

**OHIO CHAPTER
AMERICAN COLLEGE OF
EMERGENCY PHYSICIANS**

POLICIES AND PROCEDURES

**INTERNATIONAL TRAUMA LIFE SUPPORT
OHIO**



ITLS

**International Trauma Life Support
OHIO**

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Introduction

International Trauma Life Support Ohio (ITLS Ohio) is an organization established by the Ohio Chapter of the American College of Emergency Physicians to fulfill a commitment to the education of emergency and prehospital trauma care providers.

ITLS Ohio is chartered as a chapter of International Trauma Life Support (ITLS). Dr. John Campbell is the well known founder and author of ITLS. This dedicated group of emergency physicians, nurses, and prehospital providers recognized the influence ITLS training had made in improving the care of the severely injured trauma patient and aspired to spread this knowledge throughout the world.

The Policy and Procedure Manual of ITLS Ohio was developed to define the levels of certification and provides guidelines for ITLS courses conducted at both the advanced and basic provider levels throughout the State of Ohio.

The ITLS Ohio Policy and Procedures Manual has been developed to define the goals and objectives of ITLS courses and to insure the highest quality of the material contained in the course. The Policy and Procedure Manual of ITLS Ohio will be evaluated on an annual basis. The ITLS Ohio Advisory Committee must approve any modifications. All ITLS Ohio Affiliate Faculty will receive a copy of the Policy and Procedures when modifications are made to the document.

As an ITLS Affiliate Faculty member, instructor, course director or course coordinator, you are a vital link in providing the highest quality educational programs presented to the emergency health care providers in the state of Ohio. It is your responsibility to understand and closely adhere to the guidelines set forth in this manual. This will help maintain the ITLS course integrity and insure a high quality educational experience for the students you teach.

Exceptions to Guidelines: In the event that this manual does not cover a specific area, is not clear, or the Policy and Procedure Manual cannot be followed due to events uncontrolled by ITLS Ohio, the Chapter Medical Director or Chapter Coordinator rule on matters on a day to day basis. Revisions of this document should include matters such as these.

The efforts of the ITLS Ohio Advisory Board were invaluable in developing this manual. Any questions that are not addressed in the manual can be directed to:

International Trauma Life Support Ohio Administrator

Phone: (614) 760-1464 or (888) 4OHBTL5 (toll-free) **Fax:** (614) 792-6508

Mary Hancock, MD, ITLS Ohio Chapter Medical Director

Phone: (440) 396-7607 **E-mail:** mhancock@itraumaohio.org

Jamie Ross, ATS, EMT-P, ITLS Ohio Chapter Coordinator

Phone: (614) 774-1012 **E-mail:** jross@itraumaohio.org

Mission Statement

The purpose of ITLS Ohio is to advance formalized prehospital trauma education and to represent the interests of Ohio's prehospital providers

Vision Statement

- Recognize the importance of quality prehospital care
- Endeavor to improve the standards and education of prehospital care providers
- Endorse the continuing educational efforts provided by conferences and other educational endeavors
- Act as a resource for all prehospital providers
- Enhance the image of prehospital trauma care
- Maintain and nurture the development of ITLS courses in the state
- Promote the legislative process related to emergency care
- Collaborate with related agencies
- Promote and encourage prehospital research, injury prevention and public education

