing Center (ANCC) guidelines for purposes of continuing education.
3. Serving as liaison between the ATCN Committee and CEPU.

i. STN President-Elect

The STN President-Elect or other board member is appointed by the STN Board of Directors. The term of this position coincides with the member's position on the STN Board of Directors (BOD). The roles and responsibilities of the President-Elect include, but are not limited to:

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

j. ATCN Course Director(s)

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

The roles and responsibilities of the Course Director(s) include, but are not limited to:

1. Representing the interests and positions of course directors.
2. Reviewing/advising on ATCN program activities from a course director's perspective.

k. ATCN Faculty

The ATCN Faculty member is appointed by the ATCN Committee Chair. This is a 2 year appointment with a 6 year term limit. The roles and responsibilities of the Faculty on the ATCN Committee include, but are not limited to:

1. Representing the interests and positions of course faculty.
2. Reviewing/advising on ATCN program activities from a course faculty perspective.

C. ATCN Subcommittees

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

a. Educator Subcommittee

- i. The Educator subcommittee is a standing subcommittee assigned the responsibility of providing professional development of future and current ATCN Faculty.
- ii. All ATCN Educators are members of the ATCN Educator subcommittee.
- iii. The chair of the Educator subcommittee is appointed by the ATCN Committee Chair.

b. ATCN Quality Assurance (QA) Subcommittee

- i. The Quality Assurance (QA) Subcommittee is a standing subcommittee assigned the responsibility of monitoring the quality of ATCN program processes and outcomes according to an established QA Plan (*see Appendix B: ATCN Quality Assurance (QA) Plan*).
- ii. The chair of the QA subcommittee is appointed by the ATCN Committee Chair.

- iii. Other members of the subcommittee are appointed from among the membership of the ATCN Committee, including an ATCN Educator, Course Director, Regional Director, International member and STN Education/Committee liaison.
- iv. A report from the QA Subcommittee appears as a regular agenda item during ATCN Committee meetings.
- v. Appraisal of achievement of QA goals occurs on an annual basis.

c. ATCN Fund Subcommittee

- i. The ATCN Fund subcommittee is a standing subcommittee with the chair and members appointed by the ATCN Committee Chair. A STN director at-large is invited to provide international guidance. The role of the ATCN Fund Subcommittee includes, but is not limited to:
 1. developing the application process,
 2. reviewing submitted applications, and
 3. making recommendations to the ATCN Committee regarding awarding of funds.

D. Regional Management

1. Each state/country/region may elect a management system that meets its organizational and financial needs. These positions are not considered official positions within the ATCN program structure.
2. Individual states/countries cannot export the ATCN Program to another state or country. All requests from new states must be directed to the STN office for approval.
3. International regional directors, working with the International Director, may promulgate ATCN to other Countries within that region, with the approval of the ATCN Committee. Requests from new countries should be channeled through the appropriate international regional director or the International Director who can better assess the readiness and to help prepare the request for ATCN Committee review and approval.



Course Administration

II. ATCN Course Administration

A. ATCN Regional Director

All ATCN Course sites are contained within specified regions. These regions are consistent with the ACS-COT regions with modifications made to accommodate international course sites (*Refer to Appendix A- ATCN Regions*). The ATCN Committee appoints ATCN Regional Directors for each region. Regional Directors in the U.S. are appointed for 2 year terms with a 6 year limit. However, a Regional Director may be asked to continue the term on an interim basis until a replacement is identified and approved. International Regional Directors may serve open-ended terms while successive leaders are being mentored. In all cases, the terms are staggered so that no more than one-third of the regional directors turn over in a given year. The changeover of directors will occur following the Annual Meeting in the spring of each year.

Countries which have organized a management system within their region may appoint, with the approval of the ATCN committee, the regional director for their region.

The Regional Directors must have extensive knowledge and experience with the ATCN program, policies and procedures, course content and be an ATCN Course Director. Each ATCN Regional Director will have a current nursing license and active membership with the Society of Trauma Nurses.

Responsibilities of the ATCN Regional Directors include but are not limited to:

1. Providing guidance and oversight to their respective regions and serving as a resource for ATCN teaching sites in the region.
2. Ensuring adherence with all ATCN Policies and Procedures to maintain course integrity, continuity and consistency.
3. Assisting with establishing new course sites / inaugural ATCN Courses including identifying experienced course directors and faculty for inaugural programs.
4. Assisting as able with International ATCN courses.
5. Assisting with ATCN Faculty Courses.
6. Participating in mentoring programs for new ATCN Faculty.
7. Ensuring quality and consistency within the ATCN Program by assuring adherence with the ATCN QA-program in partnership with the ATCN QA Subcommittee.
8. Demonstrating the utmost respect for and ability to work with differing and diverse cultures/countries.
9. Regular communication with local Course Directors and Course Coordinators to facilitate the ATCN program, specifically with the approval of new or revised policies and procedures and forms.
10. Carrying out duties as assigned by the ATCN Committee.
11. Providing an annual report to the ATCN Committee.

In order to maintain ATCN Regional Director Status

1. Must maintain current membership in STN.
2. Must maintain current nursing license.
3. Must be an approved ATCN Course Director in good standing.

B. ATCN Country Chair

ATCN leadership outside of the United States is often organized and led at the country level. A Country Chair is appointed to serve as the point of contact (POC) for all ATCN Faculty within that country. In order to have a consistent point of contact to ensure timely and accurate communication between ATCN Course Directors and Faculty, Country Chairs are encouraged to develop administrative infrastructure as needed to support and grow ATCN within their country. Countries are permitted to develop administrative procedures to govern within their country so long as these procedures are not in conflict with ATCN policies and procedures.

Country Chairs are appointed by the ATCN Committee upon recommendation from the International Director. With the exception of inaugural programs, the Country Chair should have extensive knowledge and experience with the ATCN policies and procedures, course content and be an ATCN Course Director. ATCN Country Chairs must have a current license/certification to practice nursing in their Country. ATCN Country Chairs must maintain current membership in STN. The ATCN Committee does not impose term limits upon Country Chairs.

Responsibilities are as follows:

1. Providing oversight for all ATCN activities within the country.
2. Ensuring adherence with all ATCN Policies and Procedures to maintain course integrity, continuity and consistency.
3. Assisting with establishing new course sites as needed within the country.
4. Country chairs may be asked to serve as International ATCN Faculty.
5. Assisting with ATCN Faculty Courses as needed within the country.
6. Participating in mentoring programs for new ATCN Faculty.
7. Ensuring quality and consistency within the ATCN Program by assuring adherence with the ATCN QA program.
8. Demonstrating the utmost respect for and ability to work with differing and diverse cultures/countries.
9. Communicating the approval of new or revised policies and procedures and forms to Directors and Coordinators in the country.
10. Carrying out duties as assigned by the ATCN International Director and the ATCN Committee.
11. Providing an annual report on ATCN activities in the country to the ATCN Committee.

In order to maintain ATCN Country Chair Status

1. Must maintain current membership in STN.
2. Must maintain current nursing license or country equivalent.
3. Must be an approved ATCN Course Director in good standing.

C. ATCN Course Director

All ATCN courses are directed by an ATCN Course Director. Approved ATCN Course Directors have met the following requirements: An ATCN Course Director candidate must be directly supervised by a Regional Director or an approved ATCN Course Director and receive a successful evaluation prior to achieving full ATCN Course Director status (See Course Director Candidate Critique Form in Course Management System). Course Director Candidates must have experience in trauma education and involvement in the ATCN program who has instructed in at least two (2)

ATCN Student Courses. Each Course Director must be a member of STN in good standing and must be a licensed registered nurse (RN).

