

ADVANCED TRAUMA LIFE SUPPORT<sup>®</sup>  
**ATLS<sup>®</sup>**



**Guidelines for International  
Promulgation of Advanced Trauma  
Life Support ATLS<sup>®</sup> Course Site  
Visit**

## Contents

Front Cover	<b>1</b>
Contents of guidelines	<b>2</b>
Definition International Promulgation	<b>3</b>
Selecting an appropriate organisation	<b>3</b>
Initiation Request process	<b>4</b>
Preparation for Introductory site visit	<b>5</b>
Initial Costs for Site Visit	<b>5</b>
Site visit activities	<b>6</b>
ATLS ® Course Personnel roles	<b>7-8</b>
Inaugural Plans	<b>9</b>
Summary of Surgical Organisation Responsibilities	<b>10</b>
Appendices	
➤ Venue Requirements	<b>11</b>
➤ Equipment Models required	<b>12</b>
Notes	<b>13</b>

## International Promulgation

### Definition

The development of the American College of Surgeons ATLS program within the requesting country via a recognised organisation (or society) or an ACS Chapter in that country, and outside the ACS Committee on Trauma organisational network.

- The ATLS program is provided to all doctors, regardless of race, creed, gender, or colour.
- Importation of the ATLS Program into another country is very structured and is achieved similarly in each country.
- Although the people and cultures may vary from country to country, the program and its administrative processes are essentially the same.

*Note : To fully appreciate the requirements of an ATLS ® course, it is an advantage if the country representatives attend / observe an existing ATLS course in the Region.*

### The following questions needed to be considered when selecting the appropriate surgical organisation:

1. Is this the appropriate surgical organisation to import the program into the country?
2. Are there sufficient administrative facilities and staff available to provide support to the promulgation and ongoing quality assurance of the program?
3. Does the organisation membership have the capability and willingness to promulgate the program to all doctors in the country ?
4. Is the country's health care system sufficiently developed to justify the support of ATLS ® ?

Please Note : Management of the program should preferably be the responsibility of a surgical organisation.  
In some circumstances a national medical group, governmental agency, hospital, university medical school or defence force may be an appropriate organisation.

### Initiation Request process

- The process of promulgation should be initiated through the appropriate Region Chief.
- Then a formal request from the appropriate individual of an established surgical organisation or society of that country is made directly to the ATLS Committee Chair to ACS Committee on Trauma via the ATLS office, Chicago.

*Note : a surgical organisation, which may have already implemented the program in its own country, cannot export the course to another country.*

- The American College of Surgeons must recognise the surgical organisation or society.
- Once request is received, it is reviewed and discussed by the ATLS committee
- On approval at committee level, a request is submitted for approval to the Executive Committee of the American College of Surgeons Committee on Trauma.
- Upon approval at all levels, a formal written agreement (memorandum of understanding) between the two organisations must be reached.

*Note : Ideally, MOU should be signed at the subsequent site visit*

### Preparation for Introductory Site Visit

## ATLS International Promulgation Guidelines

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The requesting surgical organisation designates an individual and preferably a group of individuals for inculcation into the ATLS program and its organisational structure.

The Region Chief communicates with the local organising committee to arrange

- a site visit to the proposed course site and skills facility.
- Meetings with appropriate government departments and sponsors

*Note : Strongly recommend the local organising committee arrange meeting with local Department of Health, Minister Health, Director General*

- Visits to a variety of health care facilities to provide the visiting team an insight to the health care capacity of the proposed host country
- Sources of funding for site visit should be clearly identified.

### ATLS personnel involved in Site Visit

- ATLS Region Chief
- ATLS International Course Director or ATLS Committee Chair or other designated ATLS member
- ATLS Regional Senior Coordinator

### Initial Costs involved in site visit

All financial responsibility related to the introductory site visit, inaugural courses ( including administrative costs) , and continued promulgation of the ATLS program.

International Faculty members serve without honoraria (except for the National Educator), but reimbursement for business-class travel and expenses is expected.