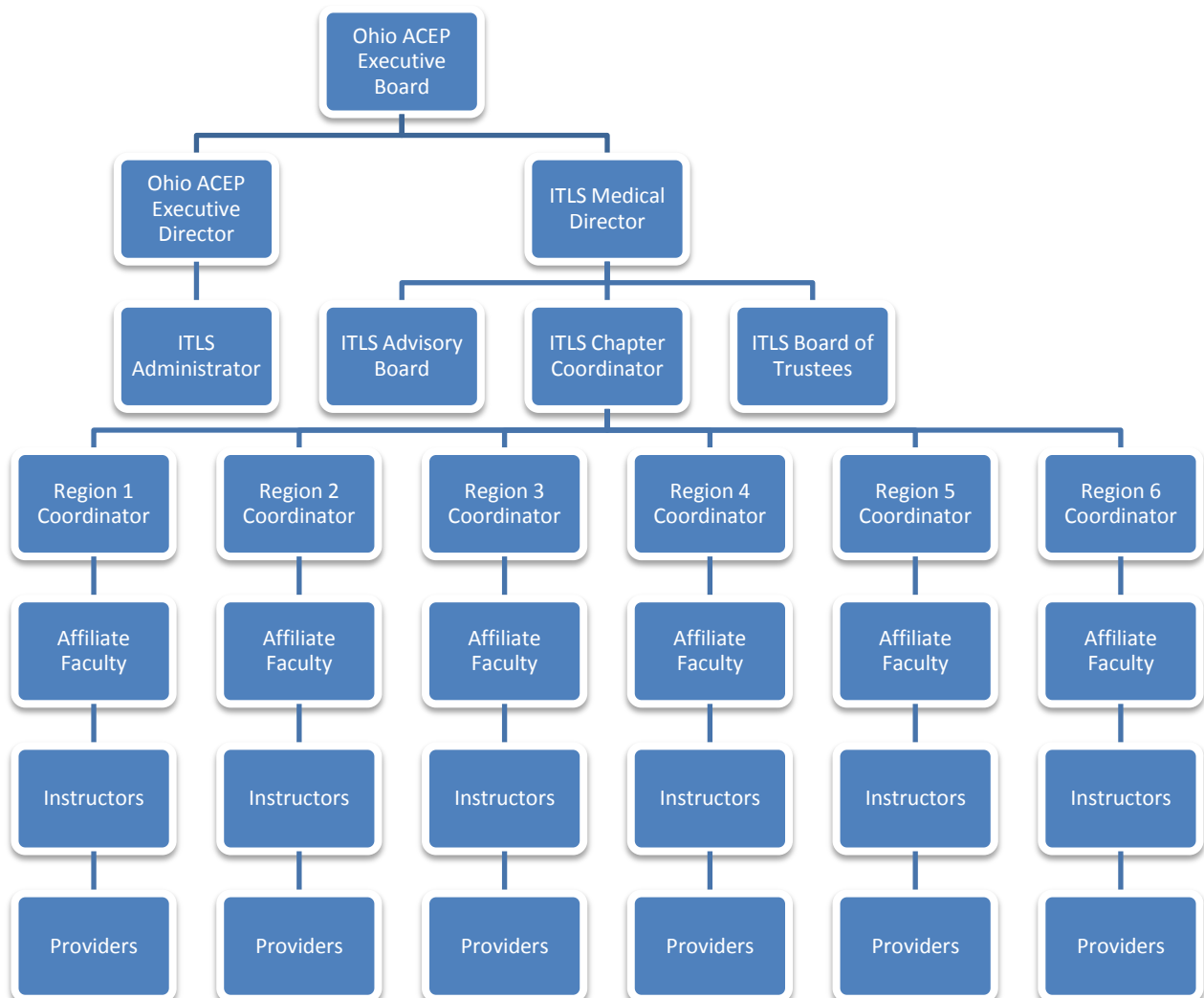
Code of Ethics

The mission of the International Trauma Life Support Ohio (a.k.a. ITLS Ohio) is to advance formalized prehospital trauma education and to represent the interests of Ohio's prehospital providers. Toward this endeavor, every member of ITLS Ohio shall with due deliberation, instruct according to ethical principles consistent with professional conduct and shall:

- Recognize that we are in a position of trust that imposes responsibility to use resources effectively and judiciously
- Keep in mind our obligation not to seek advantages or favors for friends, family or ourselves
- Use information gained by virtue of our profession only for the benefit of those we educate
- Conduct our professional affairs in such a manner that we cannot be improperly influenced in the performance of our roles
- Recognize and avoid situations wherein our decisions or recommendations may have an impact on our personal financial interests

- Engage in no outside employment or professional activities that may impair or appear to be in conflict with our primary responsibilities
- Handle all personal matters on the basis of merit
- Carry out policies and procedures established by the Advisory Board, the Ohio ACEP Executive Committee, and International Trauma Life Support to the best of our ability
- Refrain from financial investments or business that conflict, or are enhanced by, our positions

ITLS Organizational Chart



Regions and Regional Coordinator

Region 1:

Central

Joe Farmer, EMT-P

Phone: (740) 272-3640

E-mail: jfarmer@itraumaohio.org

Region 2:

West/Southwest

Shelby Louden, EMT-P

Phone: (513) 543-8324

E-mail: slouden@itraumaohio.org

Region 3:

South/Southeast

Steve Maffin, EMT-P

Phone: (740) 216-0300

E-mail: smaffin@itraumaohio.org

Region 4:

East/Central

Rita Chambers, BBA, NREMT-P

Phone: (330) 375-2157

E-mail: rchambers@itraumaohio.org

Region 5:

Northwest

Pat Ambrose, NREMT-P, CCEMT-P

Phone: (419) 251-6413

E-mail: pambrose@itraumaohio.org

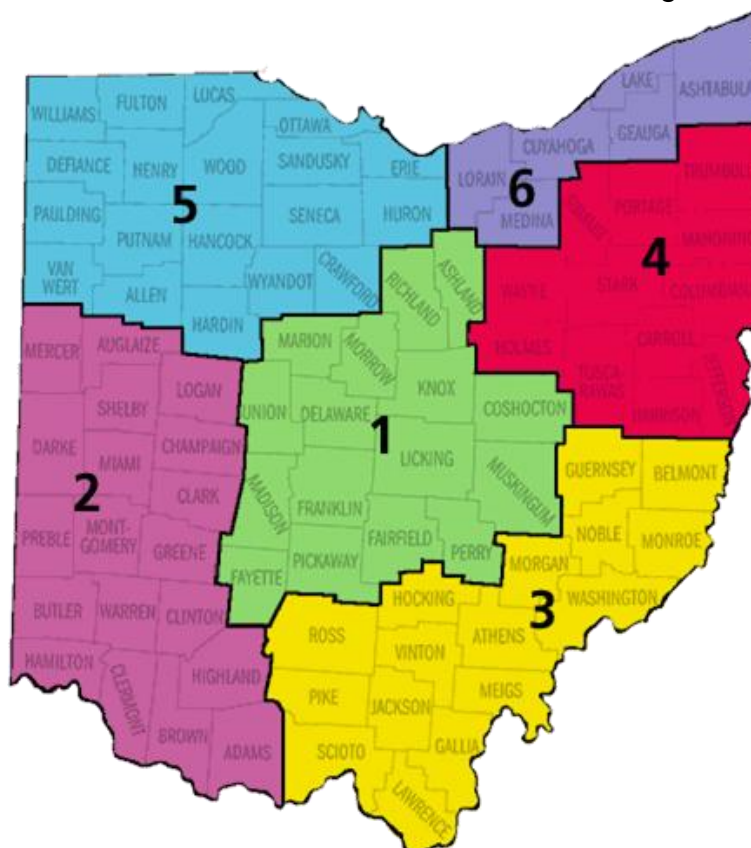
Region 6:

Northeast

Danielle Zemek, EMT-P

Phone: (440) 735-3589

E-mail: dzemek@itraumaohio.org



ITLS Ohio Chapter Affiliates

The International Trauma Life Support Ohio Administrator will maintain a current list, in the chapter office, of chapter affiliates, advisory board members and chapter board of trustee members.

State Structure

ITLS Chapter Medical Director

1. Prerequisite: Must be a physician actively involved in Emergency Medicine with a demonstrated background of active involvement in prehospital care; experience as an ITLS Course Medical Director is preferable
2. Responsibilities: Oversees all medical aspects of the ITLS course; grants certification and continuing education to all prehospital care providers throughout Ohio and helps the ITLS Chapter Coordinator in coordinating all ITLS activities throughout and assuring the quality and consistency of ITLS courses taught in Ohio
3. Appointed by: Executive Committee of the Ohio Chapter ACEP
4. Term: Two (2) years from the date of appointment with annual review
5. Reappointment: Can be extended without limits at the discretion of the Executive Committee of the Ohio Chapter ACEP; will receive an annual review by the Executive Committee of the American College of Emergency Physicians
6. Revocation: If the Chapter Medical Director is in violation of the required criteria and/or jeopardizes the integrity of the ITLS Ohio program, a written warning will be issued
 - a. A recommendation from the Chapter Coordinator and/or Affiliate Faculty for the removal of the Chapter Medical Director will be considered, however, the Executive Committee of Ohio Chapter ACEP has authority in the termination of the individual holding the Chapter Medical Director position.
 - b. The Executive Committee of Ohio Chapter ACEP has the authority to remove the Chapter Medical Director of their position if the required criteria and integrity of the ITLS Ohio program has not been upheld

ITLS Chapter Coordinator

1. Prerequisites: Must be an experienced ITLS Instructor who has extensive knowledge in managing continuing education courses and has demonstrated an in-depth understanding of prehospital and clinical care; experience in coordinating ITLS courses is also required

2. Responsibilities: Directs the coordination of all ITLS activities throughout Ohio with the aid of the ITLS Administrator and is ultimately responsible for the quality and consistency of ITLS courses taught in Ohio; Has the authority along with the Chapter Medical Director and the Ohio Chapter ITLS office to medically and financially audit any ITLS course done in the Ohio Chapter; serves as Ad Hoc member of all ITLS Committees; Coordinates the Regional Coordinators
3. Appointed by: ITLS Chapter Medical Director with approval of the Ohio Chapter ACEP Executive Committee
4. Term: Two (2) years from the date of appointment with annual review by the Chapter Medical Director
5. Reappointment: Can be extended without limits at the discretion of the ITLS Chapter Medical Director and the Executive Committee of the Ohio Chapter ACEP
6. Revocation: If the Chapter Coordinator is in violation of the required criteria and/or jeopardizes the integrity of the ITLS Ohio program, a written warning will be issued. If the items as directed in the letter are not complied with, or if the Chapter Coordinator commits a second violation, their position as Coordinator may be revoked by the Chapter Medical Director and Executive Director of Ohio Chapter ACEP
 - a. A recommendation from the Affiliate Faculty for the removal of the Chapter Coordinator will be considered, however, the Chapter Medical Director has the authority in the termination of the individual holding the Chapter Coordinator's position; This termination can take place without consultation of the Affiliate Faculty or Advisory Committee
 - b. The Chapter Medical Director along with the Executive Director of Ohio Chapter ACEP has the authority to relieve the Chapter Coordinator of their position if the required criteria and/or integrity of the ITLS Ohio program has not been upheld

ITLS Advisory Board

1. Prerequisite: ITLS Chapter Affiliate Faculty
2. Responsibilities: Responsible for all policy and procedural decisions for the Chapter ITLS program; must attend a minimum of two (2) Advisory meetings per year; meetings may be conducted by telephone conference call or other electronic medium. Must fulfill all Affiliate Faculty requirements
3. Composition: The Advisory Board will be composed of the following: Chapter Medical Director, Chapter Coordinator, Regional Coordinators and selected Affiliate Faculty Members.