Responsibilities are as follows:

1. Demonstrating an exceptional interest in the ATCN program.
2. Adhering to all ATCN policies and procedures while maintaining a professional and supportive learning environment.
3. Coordinating ATCN courses maintaining high quality and consistency, ensuring all faculty are prepared, have current materials, and maintain time schedules.
4. Assure utilization and knowledge of current edition of the ATLS and ATCN course materials and course content.
5. Ensuring all administrative processes with the Course Management System within the established time frames are completed.
6. Being present at all times during the course.
7. Coordinating/directing only the ATCN course, working in cooperation with a separate ATLS course coordinator.
8. Ensuring that institutional bias is not included in the course coordination at any time during the course.
9. Directing at least 4 courses over a 4 year period.
10. Documenting faculty monitoring activities.
11. Immediately reporting all known or suspected breaches in ATCN policies and procedures and/or course integrity to the ATCN Committee.
12. Review course evaluations for consideration in future course planning.
13. Annually submitting a Biographical and Conflict of Interest Disclosure to STN.
14. Maintain current membership to the Society of Trauma Nurses.
15. Reporting any concerns to the Regional Director and/or ATCN Committee.

Revocation of Course Director Status

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

1. Any deviation from the ATLS or ATCN course content, course materials, course schedules, and/or policy and procedures.
2. Submission of fraudulent or falsified records, course reports or non-submission of course reports and/or fees.
3. Absence during an ATCN Course.
4. Suspension or revocation of nursing license.
5. Failure to maintain current STN membership.
6. Failure to submit an updated STN Biographical and Conflict of Interest forms within the requested time frame.

D. ATCN Course Coordinator

The ATCN Course Coordinator is selected by the ATCN Course Director, mentored and directly supervised by them. They do not need to be a nurse. The Course Coordinator is not responsible for the operation of the actual ATCN program and attendance at the program is not required. The Course Director may also serve as the Course Coordinator.

Responsibilities are as follows:

1. Ordering the ATLS/ATCN course books.

2. Registering students and sending materials out 4-6 weeks in advance of the program.
3. Assuring that all appropriate paperwork is available during the program.
4. Submitting all post course paperwork after receiving the signature of the ATCN Course Director.
5. Ensuring adherence with all ATCN Policies and Procedures to maintain course integrity, continuity and consistency.
6. Reporting any concerns to the Course Director, Regional Director, and/or ATCN Committee.

Revocation of Course Coordinator Status

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

1. Any deviation from the ATLS or ATCN course content, course materials, or course schedules, and/or policy and procedures.
2. Submission of fraudulent or falsified records, course reports or non-submission of course reports and/or fees.
3. Failure to submit an updated STN Biographical and Conflict of Interest forms within the requested time frame.

E. ATCN Faculty

Each ATCN Faculty member is selected by the ATCN Course Director and is responsible for delivering the ATCN course material to the students. The Course Director may also serve as Course Faculty.

Responsibilities are as follows:

1. Actively engaged in pre-course planning and preparation to deliver a high quality educational experience to the student.
2. Presenting skill station content according to the current edition of the ATLS and ATCN course materials in accordance with these policies and procedures.
3. Evaluating psychomotor skill according to the current edition of the ATLS and ATCN course materials in accordance with these policies and procedures.
4. Demonstrating an exceptional interest in the ATCN program.
5. Adhering to all ATCN policies and procedures while maintaining a professional and supportive learning environment.
6. Ensuring that institutional bias is not included in the course coordination at any time during the course.
7. Reporting any concerns to the Course Director, Regional Director, and/or ATCN Committee.
8. Annually submitting a Biographical and Conflict of Interest Disclosure to STN.
9. Faculty validation is good for four years provided the faculty teaches four courses during the four year time period.
10. If the faculty member is an approved Course Director and directs at least four courses over a four year period, the faculty status will remain current.

Revocation of Course Faculty Status

The status of an ATCN Faculty may be revoked due to one or more of the following:

1. Deviation from ATLS or ATCN content, course materials, or course schedules.

2. Use of non-ATLS or ATCN course materials.
3. Falsification of records or non-submission of course materials
4. Unprofessional conduct.
5. Repeated unsatisfactory evaluations from students after monitoring and counseling from the Course Director.
6. Failure to complete an ATCN faculty update within the time frame established by the ATCN Committee.
7. Suspension or revocation of nursing license.
8. Failure to submit an updated STN Biographical and Conflict of Interest form within the requested timeframe.

The faculty status may be revoked based on the recommendations of the Course Director with review by the Regional Director/Country Chair and ATCN Committee. The Faculty member may file a written letter of appeal to the ATCN Committee Chair within 30 days. The ultimate responsibility for the final decision remains with the ATCN Committee (*Refer to Section VIII. Grievances Procedures*).

A. Faculty Validation

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

Validation is based on the following criteria:

1. Successful completion of all components of the ATCN Faculty Course.
2. Teaching in a subsequent Student Course while being observed by the Course Director or designee pre-approved by Regional or Country Director. The faculty candidate must be monitored teaching both a skill station and practice/ testing of initial assessment and receive a satisfactory evaluation. This monitoring must occur within one year of completing the Faculty Course. The faculty candidate should be listed on the faculty roster during the monitoring session. A Faculty Candidate may be monitored up to two times and is encouraged to use these monitored sessions to gain comfort and expertise in the teaching process. The Faculty Candidate may have a different monitor for the alternate session. If the Faculty candidate is not deemed ready to teach independently by the monitor after two monitored sessions, the Faculty candidate may retake the Faculty Course if he/she continues to meet student requirements.
3. Both the Faculty Critique Form and the STN Biographical and Conflict of Interest Form should be uploaded to the individual's profile within the Course Management system by the Course Director performing the critique.

B. Faculty Updates

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

If an ATCN Faculty member fails to complete the faculty update by the deadline, the Faculty member must still complete the update and complete either one of two additional requirements:

- a. If the faculty member has taught within the last two years, the requirement will be to audit a Student Course before teaching again.

- b. If the faculty member has not taught within the past two years, the requirement will be to re-take an entire Student Course before teaching again.

If a Course Director has Faculty who have not completed the faculty update by the stated deadline, the faculty will not be able to teach the ATCN program. The STN Office can confirm Faculty status at any time. If a faculty member teaches in a course without completing the update, the ATCN site will be placed in a probationary period.

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

1. Notify the Regional Director of transgression in adherence to ATCN policy and procedures.
2. Ensure all faculty complete the update.
3. This must be done within 30 days, with a report back to the Regional Director and STN Office.

C. Faculty Monitoring

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

1. In response to verbal or written complaint from a student.
2. Unsatisfactory student evaluations.
3. Failure to adhere to ATLS and/or ATCN course content.
4. Re-verification of Faculty status.

The Regional Director, Course Director or approved ACTN Faculty will be in communication during the Faculty monitoring process. Upon completion of monitoring of Faculty member, a written report completed by the Course Director or approved ATCN Faculty will be provided to the Regional Director and forwarded to the ATCN Committee. This report should contain the evaluation of the monitoring process and any suggested actions and responses by the Faculty member.

F. ATCN Educator

The ATCN Educator is selected by the ATCN Committee and is responsible for successfully preparing Faculty candidates with the necessary adult learning techniques and principles to deliver the ATCN course curricula. The ATCN Educator may serve as Course Director for an ATCN Faculty Course.

Responsibilities are as follows:

1. Reviewing/advising on ATCN Student and Faculty Course materials and curriculum.
2. Serve as an ATCN Educator for approved ATCN Faculty courses.
3. Adheres to all ATCN Policies and Procedures, and course curriculum.
4. Participates in course updates.
5. Participating in the process of review and approval of new educator candidates.
6. Participating in development of an annual report from the Educator subcommittee to the ATCN Committee.
7. Active participation in the ACTN Committee and ATCN Educator subcommittee scheduled meetings attending at least three (3) ATCN Committee calls yearly. International Educators are excluded from this requirement and should be in communication with their Regional Director and/or Country Chair for necessary updates.

8. Annually submitting a Biographical and Conflict of Interest Disclosure to STN.
9. Maintain current membership with the Society of Trauma Nurses.
10. Reporting any concerns to the Regional Director and/or ATCN Committee.