### The following needs consideration at the Site Visit :

## **1. Initial Meeting with executive sponsoring organisation:**

Agenda includes discussion around:

- Vision of the ATLS ® program
- Value of ATLS to host country and benefits they could accrue
- Discuss ownership by the country
- Maintenance of quality and consistency
- Ongoing financial response
- Explanation of Region structure
- Importance of attendance at ATLS ® international and ATLS ® Region Meeting (including the importance of providing funding for course coordinators)
- Location for the conduct of course
- Proposed structure of the organising committee
- Reporting process of the organising committee
- Intended timeline of introduction of the inaugural courses
- Proposed approach to the surgical skills practicum eg Use of models

## **2. Second Meeting with other relevant stakeholders**

eg Ministry of Health, University personnel , hospital administrators

## **3. Other Activities on Site Visit must include**

### Tour of

- proposed course venue (s) and surgical skills laboratory
- Major tertiary hospital, providing the visiting team opportunity to observe triage process, assessment and management of the injured patient.
- Regional and/or metropolitan hospital

### Optional:

- Dinner organised to meet major leaders and provide a platform for further informal discussions

*Note : It is strongly advised for the site visit to be organised over a minimum of 48 hours to enable the opportunity for local organisers to arrange additional meetings if required.*

### Recommended Personnel required to be identified in the initial planning for ATLS® program

Prior to an inaugural course, ATLS requires the appointment of suitable qualified and experienced personnel.

Ideally, this includes the following personnel:

- Course Director
- Course Coordinator
- Educator
- Administrative Support

*Note: The director and coordinator are responsible for making facility and equipment arrangements necessary for the inaugural courses and working closely with the ATLS program Manager , Region Chief and National Coordinator / mentor responsible for the Region.*

### Course Director

The Course Director has the overall responsibility for standards of quality, educational experience and the maintenance of ATLS policy.

The principal responsibility of the inaugural Course Director is to organise and drive the processes required to ensure the effective delivery of the initial course and growth of the ATLS program.

### Course Coordinator

One of the most crucial roles in the conduct of a successful course is the co-ordinator, who serves a vital role in being primarily responsible for the organisation and availability of the resources required in delivering a successful ATLS course.

A course coordinator must be trained approximately 6 months before the inaugural student and instructor course.

A critical element of any ATLS course is the proper selection, training, and use of the course coordinator. The role covers the various aspects of the course including:

- ◆ Liaison with the ATLS office, Course Director and Faculty and participants
- ◆ Arrangement of a venue and accompanying practical issues
- ◆ Arrangement of equipment and technical aspects
- ◆ Course paperwork
- ◆ General trouble shooting

# ATLS International Promulgation Guidelines

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## Eligibility to be a coordinator

Coordinators are nursing health professionals, and are usually:

- Trauma Nurse Coordinators
- Involved in Nursing Education
- Registered nurses with trauma or acute surgical care experience

## Coordinator Recruitment

New coordinators are identified by senior coordinators or instructors within professional networks and are required to undertake a formal training program as per the Co-ordinator Training procedure

## Co-ordinator Training

Trainee co-ordinators proceed through three stages of training:

Stage 1 - Observe an ATLS course in its entirety

Stage 2 - Assist in co-ordinating a course with an experienced co-ordinator

Stage 3 - Co-ordinate a course under the supervision of an experienced co-ordinator

## Medical Educator

One critical element that enhances the ATLS program is the participation of professional Medical Educators. Educators are an important aspect of the ATLS professional development program for instructors and are actively involved in the ATLS Instructor courses teaching adult learning techniques to new instructors. Several times a year educators attend ATLS courses to provide feedback and advice to faculty on teaching techniques.

## Identification of Qualified Educator

Applicants must

- Have a Master's degree with a concentration of specialisation in education that includes formal training in the science of teaching, learning, and principles of adult education, as well as experience in POST secondary teaching.
- demonstrate the types of teaching skills and styles addressed in the educational portion of the course, including lecture and group discussion skills.
- be able to communicate effectively with doctors
- have experience in educating medical professionals

## Inaugural Course Plans



## ATLS International Promulgation Guidelines

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A special training program is organised to include *both a student and an Instructor* course to specifically train the identified doctors from the country into which the ATLS program will be introduced.

An Educator candidate is also identified by the surgical organisation so they can be trained during the initial student and instructor courses and serve as faculty for the inaugural courses.

Participants are carefully selected from the student course for participation in the *instructor course*. (9 participants) *The instructor course is usually scheduled two days* after the student course to allow the participants to prepare for the course.

Faculty for inaugural course will compile of a combination of experienced international faculty invited from within the ATLS Region and local instructor candidates. ( If they have previously attended and successfully passed all the course requirements at a previous ATLS @course in another country)

The instructor candidates teach with experienced international faculty and complete their teaching requirements during the inaugural student course.