4. Appointed by: ITLS Chapter Medical Director, ITLS Chapter Coordinator and reviewed by the Executive Committee of the Ohio Chapter ACEP.
5. Term: Two (2) years from the date of appointment
6. Reappointment: Can be extended without limits at the discretion of the ITLS Chapter Medical Director, ITLS Chapter Coordinator and reviewed by the Executive Committee of the Ohio Chapter ACEP
7. Revocation: Any Advisory Committee member who is in violation of the required criteria and/or jeopardizes the integrity of the ITLS Ohio program will be issued a written warning. If the items as directed in the letter are not complied with, or if the Advisory Committee member commits a second violation, their position as an Advisory Committee member may be revoked by the Chapter Medical Director and Executive Director of Ohio Chapter ACEP
 - a. A recommendation from the Affiliate Faculty and/or Chapter Coordinator for the removal of any Advisory Committee member will be considered, however, the Chapter Medical Director has authority in the termination of any individual holding the Advisory Committee member position.
 - b. The Chapter Medical Director has the authority to relieve any Advisory Committee member of their position if the required criteria and/or integrity of the ITLS Ohio program has not been upheld

ITLS Board of Trustees

1. Prerequisite: The Affiliate Faculty Committee may, at its discretion, elect past Affiliate Faculty Committee members, past Affiliates, or instructors who have been instrumental in perpetrating ITLS education in Ohio or nationally, to a Board of Trustees. This position would allow certain elected members to continue involvement on a limited basis, but still have a voice in chapter business. Qualifications for this position include:
 - a. helped pioneer ITLS course work in Ohio
 - b. member of Affiliate Committee for four or more years
 - c. represented ITLS Ohio at the National/International level for two or more years
 - d. served as Chapter Medical Director
 - e. helped develop or initiate new programs
 - f. as Affiliate Committee deems appropriate
2. Responsibilities: The members of the Board of Trustees do not have the same responsibilities as the Affiliate Committee; however, the Affiliate Committee would seek advice and counsel concerning ITLS matters. Long range planning, seminars, assistance in program development and other ITLS matters are areas where the Board of Trustees would involve themselves

3. Appointed by: ITLS Chapter Medical Director, ITLS Chapter Coordinator and reviewed by the Executive Committee of the Ohio Chapter ACEP.
4. Term: Life appointment
5. Revocation: Any member of the Board of Trustees in violation of the required criteria and/or jeopardizes the integrity of the ITLS Ohio program will be issued a written warning. If the items as directed in the letter are not complied with, or if the Board of Trustees member commits a second violation, their position as a Board of Trustees may be revoked by the Chapter Medical Director and Executive Director of Ohio Chapter ACEP
 - a. A recommendation from another Board of Trustees member and/or Chapter Coordinator for the removal of a Board of Trustees member will be considered, however, the Chapter Medical Director has authority in the termination of the individual holding the Board of Trustees member position.
 - b. The Chapter Medical Director has the authority to relieve any Board of Trustees member of their position if the required criteria and/or the integrity of the ITLS Ohio Chapter program has not been upheld

ITLS Regional Coordinator

1. Prerequisite: Must be an ITLS Ohio Affiliate Faculty member who has extensive knowledge in managing continuing education courses and has demonstrated an in-depth understanding of prehospital and clinical care; experience in coordinating ITLS courses is also required; must serve as a member of the Advisory Committee
2. Responsibilities: Directs the coordination of all ITLS activities throughout a particular region of the Chapter with the aid of the ITLS Chapter Coordinator; is responsible for the quality and consistency of ITLS courses taught in that region; must promote and facilitate the teaching of ITLS courses throughout the region through local contacts; must oversee any updates in their area in cooperation with the Affiliate Faculty member
3. Appointed by: ITLS Chapter Medical Director, ITLS Chapter Coordinator and reviewed by the Executive Committee of the Ohio Chapter ACEP.
4. Term: Two (2) years from the date of appointment
5. Reappointment: Can be extended without limits at the discretion of the ITLS Chapter Medical Director and the Executive Committee of the Ohio Chapter ACEP; will receive annual review by the Chapter Coordinator and/or the Chapter Medical Director

6. **Revocation:** Any Regional Coordinator in violation of the required criteria and/or jeopardizes the integrity of the ITLS Ohio Program, will be issued a written warning. If the items as directed in the letter are not complied with, or if the Regional Coordinator commits a second violation, their position as Regional Coordinator may be revoked by the Chapter Medical Director and Executive Director of Ohio Chapter ACEP
 - a. A recommendation from the Chapter Coordinator and/or Affiliate Faculty for the removal of a Regional Coordinator will be considered, however, the Chapter Medical Director has authority in the termination of the individual holding the Regional Coordinator position.
 - b. The Chapter Medical Director along with the Executive Director of Ohio Chapter ACEP has the authority to relieve the Regional Coordinator of their position if the required criteria and/or integrity of the ITLS program has not been upheld

