

Chapter 3

POLICY GUIDE

This chapter provides a detailed listing of the key policies governing the ACS ATLS program and has been divided into groups of specific policies governing course sites, course administration, students, faculty, and CME. Any request for variation to these policies must be submitted to the ACS ATLS office prior to any course affected by such a request. Requests for nonrecurring variation in policy will be forwarded to the respective S/P COT chair or international program director for approval. Any requests for permanent variation in policy will need to be approved by the ATLS committee and the executive committee of the COT.

It is imperative that the course director and coordinator be fully knowledgeable of these policies before conducting a course.



For programs outside of the United States and Canada, please consult with your chair/international program director/national coordinator for any variation in policy affecting your program.

NEW TO THE 10TH EDITION

- S/P COT chairs will monitor the ATLS course activity in their respective states/provinces; they will, however, no longer be required to approve course request authorizations or postcourse reports in the ATLS Course Management System. Those approvals have been automated, and final approval will come from the ACS ATLS office.
- The term “physician extender,” which included physicians’ assistants, CRNAs, NPs, and so on, will be referred to as “advanced practice clinicians” (APCs) as of release of the 10th edition. “Physician extender” will no longer be used.

- APCs will receive an ATLS provider/student card upon successful completion of the course; they will no longer receive a physician extender card.
- Instructors are required to teach only a minimum of 1 element (lecture, skill station, triage scenario, initial assessment testing scenario) in each course to receive teaching/reverification credit.
- Student course codirectors may serve as the second required director in a student course with more than 24 students.
- Limit on the number (% total participants) of APCs (formerly “physician extenders”) was removed in August of 2016. Any number of APCs may participate in the same ATLS course, without restriction.
- Surgical skills may be taught by nonsurgeon physician instructors with approval of the student course director. This was previously limited to surgeons only.
- For new policies related to mATLS modules and the hybrid student course, see [Section 2.10](#).
- One-day instructor courses are strictly limited to a maximum of 6 participants.
- All postcourse reports must be submitted online to the ACS ATLS office within 60 days of the course instead of 90. Coordinators with postcourse reports that are 90 days or more overdue will not be allowed to request new courses, unless they have submitted all overdue materials.

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I. COURSE SITE POLICY

- 1.1 New Site Approval—United States and Canada
 - 1.1.1 Any facility wishing to become an ACS-approved ATLS course site must submit a formal request to their S/P chair and/or the ACS ATLS office for approval.
 - 1.1.2 New course sites must be formally approved by the S/P chair and the ACS ATLS office prior to initiating courses.
 - 1.1.3 Coordinators may not add new sites to the Course Management System until they have been officially approved by the S/P chair and the ACS ATLS office.
 - 1.1.4 Qualified national or regional ATLS faculty must monitor the first course conducted at a new site and be a faculty member during the course.
- 1.2 New Site Approval—International Promulgation
 - 1.2.1 Any country wishing to promulgate the ATLS program must complete an application to promulgate and be approved by the ATLS committee.
 - 1.2.2 The ATLS program may not be introduced and implemented into a new country via a

governmental agency, hospital, university medical school, or by an individual or a group. The importing entity must be a prominent surgical organization.

- 1.2.3 A surgical organization that has promulgated the ATLS program to its own country may not export the program to another country.
- 1.3 Course Site Requirements
 - 1.3.1 If live, anesthetized animals are being used in the skill stations, those skills must be conducted in an animal research facility in accordance with standards and regulations mandated by the agency governing animal research facilities.
 - 1.3.2 If fresh, fresh-frozen, or semipreserved cadavers are used for the surgical skills, they must be utilized in a setting conducive to their use and in accordance with procedures outlined for their use.

2. COURSE ADMINISTRATION POLICY

- 2.1 Course Request Authorizations (CRAs)
 - 2.1.1 All ATLS student, instructor, and instructor update courses must be submitted to and approved by the ACS ATLS program office before they are scheduled, advertised, and/or conducted.
 - 2.1.2 To submit a Course Request Authorization, coordinators must include a projected number of attendees as well as the names and IDs of the mandatory faculty.
 - 2.1.3 Mandatory faculty are as follows:
 - Student course (traditional/hybrid):** coordinator, student course director
 - Instructor course:** coordinator, instructor course director, educator
 - Instructor update course:** coordinator, instructors (2 minimum)
- 2.2 Brochures and Promotion
 - 2.2.1 All course promotional materials and information must be approved by the ACS ATLS program office (TraumaCME@facs.org) before final printing, publishing, and/or distribution to prospective students.
- 2.3 Finances
 - 2.3.1 Student purchase of access to online materials in the ACS Learning Management System is not refundable.
 - 2.3.2 Course sites may determine their own policies regarding reimbursement of course tuition (not including access