Revocation of ATCN Educator Status:

The status of an ATCN Faculty may be revoked due to one or more of the following:

- a. Deviation from ATCN curriculum, policies or procedures.
- b. Use of non-ATLS or ATCN course materials.
- c. Falsification of records or non-submission of course materials.
- d. Unprofessional conduct.
- e. Repeated unsatisfactory evaluations after counseling from the ATCN Committee.
- f. Failure to teach a minimum of two Faculty Courses within a four year period.
- g. Failure to maintain ATCN Course Director status in good standing.
- h. Failure to complete an ATCN faculty update within the established time line that has been determined by the ATCN Committee.
- i. Suspension or revocation of nursing license.
- j. Failure to maintain current membership with the Society of Trauma Nurses.
- k. Failure to submit an updated STN Biographical and Conflict of Interest forms within the requested timeframe.

A. Prerequisites for Educator Role

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

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

1. BSN (Bachelors of Science in Nursing) for United States educators or for international educators an Undergraduate (Bachelors) degree in the field of health sciences or education (required); Master's degree preferred.
2. Extensive experience in post-secondary teaching required.
3. Current ATCN Course Director/Faculty status in good standing within the organization or are presently an ATLS educator.
4. Outstanding effective communication skills.
5. Knowledgeable in the ATCN Policies and Procedures and curriculum.

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

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



Course Program Structure

III. ATCN Site Application

A. Application

An institution, organization, region or state interested in developing an ATCN program must submit an ATCN Site Application; the application information is found on the STN/ATCN webpage. U.S. sites apply to the ATCN Chair; while, international programs apply to the ATCN International Director. The organization accepting financial responsibility and the responsibility to uphold the policies and procedures is referred to as an ATCN Site. ATCN sites may offer courses at more than one location; the various locations are referred to as training centers.

Upon receipt of the completed application packet the ATCN Chair will review the application for completeness. Once the ATCN Site Application form is signed by the ATCN Chair, it is sent to the STN office staff that will assign a unique ATCN site identifier and provide access to the Course Management System. The ATCN Chair will appoint a Regional Director, or qualified designee, to assist and guide the teaching site staff in planning an inaugural program. The assigned Regional Director or International Director will work with the ATCN site to insure that all ATCN Policies and Procedures are met and will assist with organizational issues. The designated Regional Director or International Director will also work with the Course Director/Coordinator to develop the budget and assist in identifying course faculty.

The Policies and Procedures for an Inaugural Student and/or Faculty Course are the same as those outlined below for subsequent courses.

B. Program Start-up Administrative Fee

Each new teaching site is assessed an administrative fee. The Committee will review the administrative fees annually and make recommendations to the STN Board of Directors regarding adjustments in the administrative fees.

C. Lapse of Program Activity, Greater than Four Years

Should a lapse in program activity occur, as defined as a time of greater than four years without providing courses, the ATCN training site will contact the ATCN Committee and Regional Director/International Director for assistance and direction in re-establishing the training site.

IV. ATCN Student Course

A. Student Course Approval

1. Each ATCN Course must be approved prior to the actual course. Course request must be submitted to the STN office by the Course Director or Course Coordinator.
2. ATCN Course Manager is the electronic platform for adding new classes, viewing classes and managing all aspects of the classroom workflow. Access to the Course Management System is provided to all approved ATCN teaching sites' Course Director and/or Course Coordinator. Reference Course Manager: User Guide on the STN website for detail specifics.
3. The price of the ATCN Student Manual covers the cost of the student manual and the processing and maintenance of the continuing education credits. Sites with a signed royalty

agreement on file may print their own manuals and will be invoiced the royalty fee and administrative fee upon close of the course report.

4. The STN headquarters office staff may decline to approve a course for non-compliance with policies and procedures of a previous course or non-submission of course reports and/or fees. Should this occur, STN headquarters office staff will notify the Regional Director/International Director and ATCN Committee of this event.

B. Student Course Schedule

The ATCN Student Course must be held in cooperation with an ATLS course. The ATCN course schedule will be commiserate with the ATLS course schedule but must contain all core ATCN lecture materials, skill stations, and testing. Suggested course schedules are contained within the ATCN Course Manager system. Substantial revisions to the course schedule should be submitted to the ATCN Regional Director/International Director by the Course Director prior to the course date.

C. Student Course Director

1. Each Course must have a designated Course Director. The Course Director is responsible for compliance with ATCN Policies and Procedures, quality assurance and oversight of faculty. The Course Director may also be the Course Coordinator. Refer to section ATCN Course Administration: ATCN Course Director.
2. Inaugural Student Course Director
Inaugural refers to the initial course at a new ATCN site location. When a request for an inaugural student course is made, the ATCN Chair / International Director will discuss this with the appropriate Regional Director / International Regional Director. The Regional Director / International Regional Director may opt to take the lead and serve as Course Director, or assign this to an appropriately experienced Course Director. The minimal requirement to serve as Course Director at an inaugural student course includes:
 - a. Have course directed at least 6 student courses,
 - b. Be in good standing as a Course Director with the STN headquarters.

D. Student Course Coordinator

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

E. Student Course Faculty

1. Faculty for the ATCN Student courses are approved ATCN Faculty or Faculty Candidates. The number of Faculty Candidates for a Student Course may not exceed three. If there are Faculty Candidates participating in a course, each must be paired with qualified Faculty. Inaugural Student Course Faculty are selected by the Course Director. The ratios of Faculty Candidates, ATCN Faculty, and Course Director should be determined in consultation with the Regional Director / International Chair and the ATCN Committee. When selecting faculty for an inaugural student course the following recommendations should be considered:
 - a. Should have taught in at least 4 student courses AND have recent ATCN teaching history (within 2 years).

- b. Be considered a “strong” faculty member by their local course director(s) and/or have consistently exceptional evaluations from the student courses in which they have taught.

F. Student Course Participants

1. Registrants for the Student course must be registered nurses with current nursing licenses. No other persons may take or audit the ATCN Program i.e.: LPN/LVN, Paramedics etc.
2. The number of nurses registered in any ATCN course is standardly 18 students. Student courses must adhere to a student to faculty ratio of 1:6 (one faculty for every six students in the skill stations) and must be with the support of the ATLS Course Director.

G. Equipment

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

H. Course Materials

1. All course participants must have a current ATCN Student Manual and ATLS Manual provided to them. ATCN Student manuals cannot be shared during the course nor librated for subsequent distribution to other attendees. Access to the current ATLS Manual must be provided in preparation for and during the ATCN class. It is recommended that each student continue to have access to the ATLS Manual for continued learning/reference following the course, but not required.
2. ATCN Student Manuals must be ordered from the STN office. Manuals may be ordered through the Course Management System with credit card payment. Order forms for check or purchase orders are available in the Documents section of the CMS. International sites may print their own manuals after signing a royalty agreement. This must be approved by the ATCN International Director and STN Headquarters.
3. ATCN course materials should be provided to students a minimum of 30 days prior to the start of the course. It is recommended for students who enroll in a course less than 30 days prior, the Course Director should discuss with the student the limited preparation time and a book waiver may be presented for signature at the discretion of the Course Director. When ordered, ATLS Manuals are ordered directly from the ATLS office and should include the ATLS course authorization number on the order form.
4. ATCN written exams, initial assessment scenarios, evaluation forms, are available to Course Directors via the Course Management system. Course materials including the written exams and initial assessment scenarios should not be electronically distributed. Following inaugural course site approval and receipt of the signed Memorandum of Understanding (MOU), the Course Director candidate will have appropriate access to the Course Management system. The Regional Director (or designee appointed by the chair) assigned to facilitate the inaugural course is responsible for working with the Course Director candidate to access the needed forms and documents. For each subsequent approved ATCN course, these materials may be copied or downloaded from the Course Management system.
5. The ATCN course follows the guidelines and course content established by the ATLS program. The ATCN course materials and content are reviewed and revised to coincide with the ATLS revisions.

6. The ATCN Manuals are not available for individual resale and are to be distributed only to students registered in an approved ATCN course. Use of materials other than the ATCN or ATLS course materials **is not allowed**.