ITLS Chapter Affiliate Faculty

1. **Prerequisite:** Advanced ITLS Instructor who has demonstrated excellence in the education of ITLS providers for a minimum of four (4) years, by completing all of the following:
 - a. Two (2) letters of recommendation from two current ITLS State Affiliate Faculty members
 - b. Must return a completed application for ITLS Ohio Affiliate Faculty form to the ITLS Ohio office along with a letter of intent and current CV (if not already on file)
2. **Responsibilities:** Act as monitor for new instructors; assures the quality and integrity of courses taught throughout the state; teaches instructor and provider courses; serve as a resource for course coordinators and medical directors. Must attend a mandatory ITLS update as required by the Regional Coordinator and teach updated material to area ITLS instructors
3. **Appointed by:** ITLS Chapter Medical Director with approval of the ITLS Ohio Advisory Committee
4. **Term:** Two (2) years beginning November
5. **Reappointment:** Requires fulfillment of all ITLS instructor requirements and reapplication every two (2) years in November.
6. **Revocation:** Any Affiliate Faculty member in violation of the required criteria and/or jeopardizes the integrity of the ITLS Ohio program will be issued a written warning. If the terms as directed in the letter are not complied with, or if the Affiliate Faculty member commits a second violation, their Affiliate Faculty status may be revoked by the Chapter Medical Director.

- a. A recommendation from another Affiliate Faculty member and/or Chapter Coordinator, for the removal of an Affiliate Faculty member will be considered, however, the Chapter Medical Director has authority in the termination of the individual holding the Affiliate Faculty member position.
- b. The Chapter Medical Director has the authority to relieve any Affiliate Faculty member of their position if the required criteria and/or the integrity of the ITLS program has not been upheld

ITLS Course Coordinator

1. Prerequisites: Advanced ITLS Instructor who has demonstrated excellence in the education of ITLS providers for a minimum of four (4) years, by completing all of the following:
 - a. Recommendation from a current Chapter Affiliate Faculty
 - b. Approval of the Regional Coordinator
 - c. Completion of any required course of instruction
 - d. An Affiliate Faculty member can be a course coordinator with no prior experience as a course coordinator
2. Responsibilities: The following are guidelines that the Course Coordinator must follow in order to comply with the Policies and Procedures for a valid ITLS Course:
 - a. Coordinate designated organizational aspects of the ITLS course
 - i. student registration
 - ii. appropriate equipment placement
 - iii. flow of skill stations
 - b. The Course Coordinator may serve as a practice/testing skill station examiner and should participate in the didactic portion of the course as well
 - c. Grading of the written examinations and practice/testing station grade sheets is the responsibility of the Affiliate Faculty member of the course
 - d. To participate in the Post-Course Faculty meeting to assess candidate performance and evaluate the conduct of the course
 - e. Insure that all appropriate data is collected and completed correctly along with review from the Affiliate Faculty member of the course
 - f. The Affiliate Faculty must validate all material prior to filing course with ITLS Ohio; this must be done within two (2) weeks of course completion
3. Appointed by: ITLS Chapter Coordinator
4. Reappointment: Requires fulfillment of all ITLS instructor requirements on a continuing basis; can be extended without limits at the discretion of the ITLS Chapter Coordinator

5. **Revocation:** Any Course Coordinator in violation of the required criteria and/or jeopardizes the integrity of the ITLS Ohio program, will receive a written warning. If the items as directed in the letter are not complied with, or if the Course Coordinator commits a second violation, their position as Course Coordinator may be revoked by the Chapter Medical Director.
 - a. If the Course Coordinator fails to present a course that follows ITLS standards or fails to comply with ITLS administrative guidelines they will have their Course Coordinator status revoked and will not be permitted to serve as a Course Coordinator for any future courses. This may also include revocation of the Course Coordinator's Instructor status
 - b. The ITLS Administrative Coordinator will report any compliance failures to the Chapter Coordinator and the Chapter Medical Director for review and possible revocation of status
 - c. The Chapter Medical Director and Chapter Coordinator have the authority to relieve any Course Coordinator of their position if the required criteria and/or integrity of the ITLS program has not been upheld

ITLS Course Medical Advisor

- 1 **Prerequisite:** An ITLS Course Medical Advisor must be a physician (MD or DO) that is approved by the State Chapter Medical Director or has attained ITLS Instructor status
- 2 **Responsibilities:** The following are guidelines to assist the Course Medical Advisor to assure the medical accuracy and consistency of ITLS courses done under his/her direction:
 - a. To maintain the integrity of the ITLS course by assuring that the course meets all state medical standards set forth by the Ohio Chapter of the American College of Emergency Physicians and ITLS Ohio. To work closely with the Course Coordinator and Affiliate Faculty member in overseeing the medical content of the course
 - b. Be available to monitor the lectures and provide any additional medical information which may be needed at the conclusion of each lecture
 - c. The Course Medical Advisor should frequently rotate through the teaching and patient assessment practice/testing stations to monitor instructor performance and assist, if necessary, with additional medical information as needed
 - d. It is strongly recommended that the Course Medical Advisor remain available throughout the course. The Medical Advisor should be physically present or available by phone.

3. Appointed by: Physicians who are not ITLS Instructors and wish to be Course Medical Advisors may apply by corresponding with the ITLS Chapter Medical Director.
 - a. Physicians who wish to become a course Medical Advisor may apply by sending a letter of intent to the ITLS Ohio office. The letter should note the physician's training as a physician, where they completed their residency and whether or not they are board certified.