- to online course materials, which is nonrefundable) for those students who cannot or decide not to attend after payment has already been made.
- 2.3.3 Any profits generated from the conduct of ATLS courses are to be used to further ACS trauma education by the S/P COT and the institution cosponsoring the courses.
 - 2.3.4 Outside funding of an ATLS course from a commercial source can only be accepted as, and must be in the form of, an educational grant. For full details concerning commercial funding, see *CME Policy (Section 5)*.
 - 2.3.5 Course income and expenses should be tracked and submitted with the postcourse reports after each course.
- 2.4 Materials
- 2.4.1 The manuals, related course slides, and online content are copyrighted by the American College of Surgeons, and these copyright interests are enforceable internationally. No ATLS materials, unless indicated otherwise, are to be reproduced in any form without written permission from the ACS.
 - 2.4.1.1 Pages in the ATLS Faculty Manual that may be duplicated for direct use in conjunction with conducting an approved ACS ATLS course include a notation for permission to duplicate.
 - 2.4.1.2 Anyone wishing to use any portion of the course or the slides, such as for lectures, must seek written permission from the ACS ATLS Office.
- 2.5 Participants
- 2.5.1 ATLS Student Course (Traditional and Hybrid)
 - 2.5.1.1 Ideal number of students for student course is 16.
 - 2.5.1.2 Participant numbers may vary as long as student-to-instructor ratios are maintained at 4:1 for the skill stations; 2:1 for the practice testing; and 1:1 for the initial assessment testing scenario.
 - 2.5.1.3 There is no minimum for number of participants; as long as a course site feels it is financially feasible to hold a course, it may do so.
 - 2.5.1.4 Any student course with more than 24 students requires the presence of 2 student course directors (one of which may be a student course codirector).
 - 2.5.1.5 Maximum allowable number of participants in the student course (traditional and hybrid) is 32.
 - 2.5.1.6 There is no limit on number of advanced practice clinician participants in a course.
 - 2.5.1.7 For list of approved participant types for the student course (traditional and hybrid), see Section 3. Anyone may audit a student course.
- 2.5.2 ATLS Instructor Course
- 2.5.2.1 One-day instructor courses are designed to be run with a maximum of 6 participants.
 - 2.5.2.2 One-and-a-half-day and 2-day instructor courses may be run for up to 9 participants.
 - 2.5.2.2.1 For course sites wishing to run instructor courses for more than 9 participants (e.g., in the case of international promulgation/training courses), special approval must be requested from the ACS ATLS office, and additional faculty will need to be added to course.
 - 2.5.2.3 Instructor course participants must have been indicated as instructor potential in an ATLS student course (traditional or hybrid) within the last 3 years; or have support and recommendation from the S/P COT chair or region chief.
 - 2.5.2.4 For a list of approved participants for the instructor course, see Section 3. No one (except educator candidates and coordinator candidates) may audit an instructor course.
- 2.5.3 ATLS Instructor Update Course
- 2.5.3.1 Instructor update courses are held for the purposes of training 9th edition ATLS faculty on 10th edition teaching practices and course changes, and as such may be run for any number of faculty. There is no minimum or maximum number.
 - 2.5.3.2 All participants must be current and valid (not expired) ATLS

faculty or approved candidates wishing to be eligible to teach in a 10th edition course.

2.6 Scheduling

2.6.1 Times and timing of lectures and skill stations may not be altered to accommodate site preferences or instructor schedules.

2.6.2 Instructor courses may not be scheduled to run immediately after student courses if participants for the instructor course are to be selected from the immediately preceding student course. A minimum of 2 days must be allowed between the courses.

2.7 Faculty Requirements

2.7.1 Faculty for all ATLS courses must have current and valid (not expired) ATLS status and be updated to the latest edition of the course.

2.7.2 All ATLS faculty must complete the online annual speaker disclosure form before teaching/participating in a course.

2.7.3 ATLS Student Course—Traditional and Hybrid

2.7.3.1 Mandatory faculty in all student courses includes 1 to 2 coordinators; a student course director; and a minimum of 1 instructor for every 4 participants.

2.7.3.2 In courses with more than 24 students, a second student course director is required. This may be a codirector (nonsurgeon).

2.7.3.3 In courses requiring two directors, one may be a director candidate, if S/P faculty is present in the course to monitor and evaluate performance of the candidate. The S/P faculty may not be the second director; they will be present only to monitor the candidate.

2.7.3.4 The student course director(s) must be present throughout the entire course to receive teaching/reverification credit.

2.7.3.5 Mandatory student-to-instructor ratios must be maintained at all times.

2.7.3.5.1 Student-to-instructor ratio in the skill stations must be maintained at 4:1. Additional participants require additional instructors.