I. Faculty Meetings

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

J. Requirements for Successful Student Course Completion

1. Written Exam
 - a. The written exam consists of 40 multiple-choice questions. The passing score is 80%. If the student does not initially achieve a passing score, remediation should be offered to the student. The student will need to complete a retest with an alternate version of the written examination. The student has 30 days to retake the exam. The arrangements for remediation and retesting are at the discretion of the Course Director.
 - b. Should the student not obtain a passing score, but the student has successfully completed the Initial Assessment and Management station on the first attempt, the student may complete one retest of a different version of the written examination.
 - c. Should the student not pass the test for the second time they will be required to repeat all components of the ATCN course.
2. Initial Assessment & Management Stations
 - a. The practical testing station evaluates the student's ability to perform the primary and secondary survey on a presented case scenario after completion of a practice scenario. The student is graded objectively using a Student Skills Evaluation Sheet.
 - b. To pass the practical testing station, the student must successfully demonstrate all critical treatment priorities and decisions. If the student's performance is borderline and includes one or more of the Potentials for Adverse Outcomes as identified on the Skills Evaluation Sheet, the faculty will fail the student and request retesting.
 - c. Should the student not obtain a passing assessment, but the student has successfully completed the written exam on the first attempt, the student may complete a re-test of the Initial Assessment and Management station at a different practical test station during this current class time.
 - d. Should the student not pass the practical test station for the second time the student will be required to repeat all components of the ATCN course.
3. Validation Card
 - a. Students who pass the written test and are successful during the Initial Assessment & Management (Testing) Stations will receive a card that validates successful completion of the ATCN course.
 - b. Advance Practice Nurses (APNs) who have successfully completed ATLS, may be ATCN validated after completing the ATCN interactive skills station, and successfully completing the ATCN written test and Initial Assessment and Management (Practice & Testing) stations as outlined above.
 - c. The ATCN validation card is accessible to the student upon completion of the course evaluation. Course evaluations may be paper or electronic. The card may be physically presented to the student after completion of a paper evaluation, or obtained via the online Course Management system upon completion of the course evaluation electronically.
 - d. ATCN program validation is for 4 years.

K. Recommendation as “Faculty Potential”

1. The Course Director, in consultation with course Faculty, will identify those students who performed exceptionally well within the student course as “Faculty Potential” with the ability to progress to Faculty status.
 - a. Consideration is given to students with two years of experience in the nursing care of the trauma patient, previous teaching experience, engagement with peers, and a recommended score of 90% on written exam and successful initial demonstration of the practical skills testing station on initial attempt.
2. The Course Director will complete the CMS course roster to reflect identification of the student as Faculty Potential.

L. Remedial Action for Students

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

M. Continuing Education (CE) Contact Hours

1. Continuing Education contact hours are provided by STN and awarded to students who attend the entire scheduled ATLS/ATCN course, including all course components. Participation is verified by student signature.
2. CE contact hours may not be prorated; partial credits are not available.
3. In order to claim CE contact hours, students must log in to the Course Management System and complete the course evaluation tool. Once complete, they will be able to print the CE Certificate and/or ATCN Validation Card. Course Directors will be able to complete this for students who do not have online access.

N. Student Course Renewal

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

O. Course Evaluations

1. Student Course Evaluations must be completed by all students.
2. The course evaluations are completed online by the students. Instructions for accessing the online course evaluation are provided by the Course Director to students. Login information will be emailed to the email address entered by the Course Director. Students will be able to access the evaluation once the Course Director has submitted final course results using the Course Management System.
3. Alternatively, the ATCN Course Director may use paper evaluations. Paper evaluation forms must be completed and collected by the Course Director/Coordinator prior to the distribution of CE certificates and or ATCN Cards. The Course Director/Coordinator will be responsible for entering the evaluation data into the Course Management System for their students if this option is selected.

P. Course Completion

1. Following completion of the Student Course, the Course Director or Course Coordinator will enter the student's course completion data into the Course Management System within five (5) business days.
2. Submission of the course completion data is required to enable the students to access the online course evaluation and to access their continuing education documentation and ATCN validation card as applicable. Refer to the CMS User Guide for required course completion data and details in how-to complete this process.
3. Within 30 days of course completion (60 days for International Courses) any outstanding fees associated with the course (manuals, fees, shipping) must be paid and submitted. Please note failure to submit course reports and pay fees in the stipulated timeframes may prevent the course site from hosting future courses, until all required course information has been submitted and fees have been paid.

Q. Host Organization's Responsibilities

1. The registration fee for the ATCN Student Course is determined by the host organization/institution. The ATCN Committee recommends that the registration fee be affordable to nurses, yet allowing the ATCN local program to cover the expenses incurred in offering the course.
2. STN headquarters should be notified immediately if a course is cancelled. Policies regarding cancellation and refund of registration fees are determined by the local course site ATCN Course Director. STN will not arbitrate any conflicts.
3. The host organization will adhere to all ATCN policies and procedures while maintaining a professional and supportive learning environment.

V. *ATCN Student Update Course*

A. Update Course Approval

1. Each ATCN Student Update Course must be approved prior to the actual course.
2. Course requests must be submitted to the STN office by the Course Director or Course Coordinator. The Update Course can be held as a stand-alone course.
3. ATCN Course Manager is the electronic platform for adding new classes, viewing classes and managing all aspects of the classroom workflow. Access to the Course Management System is provided to all approved ATCN teaching sites' Course Director and/or Course Coordinator. Reference Course Manager: User Guide on the STN website for detail specifics.
4. The price of the ATCN Student Manual covers the cost of the student manual and the processing and maintenance of the continuing education credits. Sites with a signed royalty agreement on file may print their own manuals and will be invoiced the royalty fee and administrative fee upon close of the course report.
5. The STN headquarters office staff may decline to approve a course for non-compliance with policies and procedures of a previous course or non-submission of course reports and/or fees. Should this occur, STN headquarters office staff will notify the Regional Director/International Director and ATCN Committee of this event.

B. Update Course Schedule

The Update Course is a one (1) day course. The ATCN Update Course must contain all core lecture materials, interactive skill stations, and testing. Suggested course schedules are contained within the ATCN Course Manager system. Substantial revisions to the course schedule should be submitted to the ATCN Regional Director/International Director by the Course Director prior to the course date.

C. Update Course Director

Each course must have a designated Course Director. The Course Director is responsible for compliance with ATCN Policies and Procedures, quality assurance and oversight of faculty. The “Initial Assessment and Management” lecture must be presented by the ATCN Update Course Director. The Course Director may also be the Course Coordinator. Refer to section ATCN Course Administration: ATCN Course Director.

D. Update Course Coordinator

Each course may have a designated Course Coordinator. The Course Coordinator is responsible for compliance with ATCN Policies and Procedures. The Course Director may also be the Course Coordinator. Refer to section ATCN Course Administration: ATCN Course Coordinator.

E. Update Course Faculty

1. Faculty for the Update Courses are approved ATCN Faculty **and** are those who have participated in teaching at least three (3) full ATCN Student Courses including both teaching and testing stations.
2. The “Initial Assessment and Management” lecture **must** be presented by the ATCN Update Course Director.

F. Update Course Participants

1. Registrants for the Update Course must be registered nurses with a current nursing license. No other persons may take or audit any ATCN Program i.e.: LPN/LVN, Paramedics etc.
2. Registrants for the Update Course must have successfully completed the full ATCN student course within four years of the current course. If the ATCN course validation card has expired, the student is eligible to take the Update Course within six (6) months of expiration date but is not considered a current ATCN provider.
3. Update students are required to attend and successfully complete the entire day events. Students are not allowed to participate in the written and practical tests only.
4. Students may participate in an Update Course every four (4) years as long as they attend the full day events and successfully complete both the written and practical tests.
5. Update Student courses must adhere to a student to faculty ratio of 1:6 (one faculty for every six students in the skill stations).
6. Update Course students may be identified as “Faculty Potential” by ATCN faculty. Refer to Section IV ATCN Student Course, K Recommendation as “Faculty Potential” for additional details.