ITLS Instructor

1. Prerequisites: Obtain instructor potential status as an Advanced Provider and successfully complete an ITLS Instructor course and be monitored by an ITLS AF (see ITLS Instructor Course).

NOTE: To be an ITLS Pediatric Instructor you must first be an ITLS Instructor who has completed an ITLS Pediatric Provider Course.

2. Responsibilities: knowledgeable of ITLS material, know ITLS assessment process, relate the assessment with all the aspects of the ITLS method, remain available to the students for the purpose of answering questions and providing individual help.
3. Certified by: ITLS Chapter Affiliate Faculty and ITLS Chapter Medical Director
4. Term: Two (2) years
5. Renewal: Participate as an ITLS Instructor in a minimum of two (2) Ohio approved ITLS Provider or Pediatric Courses every two (2) years and attend updates as required by the Chapter Coordinator. Chapter designated renewal date in November every two (2) years. Instructors must have an 88% or greater on the written exam within two (2) attempts or satisfy ITLS International requirements.
 - a. Instructors wishing to renew that are active duty or reserve military and are on deployment during the renewal time frame will be given an opportunity to renew at the end of their deployment. Deployment orders showing beginning and ending dates will need to be submitted to the chapter office. The Chapter Coordinator will review the documentation and make the final determination on the instructor's status.
6. Appeal Process: If outside the two-year period, attend an alternative renewal course approved by the Chapter Coordinator
7. Revocation: Any ITLS instructor in violation of the required criteria and/or jeopardizes the integrity of the ITLS Ohio program will receive a written warning. If the items as directed in the letter are not complied with, or if the ITLS instructor commits a second violation, their instructor status may be revoked by the Chapter Medical Director; this

revocation may occur without consultation from the Chapter Affiliate Faculty or the Advisory Committee

ITLS Access Instructor

1. Prerequisites: Must meet all of the following requirements:
 - a. Five (5) years experience in fire rescue
 - b. Completion of ITLS Access Course
 - c. Recommendation of ITLS Affiliate Faculty
 - d. Hold instructor certification from no less than one of the following
 - i. EMT or Fire Instructor ODPS and ITLS
 - e. Approval of ITLS Chapter Coordinator
2. Certified by: ITLS Chapter Affiliate Faculty and ITLS Chapter Medical Director
3. Term: Two (2) years
4. Renewal: Participate as an ITLS Access Instructor in a minimum of one (1) Ohio approved ITLS Access Course every two (2) years, attend updates as required by the Chapter Coordinator and have a recommendation of an ITLS Affiliate Faculty Member.
5. Appeal Process: If outside the two-year period, attend an alternative renewal course approved by the Chapter Coordinator
6. Revocation: Any ITLS Access instructor in violation of the required criteria and/or jeopardizes the integrity of the ITLS Ohio program will receive a written warning. If the items as directed in the letter are not complied with, or if the ITLS instructor commits a second violation, their instructor status may be revoked by the Chapter Medical Director; this revocation may occur without consultation from the Chapter Affiliate Faculty or the Advisory Committee

ITLS Instructor Potential (IP)

1. Prerequisites: Candidate must be certified in pre-hospital care to the level of the Advanced ITLS course such as AEMT or Paramedic, or licensed as an RN, MD, DO, PA, or completed 3rd year of medical school and has a minimum of two (2) years field experience at the level of their instruction
2. Certified by: The Affiliate Faculty member overseeing the course
3. Requirements: Successfully complete an ITLS course scoring as an "IP" on the practical exam and an 88% or greater on the written exam. Students who do not attain "IP" on practical exam may become IP by:
 - a. Written recommendation by the Course Medical Director or a Chapter Affiliate Faculty member and then subsequently approved by the Chapter Coordinator

ITLS Provider

1. Prerequisites: Candidate must be certified in pre-hospital care to the level of the ITLS course, or licensed as an RN, MD, DO, PA, RT, LPN or completed 3rd year of medical school.

NOTE: an AEMT or Paramedic student who successfully completes an Advanced Provider Course as part of their initial training will become certified as an Advanced Provider upon receipt of their state certification

2. Certified by: Successfully meeting the requirements of an Ohio Chapter ACEP-approved ITLS Advanced Prehospital Care Provider Course (pass the written exam with at least a 76% and pass the scenario testing skill station). Certification will be issued by ITLS Ohio at the discretion of the ITLS Chapter Medical Director
3. Term: Three (3) years
4. Renewal: The candidate must successfully retake an ITLS Ohio approved ITLS Advanced Provider Course or a renewal course
5. Appeal Process: If approved by the Chapter Coordinator, attend an alternative renewal course

ITLS International Delegates

1. Prerequisite: Chapter Affiliate Faculty Member preferred
2. Responsibilities: Attends the ITLS Annual Meeting and represents Ohio in any course revision or policy changes or voting
3. Appointed by: ITLS Medical Director
4. Term: One (1) year
5. Selection and Reimbursement: The number of ITLS National Affiliate Faculty is determined by International Trauma Life Support and is based on two votes per state plus additional votes determined by the number of providers trained annually in the state. The ITLS Ohio may reimburse for expenses depending on the amount of funds needed and the number of delegates.