2.7.3.5.2 Student-to-instructor ratio in the initial assessment practice is to be maintained at 2:1.

2.7.3.5.3 Student-to-instructor ratio in the initial assessment testing scenario is 1:1.

2.7.3.6 Instructor candidates

2.7.3.6.1 Total number in a course is limited to 4, provided there are always at least 3 additional full instructors in the same course.

2.7.3.6.2 No instructor candidates are allowed in student hybrid or instructor course.

2.7.3.6.3 For all rules governing faculty candidates, including eligibility, monitoring, and evaluation, see Policy Section 4.

2.7.3.7 Faculty for the surgical skills portion of the ATLS skill stations must be approved to teach the skill by the ATLS student course director. They do not need to be surgeons.

2.7.3.8 A licensed veterinarian must be actively involved when conducting the surgical skills procedures on live, anesthetized animals, and should receive a copy of the skills procedures performed and guidelines used during the session.

2.7.4 ATLS Instructor Course

2.7.4.1 Mandatory faculty in all instructor courses includes 1 coordinator; 1 instructor course director; 1 educator; 3 instructors.

2.7.4.2 The student-to-faculty ratio must be maintained at 6 (1-day course) or 9 (1.5- to 2-day course) students to 1 course director/educator during the lectures and the micro-scenarios, and 3 students per qualified faculty member (instructor) during the skills-teaching sessions.

2.7.5 ATLS Instructor Update Course

2.7.5.1 Mandatory faculty in all instructor update courses include 1 to 2 coordinators and at least 2 additional ATLS 10th edition faculty to lead training.

- 2.7.5.2 All faculty leading an instructor update course will receive one teaching/reverification credit.
- 2.8 Completion Documents (Certificates and Cards)
- 2.8.1 It is the responsibility of the coordinator to ensure that all *unsuccessful* students understand their rights and responsibilities regarding remedial testing (see Section During the Course, Written Posttest); remedial students will not receive course completion documents until they are successful in the course.
- 2.8.2 It is the responsibility of the coordinator after the course to ensure that all *successful* participants receive the appropriate course completion documents:
- CME certificate (physicians)
 - Certificate of completion (all other participants, except auditors)
 - ATLS provider card (all participants, except auditors and medical students)
- 2.8.3 Posttest scores are required to generate accurate CME certificates (self-assessment credits are awarded for posttest scores above 75% only).
- 2.8.4 It is the responsibility of the coordinator to ensure that all successful *candidates* from the course receive proper ATLS faculty card (coordinator, educator, and instructor). For additional blank cards, please contact the ACS ATLS office.
- 2.9 Postcourse Reporting Requirements
- 2.9.1 Official postcourse reports must be submitted to ACS ATLS office within 60 days postcourse.
- 2.9.2 Future courses will not be approved and materials will not be mailed to any site that has postcourse reports that are more than 90 days delinquent.
- 2.9.3 ATLS Student Course—Traditional and Hybrid
- 2.9.3.1 Postcourse reports consist of the following components:
- Completed online faculty roster with teaching assignments
 - Completed online participant roster with pretest, online module completion dates (for hybrid), posttest, skills test scores, and indication of instructor potential if applicable
 - Online financial summary of course in receipts and disbursements
 - Online summary of student course evaluations
 - Uploaded documents: final course schedule, on-site disclosure list, candidate evaluations, student course evaluations, and three samples of scanned posttests from the course
- 2.9.4 ATLS instructor course
- 2.9.4.1 Postcourse reports consist of the following components:
- Completed online faculty roster with teaching assignments
 - Completed online participant roster with indication of successful/unsuccessful and instructor potential
 - Online financial summary of course in receipts and disbursements
 - Uploaded documents: final course schedule, on-site disclosure list, candidate evaluations, and all student course evaluations
- 2.9.5 ATLS instructor update course
- 2.9.5.1 Postcourse reports consist of the following components:
- Completed online faculty roster
 - Completed online participant roster
 - Uploaded final course schedule
- 2.10 Special Considerations for the Hybrid Course and the mATLS Modules
- 2.10.1 Course participants must complete all modules and the final online assessment prior to beginning the scheduled in-person portion of the hybrid course.
- 2.10.2 Any participant who does not complete the online modules and final online assessment will not be allowed entry to the in-person portion of the course.
- 2.10.3 If course participants do not complete the online modules within 2 weeks of the scheduled course date, coordinators have the right to remove those participants from the scheduled in-person portion to make room for an alternate student.
- 2.10.4 Course participants must participate in the scheduled in-person portion of the course at the original site of registration.

3. STUDENT POLICY

3.1 Participation Eligibility

3.1.1 Student/provider course (traditional and hybrid)

3.1.1.1 The following participant types are eligible to enroll in a traditional or hybrid student course and receive an ATLS provider card upon successful completion: physician, resident (or equivalent postgraduate level in countries outside the United States), advanced practice clinician, medical student in their final year of school, DMD/DDS, active duty combat medic, special ops, and military veterinarian.