G. Equipment

The Course Director/Coordinator must ensure that all equipment for the skills and testing stations are available and in working order. *(Refer to equipment list located at the beginning of each section of the ATCN Faculty Manual or within the electronic Course Management system.)*

H. Course Materials

1. All course participants must have a current ATCN Student Manual and ATLS Manual provided to them. ATCN Student manuals cannot be shared during the course nor librated for subsequent distribution to other attendees. Access to the current ATLS Manual must be provided in preparation for and during the ATCN class. It is recommended that each student continue to have access to the ATLS Manual for continued learning/reference following the course, but not required.
2. ATCN Student Manuals must be ordered from the STN office. Manuals may be ordered through the Course Management System with credit card payment. Order forms for check or purchase orders are available in the Documents section of the CMS. International sites may print their own manuals after signing a royalty agreement. This must be approved by the ATCN International Director and STN Headquarters.
3. ATCN course materials should be provided to students a minimum of 30 days prior to the start of the course. It is recommended for students who enroll in a course less than 30 days prior, the Course Director should discuss with the student the limited preparation time and a book waiver may be presented for signature at the discretion of the Course Director. When ordered, ATLS Manuals are ordered directly from the ATLS office. ATCN written exams, initial assessment scenarios, evaluation forms, are available to Course Directors via the Course Management system. Course materials including the written exams and initial assessment scenarios should not be electronically distributed. For each subsequent approved ATCN course, these materials may be copied or downloaded from the Course Management system.
4. The ATCN course follows the guidelines and course content established by the ATLS program. The ATCN course materials and content are reviewed and revised to coincide with the ATLS revisions.
5. The ATCN Manuals are not available for individual resale and are to be distributed only to students registered in an approved ATCN course. Use of materials other than the ATCN or ATLS course materials **is not allowed**.

I. Faculty Meetings

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

J. Requirements for Successful Update Course Completion

1. Written Test
 - a. The written test consists of 40 multiple-choice questions. The passing score is 80%. If the student does not initially achieve a passing score, remediation should be offered to the student. The student will need to complete a retest with an alternate version of the written examination. The student has 30 days to retake the exam. The arrangements for remediation and retesting are at the discretion of the Course Director.
 - b. Should the student not obtain a passing score, but the student has successfully completed the Initial Assessment and Management station on the first attempt, the student may complete one retest of a different version of the written examination.
 - c. Should the student not pass the test for the second time they will be required to repeat all components of the full ATCN Student course.
2. Initial Assessment & Management Stations

- a. The practical testing station evaluates the student's ability to perform the primary and secondary surveys on a presented case scenario after completion of a practice scenario. The student is graded objectively using the Student Skills Evaluation Sheet.
 - b. To pass the practical testing station, the student must successfully demonstrate all critical treatment priorities and decisions. If the student's performance is borderline and includes one or more of the Potentials for Adverse Outcomes as identified on the Skills Evaluation Sheet, the faculty will fail the student and request retesting.
 - c. Should the student not obtain a passing assessment, but the student has successfully completed the written exam on the first attempt, the student may complete a re-test of the Initial Assessment and Management station at a different practical test station during this current class time.
 - d. Should the student not pass the practical test station for the second time the student will be required to repeat all components of the full ATCN Student Course.
3. Validation Card
- a. Students who pass the written test and are successful during the Initial Assessment & Management (Testing) Station will receive a card that validates the successful completion of the ATCN Update Course
 - b. The ATCN Course Directors will provide access to the online evaluation to students at the completion of the Update Course.
 - c. The ATCN validation card is accessible to the student upon completion of the course evaluation. Course evaluations may be paper or electronic. The card may be physically presented to the student after completion of a paper evaluation, or obtained via the online Course Management system upon completion of the course evaluation electronically.
 - d. ATCN program validation is for 4 years.

K. Remedial Action for Students

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

L. Continuing Education (CE) Contact Hours

1. Continuing Education contact hours are provided by STN and awarded to students who attend the entire scheduled course, including all course components. Participation is verified by student signature.
2. CE contact hours may not be prorated; partial credits are not available.
3. In order to claim CE contact hours, students must log in to the Course Management System and complete the course evaluation tool. Once complete, they will be able to print the CE Certificate and/or ATCN Validation Card. Course Directors will be able to complete this for students who do not have online access.

M. Update Course Renewal

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

N. Update Course Evaluations

1. Update Student Course Evaluations must be completed by all students.
2. The course evaluations are completed online by the students. Instructions for accessing the online course evaluation are provided by the Course Director to students. Login information will be emailed to the email address entered by the Course Director. Students will be able to access the evaluation once the Course Director has submitted final course results using the Course Management System.
3. Alternatively, the ATCN Course Director may use paper evaluations. Paper evaluation forms must be completed and collected by the Course Director/Coordinator prior to the distribution of CE certificates and or ATCN Cards. The Course Director/Coordinator will be responsible for entering the evaluation data into the Course Management System for their students if this option is selected.

O. Update Course Completion

1. Following completion of the Update Course, the Course Director or Course Coordinator will enter the student's course completion data into the Course Management System within five (5) business days.
2. Submission of the course completion data is required to enable the students to access the online course evaluation and to access their continuing education documentation and ATCN validation card as applicable. Refer to the CMS User Guide for required course completion data and details in how-to complete this process.
3. Within 30 days of course completion (60 days for International Courses) any outstanding fees associated with the course (manuals, fees, shipping) must be paid and submitted. Please note failure to submit course reports any pay fees in the stipulated time frames may prevent the course site from hosting future courses, until all required course information has been submitted and fees have been paid.

P. Host Organization's Responsibilities

1. The registration fee for the Update Course is determined by the host organization/ institution. The ATCN Committee recommends that the registration fee be affordable to nurses, yet allowing the ATCN local program to cover the expenses incurred in offering the course.
2. STN headquarters should be notified immediately if a course is cancelled. Policies regarding cancellation and refund of registration fees are determined by the local course site ATCN Director. STN will not arbitrate any conflicts.
3. The host organization will adhere to all ATCN policies and procedures while maintaining a professional and supportive learning environment.

VI. ATCN Faculty Course

A. Faculty Course Approval

1. Each ATCN Faculty Course must be registered through the Course Management System prior to the actual course. Course request must be submitted to the STN office by the ATCN

Educator who will teach the Faculty Course. When approved, the course may be posted on the STN/ATCN website.

2. ATCN Course Manager is the electronic platform for adding new classes, viewing classes and managing all aspects of the classroom workflow. Access to the Course Management System is provided to all approved ATCN teaching sites' Course Director, Course Coordinator, and/or ATCN Educator. Reference Course Manager: User Guide on the STN website for detail specifics.
3. For a host sites initial ATCN Faculty Course, when the need for a Faculty Course is identified, the host site will contact the appropriate Regional Director / International Chair and the STN office. The names and contact information for all ATCN Educators are available through STN office. It is the responsibility of the host organization to contact an approved ATCN Educator. Once an Educator is confirmed, the ATCN Educator will inform the ATCN Committee Chair of the program, including location and date of the planned ATCN Faculty Course.

B. Faculty Course Schedule

1. If a Faculty Course is being offered following a Student Course, in order to accommodate new course sites, states, and/or countries, a minimum of 1 day between the student and faculty course is recommended to allow the students time to prepare for the faculty course.
2. The maximum number of registrants per faculty course is 12.
3. ATCN Faculty Course schedule must contain all core lecture materials and skill stations. Suggested course schedules are contained within the ATCN Course Manager system. Substantial revisions to the course schedule should be reviewed with the ATCN Regional Director/International Director by the Course Director prior to the course date.

C. Faculty Course Director

Approved ATCN Faculty Course Directors are those who have successfully completed all Course Director requirements. ATCN Faculty Course Directors must be a licensed nurse and an approved ATCN Faculty. The Educator may serve as the Course Director. The ATCN Faculty Course Director may also serve as the Faculty Course Coordinator. It is recommended for the host facility to provide an onsite ATCN Course Coordinator to work in partnership with the ATCN Faculty Course Director in providing onsite course facilitation. Faculty Course Director Candidates must be monitored/mentored by an approved ATCN Regional Director, ATCN Educator, or designee appointed by the ATCN Committee Chair who is an approved ATCN Faculty Course Director.