They then combine with the International ATLS faculty on the instructor course.

The region Chief for the region is responsible for selecting the international faculty for these inaugural courses.

The Instructor candidates, designated Educator and coordinator(s) must attend all the inaugural courses, and complete their related performance requirements to be ratified within their respective faculty categories.

Further mentoring of faculty and Course Director at a subsequent course may be advised in order to sign off the promulgation process.

*Note : Upon completion of the inaugural training program, course promulgation is offered only in that country and only under the aegis of the approved surgical organisation.*

*Further training of ATLS instructors is limited to doctors residing in the country for which the program is approved.*

# ATLS International Promulgation Guidelines

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## Summary of Surgical Organisation responsibilities

*The surgical organisation is responsible for:*

1. Directing requests for the program to the Region Chief and ATLS Committee Chair, via the ACS ATLS program office, 633 N.Saint Clair Street, Chicago, IL
2. Consult with the ACS Committee on Trauma to develop its own Committee on Trauma network. (ACS Chapters only)
3. All financial responsibility related to the introductory site visit, inaugural courses (including administrative costs), and continued promulgation of the ATLS program.
4. Identifying an initial cadre of doctors for training as instructor candidates for special courses designed to provide faculty support for the inaugural courses and in the future.
5. Identifying participants for the inaugural program within the limits established for the course.
6. Identifying a professional educator(s) to be trained before or during the inaugural program.
7. Identifying a course coordinator (s) to be trained *before* the inaugural program.

*Note : It is advisable for the organising country to allow the identified local Course Director, Educator and coordinator to observe an ATLS® course in another country within the ATLS region prior to setting up the inaugural program.*

# ATLS International Promulgation Guidelines

( ATLS ® )

( This specifies the minimum venue standard requirements that need to be considered for conducting ATLS ® courses.)

Lecture Room	Number Required
<ul style="list-style-type: none"> <li>Accommodate approx 30 people (<i>preferably not a lecture theatre</i>)</li> <li>Front and rear access</li> <li>Chairs and tables <i>or</i> Chairs with connecting table</li> </ul>	<p>1</p> <p>30</p>
Break out rooms ( approx. 4 x 4 metres	
<p><u>Four</u> separate rooms are required</p> <ul style="list-style-type: none"> <li>Table for placement of equipment</li> <li>Chairs</li> <li>Patient trolley / bed</li> <li>IV Pole / stand</li> <li>Whiteboard</li> <li>Data projector and screen</li> </ul> <p><b>NOTE : Preferable for lecture room and break out rooms in close proximity</b></p>	<p>1</p> <p>6</p> <p>1</p> <p>1</p> <p>optional</p> <p>optional</p>
Meeting / Faculty Room	
(Tables / Chairs - 12)	
Audio visual Equipment	
<ul style="list-style-type: none"> <li>Data projector and computer in lecture room</li> <li>Access to photocopier</li> <li>Access to internet (wireless)</li> <li>Extension cord</li> <li>Whiteboard</li> <li>Microphone</li> <li>Digital pointer</li> </ul>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
Meals	
Room / space for meal breakout near teaching rooms	

## ATLS International Promulgation Guidelines

### Appendix 2 - Suggested ATLS Models Required (9<sup>th</sup> edition)

Skill Station	Equipment	Number
<b>Airway &amp; Ventilatory Management</b>	Adult Intubation Mannequin	2
	Paediatric Intubation Mannequin	1
	Adult Airway Disposable Resuscitator Bags	4
	Paediatric Disposable Resuscitator Bag	1
<b>Shock Assessment</b>	Broselow Resuscitator Resuscitation tape	1
<b>Head Trauma Management</b>	Diagnostic Set : Auroscope/opthalmoscope	1
<b>Spinal Cord Assessment</b>	Set of Stiff Neck Collars in carry bag	1 set
	C-spine Anatomical Model	1
	Spine Board	1
<b>Musculoskeletal</b>	Traction Splint ( Brand used locally)	1
	Pelvic Sling ( Brand used locally)	1
<b>Venous Cut down (optional)</b>	Venous cut down pad	4
<b>Chest Drain insertion and needle decompression trainer</b>	Chest Drain Model	1
<b>Cricothyroidotomy</b>	Cricoid Stick Trainer	1

### Notes