3.1.1.2 Medical students will receive their ATLS card after proof of graduation.

3.1.1.3 All other medical professionals (EMT, paramedic, registered nurse, etc.) may audit a student course but will not receive an ATLS card upon completion.

3.1.1.4 International participants belonging to one of the categories mentioned in 3.1.1.1 are eligible to enroll in any ATLS traditional or hybrid student course.

3.1.2 Instructor course

3.1.2.1 The following participant types are eligible to enroll in an ATLS instructor course and serve as an instructor candidate in a subsequent traditional student course: physician, resident (or equivalent postgraduate level in countries outside the United States), DMD/DDS.

3.1.2.2 Instructor course participants must have been previously identified (within the last 3 years) as instructor potential in a student course (traditional or hybrid) or be recommended to the course by the course director and/or the S/P chair.

3.1.2.3 International participants from countries that have an established ATLS program are eligible to participate in an ATLS

instructor course (provided they meet the requirements set forth in Sections 3.1.2.1 and 3.1.2.2).

3.1.2.4 International participants from countries that *do not* have an ATLS program may not travel to another country for the purposes of taking the instructor course.

3.1.3 Instructor update course

3.1.3.1 The following participant types are eligible to enroll in an ATLS instructor update course: qualified and current ATLS coordinators, educators, instructors, course directors.

3.2 Successful Completion of Course

3.2.1 ATLS student course (traditional and hybrid)

3.2.1.1 Written pretest

3.2.1.1.1 A pretest must be completed and recorded for each student prior to participating in an ATLS course.

3.2.1.2 mATLS online modules

3.2.1.2.1 All participants registered for an ATLS hybrid student course must complete all 13 mATLS modules and final assessment online before participating in the in-person portion of the course.

3.2.1.2.2 For all participants in an ATLS traditional student course, the mATLS modules and final assessment are *optional*.

3.2.1.2.3 There is no minimum score required on the mATLS modules and final assessment; they must only be completed.

3.2.1.2.4 Participants should complete the modules and online final assessment within 2 weeks of the in-person portion; coordinators have the right to remove any participants not complete within that 2-week time frame.

3.2.1.3 Skill stations and initial assessment testing scenario

3.2.1.3.1 Participants will be evaluated at each individual skill station as successful, incomplete/remedial, fail, or instructor potential.

- 3.2.1.3.2 Participants will complete a final initial assessment testing scenario under the supervision of faculty.
- 3.2.1.3.3 IRM (Incomplete—Remedial) status is given to participants who need to retake one or more portions of the course.
- 3.2.1.3.4 Students will have up to 30 days to retest at an authorized ACS course site.
- 3.2.1.3.5 IRC (Incomplete—Repeat Course) status is given to participants who have an incomplete rating in 3 or more skill stations, a written test score below 70%, and an incomplete status in the initial assessment testing scenarios.
- 3.2.1.4 Written posttest
 - 3.2.1.4.1 To successfully complete the course, a written posttest score of at least 70% is required.
 - 3.2.1.4.2 To successfully complete the course *and* be awarded self-assessment credit, a written posttest score of at least 75% is required.
 - 3.2.1.4.3 Participants will be allowed a total of 3 attempts, on alternate versions, to reach a score of 70%.
 - 3.2.1.4.4 Participants who do not achieve the minimum score of 70% should be given a chance to review the material with an instructor or the course director and attempt an alternate version of the written posttest immediately after the course under the supervision of faculty.
 - 3.2.1.4.5 Participants who fail to reach the minimum 70% score after the second attempt will have up to 30 days to complete their third and final attempt.
 - 3.2.1.4.6 All attempts at the written posttest must be proctored and scored by ATLS faculty.
 - 3.2.1.4.7 Participants who require remedial tests will be assigned a status of IRM (Incomplete—Remedial) in the course until they submit a successful posttest.
- 3.2.1.4.8 Participants who are unable to achieve a successful score on posttest will be recorded as IRC (Incomplete—Repeat Course) and will have to register for a new course.
- 3.2.2 ATLS Instructor Course
 - 3.2.2.1 Successful completion of the instructor course requires participants to attend the entire course, actively participate, show willingness to apply the proposed techniques, demonstrate supportive behavior toward each other, and show professionalism with punctuality and preparedness.
- 3.3 Participant Reverification—To remain current in ATLS, providers must register for and successfully complete one course every 4-year period.
 - 3.3.1 ATLS Provider cards are considered current for exactly 4 years from final day of previous course.
 - 3.3.2 ATLS requirements may be dependent on the provider's individual institution.
 - 3.3.3 Providers will be offered a 6-month grace period after their expiration date during which they can enroll in a Student refresher course, if available.
 - 3.3.4 After expiration of grace period, providers must enroll in a full Student Course (traditional or hybrid) to renew status.
 - 3.3.5 ATLS Providers are considered expired (not current) during their 6-month grace period.