1. The approved ATCN Faculty Course Director is responsible for:
 - a. Adherence to all ATCN Policies and Procedures while maintaining a professional and supportive learning environment.
 - b. Demonstration of exceptional interest in the ATCN Program.
 - c. Notifying Regional Director of planned ATCN Faculty Course.
 - d. Coordination of ATCN Faculty courses maintaining high quality and consistency, ensuring all faculty are prepared, have current materials, and maintain time schedules.
 - e. Ensuring adherence to all current ATCN standards and course content.
 - f. Completing all administrative processes with the Course Management System within the established time frames.
 - g. Being present at all times during the course.
 - h. Monitoring the ATCN Faculty for quality of delivery of the course content, and also replacing Faculty when necessary.

- i. Completion and submission of all required administrative and course paperwork and payment of course material fees and STN student fee within the established time frame.
 - j. Ensuring that personal or institutional bias is not included in the course coordination at any time during the course.
 - k. Review course evaluations for consideration in future course planning.
 - l. Maintain current membership to the Society of Trauma Nurses.
2. Qualifications for ATCN Faculty Course Director are:
- a. Current nursing license.
 - b. Current ATCN Faculty in good standing within the STN organization.
 - c. Current and experienced ATCN Student Course Director.
 - d. Submit a letter of intent requesting to be a Faculty Course Director Candidate to their Regional Director.
 - e. Once supported by the Regional Director, complete the two step observation/monitoring process to finalize status as Faculty Course Director:
 - i. Step 1: observe one ATCN Faculty Course as a Faculty Course Director Candidate with mentoring from an approved ATCN Regional Director, ATCN Educator or designee appointed by the ATCN Committee Chair who is an approved ATCN Faculty Course Director.
 - ii. Step 2: Coordinates a subsequent ATCN Faculty Course as a Faculty Course Director Candidate while being monitored by an approved ATCN Regional Director, ATCN Educator, or designee appointed by the ATCN Committee Chair who is an approved ATCN Faculty Course Director.
3. The ATCN Committee may revoke a Faculty Course Director's status based on one or more of the following criteria: (*Refer to Section XII Grievances Procedures*).
- a. Any deviation from the ATCN course content, course materials, or course schedule.
 - b. Submission of fraudulent or falsified records, course reports or non-submission of course reports and/or fees.
 - c. Absence during an ATCN Faculty Course.
 - d. Suspension or revocation of nursing license.
 - e. Unprofessional conduct.
 - f. Repeated unsatisfactory evaluations after counseling from the ATCN Committee.
 - g. Failure to maintain ATCN Course Director status in good standing.
 - h. Failure to complete an ATCN faculty update within the established time line that has been determined by the ATCN Committee.
 - i. Suspension or revocation of nursing license.
 - j. Failure to maintain current membership with the Society of Trauma Nurses.
 - k. Failure to submit an updated STN Biographical and Conflict of Interest forms within the requested timeframe.

D. Faculty Course Faculty

- 1. Selection of all faculty to teach in an ATCN Faculty course is a collaborative effort between the ATCN Faculty Course Director and the Course Educator (when these are two separate roles).
- 2. Recommended Faculty Course Faculty qualifications:
 - a. Should have taught in at least 4 Student Courses AND have recent teaching history (within 2 years).

- b. Be considered a “strong” faculty member by the local course director(s) and or have consistently exceptional evaluations from the student courses in which they have taught.
3. New Faculty Course Faculty should be mentored by an approved ATCN Educator during their initial faculty course.
4. Faculty *candidates* may not serve in the role of Faculty Course Directors.

E. Faculty Course Students

Prerequisites:

1. A student in the ATCN Faculty Course must be a licensed registered nurse who has exceptionally completed the ATCN Student Course.
2. The completion of a Student Course must be current *and* within 2 years.
3. Written recommendation from the Course Director of the ATCN Student Course they attended, or documentation verifying ATCN Faculty Potential (FP).
4. The following additional criteria are recommended:
 - a. Knowledgeable and at least 2 years of experience in nursing care of the trauma patient.
 - b. Teaching experience.
5. The student maintains the FP designation while attending the Faculty Course.

Requirements for successful completion of the ATCN Faculty Course are:

1. Attendance and active participation at all sessions of the Faculty Course.
2. Presentation of a 5-10 minute micro-teaching (videotaped) presentation.
3. Presentation of an ATCN skills station.
4. Direction of an Initial Assessment practice and testing station.
5. In all sessions of the ATCN Faculty Course, the student must receive satisfactory evaluations in order to successfully complete this portion of the ATCN Faculty requirements.

Post Course:

1. Following the successful completion of the Faculty Course, the student becomes an ATCN Faculty Candidate and must be observed teaching in a subsequent ATCN Student Course within one year. The ATCN Faculty Candidate may request a waiver to be monitored after one year with approval of the ATCN Regional Director, ATCN Educator of the Candidate’s Faculty Course, and ATCN Committee.
2. Completion of the ATCN Faculty Candidate role includes being monitored and earning a satisfactory evaluation at a skill station and during practice/ testing of initial assessment by an approved ATCN Course Director (or faculty). The critique is documented by the monitoring Course Director and posted to the student’s transcript. Once the critique form is uploaded, the FC is assigned Faculty status in the Course Management System.
3. The Faculty Candidate will adhere to all ATCN Policies and Procedures, most current ATLS content and most current ATCN curriculum and uphold the standards of professionalism required of ATCN Faculty.

F. Course Materials

1. ATCN Faculty Manuals are ordered from the STN office. Order forms are available on the ATCN Course Management System Resource section. ATCN sites may print their own manuals after signing a royalty agreement. This must be approved by the ATCN International Chair and STN Headquarters.
2. Fees are paid at the time the manuals are ordered. The price includes the faculty/student manual and administrative fee.

3. Use of any non-ATCN or non-ATLS course materials is not allowed.
4. The ATCN Faculty Manuals are not available for individual resale and are to be distributed only to students registered in an approved ATCN Faculty Course. The number of manuals ordered and purchased by the course site must not exceed the number of students registered.

G. Faculty Meeting

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

H. Continuing Education (CE) Contact Hours

1. Continuing educational contact hours for the ATCN Faculty Course is provided by the STN upon successful completion of all aspects of the ATCN Faculty Course and submission of the course evaluation. Participation is verified by student signature.
2. CE contact hours may not be prorated; partial credits are not available.
3. An ATCN Faculty card will be issued when the Faculty Candidate has completed the requirements of being observed and receiving a satisfactory evaluation while teaching in an ATCN Student Course within 1 year. ATCN Faculty cards will be sent to the successful Faculty Candidate upon receipt of the Candidate's evaluation by the STN office.
4. In order to claim CE contact hours, students must log in to the Course Management System and complete the course evaluation tool. Once completed, they will be able to print the CE Certificate. Course Directors will be able to complete this for students who do not have online access.

I. Course Evaluations

1. Faculty Course Evaluations must be completed by all students.
2. The course evaluations are completed online by the students. Instructions for accessing the online course evaluation are emailed to students after Course Directors have submitted final course results using the Course Management System.
3. The ATCN Faculty Course Director may use paper evaluations. Paper evaluation forms must be completed and collected by the Course Director/Coordinator prior to the distribution of CE certificates. The Course Director/Coordinator will be responsible for entering the evaluation data into the Course Management System for the students if this option is selected.

J. Course Completion

1. Within 5 business days of course completion the following information must be entered into the CMS:
 - a. Uploaded Student Signature Sheets.
 - b. Student Pass or Fail.
 - c. Candidate Critique forms uploaded to appropriate profile.
2. The CE certificate indicating the approved CE contact hours is accessed by the students after completing the online evaluation. The continuing education documentation can be downloaded and printed by the student.

4. Please note that failure to submit all required data and pay fees within 30 days of course completion will prevent the course site from hosting future courses until all data has been submitted and fees have been paid.