Courses Offered

ITLS Basic Provider Course

Basic ITLS is a comprehensive course for EMR's, EMT's, LPN's and RT's. Basic ITLS give basic EMS personnel complete training in the skills they need for rapid assessment, resuscitation, stabilization and transportation of trauma patients. The 16-hour course is designed for providers who are first to evaluate and stabilize the trauma patient.

1. Prerequisite: Candidate must be certified as an EMR or EMT or licensed as an LPN or RT
2. Certification: Is achieved by successfully meeting the requirements of the ITLS Basic Provider Course
 - a. Pass the written examination with a 76% or higher
 - b. Pass the Patient Assessment Scenario Testing Skill Station
 - c. Will be issued at the discretion of the ITLS Chapter Medical Director
3. Term: Three (3) years
4. Renewal: The candidate must successfully complete a Renewal course at the ITLS Basic provider level within the three (3) year certification period
5. Appeal Process: If outside the three (3) year period, attend an alternative Renewal course approved by the Chapter Coordinator

ITLS Advanced Provider Course

Advanced ITLS is a comprehensive course for AEMT's, paramedics, nurses, physicians. ITLS Advanced covers the skills necessary for rapid assessment, resuscitation, stabilization and transportation of trauma patients. The 16-hour course emphasizes evaluation steps and sequencing and techniques for resuscitation and packaging a patient.

1. Prerequisite: Candidate must be certified as an AEMT or Paramedic or licensed as an RN, MD, DO, PA or completed the 3rd year of Medical School
2. Certification: Is achieved by successfully meeting the requirements of an approved ITLS Advanced provider course
 - a. Pass the written examination with a 76% or higher
 - b. Pass the Patient Assessment Scenario Testing Skill Station
 - c. Will be issued at the discretion of the ITLS Chapter Medical Director
3. Term: Three (3) years
4. Renewal: The candidate must successfully complete a Renewal course at the ITLS Advanced Provider level within the three (3) year certification period

5. Appeal Process: If outside the three (3) year period, attend an alternative Renewal course approved by the Chapter Coordinator

ITLS Combined Course

An ITLS provider course with both Basic and Advanced students participating. The Basic level students observe the advanced skills portion of the course.

ITLS Pediatric Course

Pediatric ITLS continues the learning of the Basic and Advanced courses with an emphasis on understanding and responding to trauma in children. The 8-hour course teaches the proper assessment, stabilization and packaging of pediatric trauma patients. It also highlights techniques for communicating with young patients and their parents.

1. Prerequisite: Candidate must be certified at some level of prehospital care; i.e. EMR, EMT, AEMT, Paramedic.
2. Certification: Is achieved by successfully meeting the requirements of an Ohio Chapter ACEP-approved ITLS Pediatric course
 - a. Pass the written examination with a 76% or higher
 - b. Pass the Pediatric Patient Assessment Scenario Testing Skill Station
 - c. Will be issued at the discretion of the ITLS Chapter Medical Director
3. Term: Three (3) years
4. Renewal: The candidate must successfully complete an entire ITLS Pediatric course within the three (3) year certification period
5. Appeal Process: If outside the three (3) year period, attend an alternative Renewal course approved by the Chapter Coordinator

ITLS Instructor Course

Instructor courses prepare EMS professionals to teach ITLS courses. To participate, potential instructors must successfully complete the provider course they want to teach, demonstrate instructor potential and meet local chapter requirements.

1. Prerequisite: Candidate must successfully meet the requirements of an approved ITLS Advanced Provider Course by:
 - a. Passing the initial written examination with an 88% or higher
 - b. Achieve "IP" (Instructor Potential) status in performance of the Patient Assessment Scenario Testing Skill Station(OR)
May be recommended as an "IP" by written approval of the Course Medical Advisor or Course Affiliate Faculty Member who observed the candidate in the performance of the Patient Assessment Testing Skill Station

- i) The candidate for recommendation must still achieve an 88% on the initial written examination
2. Requirements: Once "IP" status has been achieved or recommended, the candidate must participate in and successfully complete a ITLS Instructor Course
 - a. The Instructor Course must be completed within one (1) year of the Provider Course completion
 - b. Pass the written examination with an 88% or higher
 - c. New instructors must be monitored in a basic, advanced or combined provider course by a ITLS Chapter Affiliate Faculty Member
 - d. The ratio for IP Candidate to ITLS Chapter Affiliate Faculty during the monitoring course shall never exceed 1:1.
 - e. The monitoring course must be completed no more than six (6) months after the completion of the instructor course unless approved by the Chapter Coordinator.
 - f. An Instructor Monitor Form will then be completed and forwarded to the ITLS Ohio office for consideration as an ITLS Instructor. The Instructor Monitor Form should be returned with the course paperwork the IP Candidate taught in.
 - g. Instructors must have access to a current ITLS Instructor Book for the Instructor course
3. Certified by: ITLS Chapter Affiliate Faculty and ITLS Chapter Medical Director
4. Term: Two (2) years
5. Renewal: See ITLS Instructor Section

ITLS Provider Renewal Course

ITLS Provider Renewal Course is a one (1) day course to renew a current ITLS provider certification.