4. FACULTY POLICY

4.1 Faculty Eligibility

4.1.1 Coordinator

- 4.1.1.1 ATLS site coordinators are chosen by the ATLS course site and/or course/program director. They are usually (but not obligatorily) healthcare professionals and may hold concurrent positions as trauma program managers, education outreach coordinators, and so on.

- 4.1.1.2 Potential coordinators must complete the Coordinator training process to be eligible to run ATLS courses.
- 4.1.1.3 National coordinator—ATLS programs outside of the United States and Canada may elect to have a national coordinator, who serves as primary contact for that country to the ACS ATLS office, conducts quality assurance reviews of course sites and shares ATLS updates with all course sites in their respective country.
- 4.1.1.4 All coordinators must be updated or trained on the latest edition (10th) of ATLS and have current (not expired) ATLS status to be assigned to coordinate a course in that edition.
- 4.1.2 Educator
- 4.1.2.1 Those interested in becoming ATLS educators who meet minimum education and experience requirements must submit a complete Educator Application and be approved by the Senior Educator Advisory Board (SEAB) and the ATLS committee chair.
- 4.1.2.2 For those potential Educator candidates who do not have a Masters or Doctorate in Education, a combination of education, experience, and publications will be considered.
- 4.1.2.3 Approved Educator Candidates must complete the Educator training process with an approved Senior ATLS Educator before becoming eligible to run their own instructor courses.
- 4.1.2.4 Senior Educators are approved by the SEAB based on years of experience and number of courses taught.
- 4.1.2.5 All educators must be updated or trained on the latest edition (10th) of ATLS and have current (not expired) ATLS status to participate in an instructor course.
- 4.1.3 Instructor
- 4.1.3.1 All ATLS instructors are fully trained physicians (or residents in training) who have completed the Instructor training process successfully.
- 4.1.3.2 Advanced practice clinicians may not become ATLS instructors.
- 4.1.3.3 DDS/DMD who are actively involved in trauma may become ATLS instructors.
- 4.1.3.4 All instructors must be updated or trained on the latest edition (10th) of ATLS and have current (not expired) ATLS status to teach in a student or instructor course.
- 4.1.4 Student course director
- 4.1.4.1 Any ATLS instructor who is a surgeon, has taught in at least 2 ATLS courses, is updated or trained on the latest (10th) edition of ATLS, and is current (not expired) is eligible to be a student course director candidate.
- 4.1.4.2 Any ATLS instructor who fulfills all of the above (4.1.4.1) but is not a surgeon is eligible to become a student course codirector.
- 4.1.4.2.1 Internationally, non-surgeon ATLS Instructors *may* serve in the role of Student Course Director. Please contact the ACS ATLS office.
- 4.1.4.3 Student course (co)directors must complete the Student Course Director training process.
- 4.1.4.4 All student course (co)directors must be updated or trained on the latest edition (10th) of ATLS and have current (not expired) ATLS status before being assigned to direct an ATLS student course.
- 4.1.5 Instructor course director
- 4.1.5.1 Any ATLS student course (co)director who has S/P faculty status, has taught in an instructor course *and* (co)directed a student course within the last year, is updated or trained on the latest (10th) edition of ATLS, and is current (not expired) is eligible to become an instructor course director candidate.
- 4.1.5.2 Instructor course directors must be updated or trained on the latest edition (10th) of ATLS and have current (not expired) ATLS

status to direct an instructor course.

4.2 Faculty Elevation

4.2.1 Coordinator

4.2.1.1 All potential coordinator candidates who meet minimum requirements for eligibility (see 4.1.1) must audit an ATLS traditional student course and train during that time with an experienced ATLS coordinator.

4.2.1.2 Coordinator candidate must coordinate one ATLS traditional student course while being monitored and evaluated by an ATLS coordinator.

4.2.1.3 Official evaluation form must be signed and submitted with the postcourse reports.

4.2.2 Educator

4.2.2.1 All potential educator candidates who meet the minimum requirements (see 4.1.2) must submit a completed application portfolio to the ACS ATLS Office (ATLS@facs.org).

4.2.2.2 Potential educator candidates must audit an ATLS traditional student course.

4.2.2.3 Potential educator candidates must purchase access to the online Faculty Manual before training begins.

4.2.2.4 Potential educator candidates must train with an approved senior educator in an instructor course of any length.

4.2.2.5 Educator candidates must lead an ATLS instructor course of any length while being monitored and evaluated by an approved Senior ATLS Educator.

4.2.2.6 Official evaluation form must be signed by the senior Educator and submitted by the Coordinator with the postcourse reports.