VII. ATCN Faculty Honorarium and Expenses

A. International Inaugural Courses

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

B. U.S. Inaugural Courses

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

C. Non Inaugural Courses

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

VIII. Grievance Procedures

In order to ensure the integrity of the ATCN program, STN requires that all courses are instructed and directed in strict accordance with these Policies and Procedures.

A. Student Grievance of Faculty

1. A student wishing to grieve the decision of a Faculty must do so within 30 days of the ATCN Course.
2. This grievance must be submitted in writing to the ATCN Course Director and include a description of the alleged violation as well as specific references to the activities or conduct supporting the complaint.
3. The ATCN Course Director will review the grievance with the Regional Director / Country Chair within 30 days of receiving the grievance.
4. The ATCN Course Director will notify the affected Faculty that a complaint has been filed, that an investigation will be conducted, and that the Faculty will be advised of the results. The notification will request the Faculty to submit in writing any evidence or argument concerning the stated issue(s) within 30 days.
5. The Regional Director will notify the ATCN QA Subcommittee of the ATCN Committee of grievance, results of investigation, and recommendations for final decision. The ATCN QA Subcommittee will resolve the grievance.

6. The ATCN Committee serves as a final resource for issues which cannot be resolved at the previous levels.
7. A final decision will be made with a written response to the student and Faculty.
8. Complaints failing to meet the criteria set forth above will not be pursued.
9. Complainants should not expect anonymity in this process and should expect that their identity could be disclosed to the accused during the investigation.

B. Student Grievance of Course Director

1. A student wishing to grieve the decision of a Course Director must do so within 30 days of the ATCN Course.
2. This grievance must be submitted in writing to the appropriate ATCN Regional Director / Country Chair and include a description of the alleged violation as well as specific references to the activities or conduct supporting the complaint.
3. The ATCN Regional Director will review the grievance with the ATCN QA Subcommittee within 30 days of receiving the grievance.
4. The ATCN Regional Director / Country Chair will notify the affected Course Director that a complaint has been filed, that an investigation will be conducted, and that the Course Director will be advised of the results. Such notice will state whether their Faculty/Course Director status is recommended for suspension or revocation. The notification will request the Course Director to submit in writing any evidence or argument concerning the stated issue(s) within 30 days.
5. A final decision will be made with a written response to the student.
6. The ATCN Committee serves as a final resource for issues which cannot be resolved at the previous levels.
7. Complaints failing to meet the criteria set forth above will not be pursued.
8. Complainants should not expect anonymity in this process and should expect that their identity could be disclosed to the accused during the investigation.

C. Faculty Grievance

1. Any Faculty/Faculty Candidate wishing to grieve the decision of the ATCN Course Director must do so within 30 days.
2. This grievance must be submitted in writing to the Regional Director / Country Chair and include a description of the alleged violation as well as specific references to the activities or conduct supporting the complaint.
3. The Regional Director / Country Chair will review the grievance with the ATCN QA Subcommittee within 30 days of receiving the grievance.
4. The ATCN Regional Director / Country Chair will notify the ATCN Course Director and the affected Faculty that a complaint has been filed, that an investigation will be conducted, and that the Faculty will be advised of the results. Such notice will state whether their Faculty status is recommended for suspension or revocation. The notification will request the Faculty to submit in writing any evidence or argument concerning the stated issue(s) within 30 days.
5. A final decision will be made with a written response to the Faculty.
6. The Regional Director / Country Chair will notify the ATCN QA Subcommittee of grievance and recommendations.
7. The ATCN Committee serves as a final resource for issues which cannot be resolved at the previous levels.
8. Complaints failing to meet the criteria set forth above will not be pursued.

9. Complainants should not expect anonymity in this process and should expect that their identity could be disclosed to the accused during the investigation.

D. ATCN Committee Level

1. STN may suspend or permanently revoke an individual's status for failing to adhere to and abide by these Policies and Procedures in consultation with the ATCN Committee.
2. In the event that STN becomes aware, either independently or by way of a written complaint in accordance to the procedures previously listed, a preliminary investigation will be conducted by the ATCN QA Subcommittee.
3. The ATCN QA Subcommittee will notify the individual that a complaint has been filed, that an investigation will be conducted, and that the individual will be advised of the results. Such notice will state whether their status within the ATCN program is recommended for suspension or revocation. The notification will request the Faculty to submit in writing any evidence or argument concerning the stated issue(s) within 30 days.

E. Denial/Revocation of ATCN Student Verification

- a. STN may refuse to confer a Student verification status or may revoke student verification status for violating the Policy and Procedures including but not limited to the following:
 - i. Revocation, suspension, or restriction of professional registered nurse license or its equivalent as defined by the nursing licensure authority of a country outside of the United States.
 - ii. Falsification of the ATCN Student card, certificate of completion or any other materials for information submitted to STN in connection with a course.
 - iii. Cheating on the ATCN written examination or psychomotor skills testing scenario or enabling another attendee to cheat.
 - iv. Utilization of the ATCN content and audiovisual materials for purposes outside of the course without obtaining prior written consent from STN.
 - v. Unprofessional conduct (including, but not limited to: discrimination, harassment).
- b. For circumstances such as those listed above, the Course Director has the authority to evict the individual from the course and withhold the verification card.
- c. For circumstances that are reported to STN after the course has been completed and the verification card conferred, the ATCN QA Subcommittee will conduct an investigation as to the validity of the allegation.

F. Appeal Process

- a. Student, Faculty, Course Director, and/or Educator status may be suspended or revoked or individuals may be censured under certain circumstances. This review and appeal process has been developed for individuals seeking reconsideration of a decision.
- b. Any individual who wishes to appeal a decision must submit a written request to the ATCN Committee Chair for an appeal that must be signed by the individual and include the following:
 - i. A statement of the individual's reasons for believing that the decision was incorrect, along with a copy of any supporting materials or documentation.
 - ii. A statement of the desired outcome.
 - iii. This written request must be submitted within 15 days of receipt of the notice informing such individual of the decision to suspend or revoke such individual's status. Any materials not submitted within this 15-day period will not be considered in the appeal process.

- c. If an appeal is submitted, the ATCN Committee shall review the findings and recommendations from the initial investigation based only on the evidence upon which the decision was previously made.
- d. After receipt of a request for an appeal, the case will be considered as soon as practical.
- e. Upon conclusion of its review, the ATCN Committee, by a majority vote, shall affirm, reject or modify the initial decision. The action of the ATCN Committee shall be final and binding. No further appeals are available.
- f. The ATCN Committee will notify the following individuals of the committee's decision: the affected individual, Regional Director/Country Chair, and STN's President.

IX. ATCN Fund

A. General Use of Funds

1. The ATCN Fund will be primarily used to offset the costs for inaugural programs in states or countries where ATCN has not been established. Funding can also be considered for states or countries where ATCN is established, if the proposed site is geographically isolated, such that resources from within the state/country are unreasonably distant.
2. On a yearly basis, the ATCN Committee will recommend the maximum amount to be awarded in a single grant.

B. Application for Funds

1. The Regional Directors will serve as the initial point of contact for interested persons and potential applicants.
2. An application for the grant is required with a detailed budget demonstrating the need and proposed use for the funds (manuals or faculty travel). The application should detail the plans and budget for program sustainability. ATCN Fund Application is located on the ATCN webpage of the STN website.
3. ATCN Fund applications will be reviewed by the ATCN Fund Subcommittee with recommendations made to the ATCN Committee. Decisions regarding awarding of grants will be made by the ATCN Committee subject to approval of the STN Board.

X. ATCN Advertising and Support

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

XI. Copyright and Trademark

- A. The ATCN Student and Faculty Manuals and all course materials are copyrighted by STN.

- B. ATCN Course forms may be replicated by Course Directors for use in approved student and faculty courses only.
- C. Advanced Trauma Care for Nurses® and ATCN® are registered trademarks owned by the Society of Trauma Nurses.