4.2.3 Instructor

4.2.3.1 Participants who meet the minimum requirements to become an Instructor (see 4.1.3) and who show Instructor Potential in a Traditional or Hybrid Student Course or Student Refresher Course (see

Instructor Potential Guidelines) should be identified as Instructor Potential in their course in the Course Management System.

4.2.3.2 Participants with Instructor Potential (or with recommendation from the S/P Chair) have three years from time of Student Course in which to enroll in an Instructor Course.

4.2.3.3 Participants who successfully complete the Instructor Course will be elevated to Instructor Candidate status and will have one year in which to teach as an Instructor Candidate in a Traditional Student Course.

4.2.3.4 Instructor Candidates may not complete their candidacy teaching in a Hybrid Student Course, a Student Refresher Course, or an Instructor Course.

4.2.3.5 Instructor Candidates must 1) lead an Interactive Discussion, 2) teach a Skill Station, and 3) lead an Initial Assessment Testing Scenario in order to complete teaching requirements.

4.2.3.6 Instructor Candidates must be monitored and evaluated by the Student Course Director, who will complete the Instructor Candidate Assessment Form that must be submitted with the Post Course Reports.

4.2.3.7 Once Instructor Candidates have completed candidate teaching requirements and have been evaluated as successful, they will be elevated to full Instructor Status, and will have 4 years from end of candidacy course to teach in at least 3 additional courses (for a total of 4 in 4 years).

4.2.4 Student course director

4.2.4.1 Instructors who meet the minimum requirements to become a Student Course (Co) Director (see 4.1.4), may serve in a course as Student Course (Co) Director Candidate.

4.2.4.2 The ACS ATLS Office must be contacted to ensure the Instructor is eligible to perform as Student Course (Co) Director Candidate

- and to add Candidate status to their profile in the Course Management System.
- 4.2.4.3 Student Course (Co) Director must perform all duties of director (Overview lecture, Initial Assessment demonstration, quality assessment, candidate monitoring and general course direction) while being monitored and evaluated by S/P (or Regional or National) Faculty, who will complete the Student Course (Co) Director Candidate Assessment Form that must be submitted with the Post Course Report.
- 4.2.4.4 Once (Co) Director Candidates have completed candidate directing requirements and have been evaluated as successful, they will be elevated to full Student Course (Co) Director Status, and will have 4 years from end of candidacy course to teach and/or direct in at least 3 additional courses (for a total of 4 in 4 years) to remain current ATLS faculty.
- 4.2.5 Instructor course director
- 4.2.5.1 Student Course (Co) Directors who meet the minimum requirements to become an Instructor Course Director (see 4.1.5), may serve in an Instructor Course as Instructor Course Director Candidate.
- 4.2.5.2 The ACS ATLS Office must be contacted to ensure the Student Course (Co) Director is eligible to perform as Instructor Course Director Candidate and to add Candidate status to their profile in the Course Management System.
- 4.2.5.3 Instructor Course Director Candidate must perform all duties of director (see Instructor Course) while being monitored and evaluated by Regional (or National) Faculty, who will complete the Instructor Course Director Candidate Assessment Form that must be submitted with the Post Course Report.
- 4.2.5.4 Once Instructor Director Candidates have completed candidate directing requirements and have been evaluated as successful, they will be elevated to full Instructor Course Director Status, and will have 4 years from end of candidacy course to teach and/or direct in at least 3 additional courses (for a total of 4 in 4 years) to remain current ATLS faculty.
- 4.3 Faculty Reverification—to remain current in ATLS, all faculty must meet the minimum requirements during every reverification cycle. A reverification cycle is a 4 year period which begins the last day of the course in which a candidate is elevated to faculty status.
- 4.3.1 Coordinator
- 4.3.1.1 ATLS Coordinators are minimally required to coordinate 4 ATLS courses in a 4-year period (reverification cycle) to remain current in ATLS.
- 4.3.1.2 As expiration date nears, the ACS ATLS office will verify that all requirements have been met, and will reverify coordinator and extend the expiration date out another 4 years.
- 4.3.1.3 After the expiration date, a 6-month grace period is provided to all ATLS Faculty during which they can make up any deficiencies in requirements. During the grace period, ATLS faculty are eligible to participate in courses, but they are considered expired.
- 4.3.2 Educator
- 4.3.2.1 ATLS Educators are minimally required to teach in 4 ATLS Instructor courses in a 4-year period (reverification cycle) to remain current in ATLS. It is also highly recommended that once every 4-year cycle ATLS Educators audit a student course.
- 4.3.2.2 As expiration date nears, the ACS ATLS office will verify that all requirements have been met, and will reverify the Educator and extend the expiration date another 4 years.
- 4.3.2.3 After the expiration date, a 6-month grace period is provided to all ATLS Faculty during which they can make up any

- deficiencies in requirements. During the grace period, ATLS faculty are eligible to participate in courses, but they are considered expired.
- 4.3.3 Instructor
- 4.3.3.1 ATLS Instructors are minimally required to teach in 4 ATLS courses in a 4-year period (reverification cycle) to remain current in ATLS.
- 4.3.3.2 ATLS Instructors must teach *at least* one element in each course to receive teaching/reverification credit. Interactive discussions, skill stations, triage scenarios, and Initial Assessment Testing scenarios are all considered elements.
- 4.3.3.3 ATLS Instructors may teach in any type of course to receive credit: Traditional Student, Hybrid Student, Instructor Course, and, when released, the ATLS 10th edition Student Refresher Course.
- 4.3.3.4 As expiration date nears, the ACS ATLS office will verify that all requirements have been met, and will reverify the Instructor and extend the expiration date another 4 years.
- 4.3.3.5 After the expiration date, a 6-month grace period is provided to all ATLS Faculty during which they can make up any deficiencies in requirements. During the grace period, ATLS faculty are eligible to participate in courses, but they are considered expired.
- 4.3.4 Student course (co) director
- 4.3.4.1 ATLS Student Course (Co) Directors are minimally required to *teach in and/or direct* 4 ATLS courses in a 4-year period (reverification cycle) to remain current in ATLS.
- 4.3.4.2 Student Course (Co) Directors may serve in a variety of roles to reach their 4 course requirement: ATLS Instructor (in Student or Instructor Course); ATLS (Co) Director (in Student Course).
- 4.3.4.3 To earn one teaching/verification credit, ATLS Student Course (Co) Directors are required to be present for the entire course.
- 4.3.4.4 Student Course (Co) Directors may direct in any type of the following courses to receive credit: Traditional Student, Hybrid Student, and when released, the ATLS 10th edition Student Refresher Course.
- 4.3.4.5 Student Course (Co) Directors are *not* eligible to direct Instructor Courses.
- 4.3.4.6 As expiration date nears, the ACS ATLS office will verify that all requirements have been met, and will reverify the Director and extend the expiration date another 4 years.
- 4.3.4.7 After the expiration date, a 6-month grace period is provided to all ATLS Faculty during which they can make up any deficiencies in requirements. During the grace period, ATLS faculty are eligible to participate in courses, but they are considered expired.
- 4.3.5 Instructor course director
- 4.3.5.1 ATLS Instructor Course Directors are minimally required to *teach in and/or direct* 4 ATLS courses in a 4-year period (reverification cycle) to remain current in ATLS.
- 4.3.5.2 Instructor Course Directors may serve in a variety of roles to reach their 4 course requirement: ATLS Instructor (in Student or Instructor Course); ATLS Director (in Student or Instructor Course).
- 4.3.5.3 To earn one teaching/verification credit, ATLS Instructor Course Directors are required to be present for the entire Instructor course.
- 4.3.5.4 As expiration date nears, the ACS ATLS office will verify that all requirements have been met, and will reverify the Director and extend the expiration date another 4 years.
- 4.3.5.5 After the expiration date, a 6-month grace period is provided to all ATLS Faculty during which they can make up any deficiencies in requirements. During the grace period, ATLS faculty are

eligible to participate in courses, but they are considered expired.

4.4 Expired Faculty

4.5 At the time of publication, the ACS ATLS office, in cooperation with the Senior Educator Advisory Board and the ATLS Committee are revising the policies governing the reestablishment of faculty status to those who let their ATLS verification lapse. Please contact the ACS ATLS office for those policies.

5. CME POLICY

5.1 Program Requirements

Sites must provide the CME information, including the CME “box”; learning objectives; course schedule; disclosure insert as detailed in the Student Course and Instructor Course Program Requirements Document; and commercial support information to all students prior to the start of the course. A copy of this distributed information must be included in the postcourse scanned documents.

5.2 Commercial Support

5.2.1 Types of commercial support

5.2.1.1 Educational grants: An educational grant may be given to an ACS course site to support the CME activity (course). How the support is used is at the discretion of the ACS. Additional items, such as exhibit space, mailing lists, and so on, cannot be included in the grant. The company receives an acknowledgment in the final program book only.

5.2.1.1.1 Gifts “in kind,” such as equipment for a course, are also a type of educational grant. Both types of grants must be formalized through a letter of agreement.

5.2.1.1.2 Use of funds: Educational grant support can be used for any meeting expense, including printing; all meals/social events; miscellaneous meeting expenses, including speaker expenses; “in-kind grants,” such as equipment loan from a commercial

company or donation for a workshop.

5.2.1.1.3 Assigning value to the grant: The value assigned for the loan should be calculated as rental fee and shipping and handling only, not the equipment replacement cost.