XII. ATCN Course Materials

A. General Requirements

1. Use of ATCN manuals or course materials in any educational program other than an approved ATCN Course is prohibited.
2. Course materials (e.g. skill station table tents) are only available for purchase when used in conjunction with approved ATCN Courses.
3. Course Manuals may be purchased independently from an approved ATCN course site.
4. Purchase of any ATCN Course materials may occur only after course approval is received.
5. Distribution of course materials will only be made to registered students and/or faculty candidates from approved course coordinators/directors.
6. Breaches in the security of course and test materials are to be reported immediately upon discovery to the ATCN Committee and the appropriate Regional Director / Country Chair.
7. The Course Director is responsible for maintaining security of all course materials, either on paper or in any digital format.
8. The Course Director is responsible for maintaining confidentiality of the student's personal information, including student's pass/fail information or testing results. The Course Director may not release this information to anyone other than STN Headquarters office or through the Course Management system. In cases where the ATCN Committee needs student contact information, permission must be obtained from the student. The student is responsible for sharing verification status and continuing education contact hours with his or her employer.

B. Ordering

All ATCN Manuals are ordered through the STN Office. Manuals may be ordered through the Course Management System with credit card payment. Order forms for check or purchase orders are available in the Documents section of the CMS.

C. Translation

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

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

D. Printing

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

XIII. Appendices

Appendix A - ATCN Regions

Appendix B - ATCN Quality Assurance (QA) Plan

Appendix C - Live Video Conference Option Course



Appendices

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Appendix A – ATCN Regions
STN ~ ATCN REGIONS

Region I

Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Region II

New York
New Jersey
Puerto Rico

Region III

Delaware
District of Columbia
Maryland
Pennsylvania
Virginia
West Virginia
Virgin Islands

Region IV

Alabama
Florida
Georgia
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee

Region V

Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Region VI

Arkansas
Louisiana
Oklahoma
New Mexico
Texas

Region VII

Iowa
Kansas
Missouri
Nebraska

Region VIII

Colorado
Montana
North Dakota
South Dakota
Utah
Wyoming

Region IX

Arizona
Hawaii
Nevada
California

Region X

Alaska
Idaho
Oregon
Washington

Region XI

Western Canada:
Alberta
British Columbia
Manitoba
Saskatchewan
Yukon
Northwest Territories

Region XII

Eastern Canada:
Maritime Provinces
Newfoundland
Quebec
Ontario

Region XIII

Military:
Air Force
Army

Navy
Veterans Administration

Region XIV International

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

Region XV International

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

Region XVI International

Australia (Fiji, New Zealand, Papua New Guinea, Samoa), Hong Kong, India, Indonesia, Malaysia, Pakistan,

Singapore, Taiwan, Thailand

Region XVII International

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

**While Israel is regionally part of the Middle East, the ATLS – Israel program is part of ATLS Region 15: Europe and Africa.*

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

Appendix B - ATCN Quality Assurance (QA) Plan

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

Purpose: To ensure quality of ATCN across all courses offered globally

Scope: The ATCN Quality Assurance (QA) Subcommittee monitors the events surrounding the delivery of ATCN Student, Update, and Faculty Courses. The scope of the plan includes:

1. Assuring compliance with ATCN/ATLS course curricula and established policy and procedures (Course Curriculum)
2. Monitoring ATCN teaching centers for compliance with course requirements (Teaching Center Administration)
3. Evaluating ongoing Faculty quality and the Faculty-candidate credentialing process (Faculty Quality)
4. Monitoring course documentation to assure complete and timely submission. (Course Documentation)
5. Evaluating course effectiveness in meeting established goals (Course Effectiveness/Student Achievement)
6. Recommending course improvements to the ATCN Committee based on the evaluation process.

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

Membership: Membership of the QA Subcommittee is taken from the ATCN Committee. The ATCN Vice-Chair serves as Chair of the QA Subcommittee. Other members include an ATCN Educator, a Course Director, a Regional Director, an International member and the STN Education/Committee liaison.

Data Collection and Quality Monitoring

Specific sources of quality data for the ATCN program include:

1. Course Authorization
2. Course documentation tracked through the Course Management System (CMS)
3. Course evaluation summaries
4. Reports of unexpected occurrences

Definitions

Sentinel event indicator - an indicator used to monitor and appraise the quality of the program on an individual case basis. A sentinel event usually indicates an adverse event which either leads to or has the potential to lead to a serious outcome and, therefore, mandates prompt intervention or a preventive measure.

Track and trend indicator – an indicator which is regularly monitored as aggregate data, with action taken only if there is a failure to meet the goal

Levels of Review

1. Primary Review

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

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

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

2. Second Level Review

The secondary level of review is performed quarterly by the entire QA Subcommittee through review of the routine queries provided by the STN Education and Committee Manager. Focus of the review is on:

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

During scheduled ATCN Committee conference meetings, a report is provided by the QA Subcommittee including review findings and any identified issues. Attention is focused on the QA indicators and established goals. Also reviewed are any complaints or issues identified by ATCN Course participants.

The QA Subcommittee will attempt to resolve any issue in collaboration with the appropriate Regional Director. If resolution is unsuccessful or incomplete, the issue will be forwarded to the ATCN Committee. The ATCN Committee serves as a final resource for issues which cannot be resolved at the previous levels.

Appendix C - Live Video Conference Option Course

Live Video Conference Option Course

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

A. Options for Live Video Conferencing Course

1. Site may choose one of the following options:
 - a. Provide a one time or recurring Student Course for a remote location which will not be conducting its own ATCN programs.
 - b. Establish an independent ATCN site that does not have local ATLS courses.

B. LVC Criteria

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

C. LVC Site Criteria

The following steps must be completed prior to hosting the ATCL LVC course:

1. Letter of support from ATLS Course Director specifically approving use of the live video conferencing option.
2. Documentation from institution verifying that the facility has the technical capabilities AND sufficient past live video conferencing experience, to conduct the LVC.
3. A written back up plan for what you will do should there be significant technical problems with the audio and or video aspects of the live video conferencing technology this must include a direct phone number from the satellite site to the origination site that must be designated before the class and available throughout the course.

D. One time/recurring Course process

1. The Course director will submit the standard Course Authorization with the following LVC addendums:
 - a. Letter of support from ATLS Course Director specifically approving the live video conferencing option.
 - b. Documentation from institutions information/data services verifying that the institution has the technical capabilities, and sufficient prior experience, to conduct the live video conferencing option. (see LVC definition)
2. An ATCN Course Director must be present at the remote ATCN site. A second Course Director or Course Coordinator is required to be present at the local ATLS site for the initial ATCN LVC course. Subsequent LVC courses may be conducted with an experienced ATCN faculty versus having an ATCN course director level available at the local ATLS site.
3. It is the responsibility of the Lead LVC Course Director to recruit the 2nd CD/CC for the local ATLS site.

4. The Course Directors will be responsible for working with the local ATLS site and remote ATCN site Information Technology personnel to ensure that the live video conferencing capacities are adequate and functioning.
5. All standard student course fees and policies are in effect for a live video conferencing option course.
6. The number of ATCN students at the remote site must maintain approved faculty: student ratios as described for all ATCN courses in the ATCN policy and procedure manual.

E. Establishing a New ATCN Site via LVC

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

F. Course Director Education

All Course Directors must complete an online educational module regarding the LVC before they are approved to conduct a LVC course.

G. Faculty Course Considerations

Faculty Course content and instructions will include specific issues regarding the LVC.

H. LVC Specific Documents for Directors

1. Student Course LVC Checklist
2. Student Course Evaluation/LVC
3. LVC minimum audio/visual technical requirements.

I. ATCN Committee Quality Oversight

During the rollout phase, the ATCN Committee will review a summary of student and faculty evaluations from initial LVC student courses.

J. Interstate LVC Courses

1. Established ATCN State to a Non-ATCN State
 - a) A courtesy communication is to be made to the Non-ATCN states Committee on Trauma (COT) Chair by the LVC site.
 - b) The local ATLS Course Director should be aware of, and approve, where (geographically) the ATLS lectures are being teleconferenced.
2. Established ATCN State to Alternate ATCN State
 - a) A courtesy communication is to be made to the ATCN COT chair by the LVC site.