5.2.1.1.4 Acknowledgment of support: Support through an educational grant must be acknowledged in the final program book and/or course slide at the beginning of the course. The acknowledgment should not include a logo. No specific products may be referenced even if they are not related to the topic of the programs. The following is an example of permissible acknowledgment language:

(Insert name of your institution) gratefully acknowledges the educational grant from (insert commercial partner name here).

5.2.1.1.5 Commercially supported social events cannot compete with educational session. Publicity (signs, table tents, centerpieces, etc.) with the sponsor’s name is not permitted during the course.

5.2.1.2 Marketing support: Marketing support is different from an educational grant. Marketing support is commercial support from a company that expects something other than an acknowledgment of their contribution in return. Examples include exhibiting and advertising. The funds from corporate advertisements are considered marketing and therefore a letter of agreement does not have to be completed for this support. Such advertisements may only appear in publications of a noneducational nature, such as a general brochure. Advertisements are not allowed in materials that include

- educational content, including the course syllabi.
- 5.2.2 Prohibited activities
 - 5.2.2.1 There can be no mixing of educational grants and marketing support.
 - 5.2.2.2 Meals and beverages cannot be funded through marketing support—only through educational grants.
 - 5.2.3 Letters of agreement
 - 5.2.3.1 This is a formalized agreement between the commercial supporter and the accredited provider (the ACS). In order to be in compliance with the ACCME regulations for every education grant, a letter of agreement must be signed by the company and the ACS. The contract must be signed and sent to the ATLS program office no later than 10 business days before the course.
- 5.3 Speaker Disclosure Forms
- 5.3.1 Annual: All faculty members must complete an annual speaker disclosure form prior to coordinating, instructing, or directing their first course for that calendar year. For U.S. and Canadian course sites using the Course Management System, this annual speaker disclosure form is completed online. It is sent to each faculty member the first time they are entered on a faculty roster for a particular course for the first time in a calendar year. A signed electronic disclosure form is ideal and preferred; if this is not possible, please ask your faculty to complete the annual speaker disclosure paper form and e-mail to Traumacme@facs.org. The coordinator must ensure that there is a speaker disclosure on file for all participating faculty at least 10 days before the course.
 - 5.3.2 Managing conflict of interest: The ACCME defines “relevant” financial relationships as a relationship in any amount occurring within the past 12 months that create a conflict of interest. If a faculty member identifies a conflict of interest on their annual speaker disclosure form, the conflict must be managed and a resolution of conflict of interest form must be completed.
 - 5.3.3 On-site disclosure list: An on-site disclosure list that includes the names of each instructor, their disclosures (even if there is nothing to disclose), and the pre-populated planning committee must be printed and provided to the student at the start of each course. Leaving copies for students to optionally pick up at registration is not permitted.
- 5.4 Certificates and Credit
- 5.4.1 CME and certificates of completion
 - 5.4.1.1 Only licensed, practicing physicians (MDs and DOs) may receive a CME certificate.
 - 5.4.1.2 Per our Division of Education policy, residents are not eligible to receive CME certificates; they may receive a certificate of completion.
 - 5.4.1.3 Advanced practice clinicians are eligible to receive a certificate of completion upon successful completion of the course.
 - 5.4.1.4 All sites in the United States and Canada must use only the pre-populated CME/certificates of completion in the Course Management System under the participant form when successful completion of the course is indicated.
 - 5.4.1.5 Auditors may not receive a CME certificate or a certificate of completion; they may receive a letter of completion upon request.
 - 5.4.1.6 There are two options for distribution of CME certificates: at the conclusion of the activity, or mailed/e-mailed no later than 30 days after the course.
 - 5.4.2 Self-assessment credit: Self-assessment credit will only be awarded to CME-eligible participants who receive a 75% or greater on the posttest. Students may retake the posttest in the effort to achieve self-assessment credit
 - 5.4.3 Regulatory mandated credit: In addition to physicians earning CME credit during their licensing cycle, state licensing boards and other regulatory bodies have specific content requirement for CME. The ATLS 10th edition course has been approved for trauma credit. ACS has developed a listing of content requirements by state, available at <https://www.facs.org/education/cme/state-mandates>.
- 5.5 Reporting Requirements

5.5.1 Financial: The ACCME criteria requires that ACS keep financial summaries for all activities that we accredit. Your course receipts and disbursements information should be completed in the Course Management System under course receipts and disbursements

5.5.2 Evaluation forms

5.5.2.1 Students must complete a course evaluation at the end of the course. A student may not receive a CME certificate of attendance without completing a course evaluation form.

5.5.2.2 Three unique copies of the course evaluation form must be uploaded with your postcourse reports.

5.5.2.3 Following the activity, the evaluations must be tabulated and the summary form must be completed in the Course Management System.

5.5.3 Posttests: 3 unique copies of the posttest (preferably from 3 CME-eligible participants) must be scanned and uploaded with your postcourse reports to the course management system.