1. Prerequisite: Candidate must be current ITLS provider or approved through the appeals process
2. Certification: Is achieved by successfully completing the requirements of an Ohio Chapter approved ITLS Renewal course
 - a. Pass the written examination with a 76% or higher
 - b. Pass the Pediatric Patient Assessment Scenario Testing Skill Station
 - c. Will be issued at the discretion of the ITLS Chapter Medical Director
3. Term: Three (3) years
4. Renewal courses may be conducted in conjunction with provider courses or as determined by the course coordinator, whereby,

minimum requirements established by the ITLS Advisory Committee must be successfully completed

ITLS Pediatric Renewal Course

ITLS Pediatric Renewal Course is a one (1) day course to renew a current ITLS pediatric certification.

1. Prerequisite: Candidate must be a current ITLS Pediatric provider or be approved through the appeals process
2. Certification: Is achieved by successfully completing the requirements of an Ohio Chapter approved ITLS Renewal course
 - a. Pass the written examination with a 76% or higher
 - b. Pass the Pediatric Patient Assessment Scenario Testing Skill Station
 - c. Will be issued at the discretion of the ITLS Chapter Medical Director
3. Term: Three (3) years
4. Renewal courses may be conducted in conjunction with provider courses or as determined by the course coordinator, whereby, minimum requirements established by the ITLS Advisory Committee must be successfully completed

ITLS Access Course

Access gives EMS crews and first responders the training they need to reach, stabilize and extricate trapped patients. The 8-hour course focuses on using hand tools commonly carried on an ambulance or first responder unit.

1. Prerequisite: Candidate must be certified as an EMR, EMT, AEMT, Paramedic
2. Certification: Is achieved by attending all lectures and completing skills stations
 - a. Will be issued at the discretion of the ITLS Chapter Medical Director
3. Term: Three (3) years
4. Renewal: The candidate must successfully complete a Renewal course within the three (3) year certification period
5. Appeal Process: If outside the three (3) year period, attend an alternative Renewal course approved by the Chapter Coordinator

ITLS Instructor Bridge Course

Instructor Bridge Course is for current PHTLS and ATLS instructors to teach ITLS. Students must provide proof of PHTLS or ATLS Instructor Certification before being admitted to the class.

1. Prerequisite: Candidate must be certified as a PHTLS Provider, a PHTLS instructor and an ATLS Instructor
2. Certification:
 - a. PHTLS Providers may renew as ITLS Providers by taking an ITLS Provider Renewal Course (see course explanation and certification requirements under Provider Renewal Course)
 - b. PHTLS Instructors may be certified as an ITLS Instructor by taking the second half (non-adult learner portion) of the ITLS Instructor course (see course explanation and certification requirements under Instructor Course)

Course Coordinator Course

Course Coordinator Course prepares current ITLS Instructors with four (4) years experience teaching ITLS to coordinate their own courses. This course will provide a review of the ITLS Ohio Policy and Procedures as it pertains to running a course and an overview of the chapter administrative procedures and functions.

1. Prerequisites: Advanced ITLS Instructor who has demonstrated excellence in the education of ITLS providers for a minimum of four (4) years, by completing all of the following:
 - a. Recommendation from a current Chapter Affiliate Faculty
 - b. Approval of the Regional Coordinator
 - c. Completion of any required course of instruction
2. Appointed by: ITLS Chapter Coordinator
3. Reappointment: Requires fulfillment of all ITLS instructor requirements on a continuing basis; can be extended without limits at the discretion of the ITLS Chapter Coordinator
4. Revocation: See ITLS Course Coordinator Section

Affiliate Faculty Training Program

This program is designed for the newly appointed ITLS Ohio Affiliate Faculty member. It will introduce ITLS Ohio Policy and Procedures to include but not limited to: ITLS global and local perspective, roles and responsibilities of the AF, conducting courses, common perils and pitfalls encountered in typical courses and ITLS scoring system.

International Trauma Life Support courses must follow the nationally and internationally accepted guidelines for trauma care as outlined in the following reference materials:

- ITLS Provider Manual - 7th edition
- ITLS Provider Manual - 6th edition (valid until November 2012)
- ITLS Instructor Guide - 7th edition
- ITLS Instructor Guide - 6th edition (valid until November 2012)

- ITLS Military Provider Manual - 1st edition
- Pediatric Trauma Life Support Provider Manual - 3rd edition
- Pediatric Trauma Life Support Instructor Guide - 3rd edition
- ITLS Access Provider Manual - 2nd edition

Conducting an ITLS Course

Protocol for Conducting an ITLS Course

1. Definition: An ITLS course will be considered VALID only if the following conditions are met:
 - a. the protocol for conducting a ITLS course is strictly adhered to following the criteria established in this manual
 - b. only materials sanctioned by ITLS are used to teach the course
 - c. the Policies and Procedures of ITLS Ohio are not violated as outlined in this manual
 - d. courses will be conducted in an organized professional manner that reflects positively on the chapter
 - e. only ITLS Ohio approved instructors are used to teach the course
 - i. see conducting a Combined Basic/Advanced ITLS course for specifications
 - f. confidentiality with respect to student performance shall be maintained at all times
2. Requesting A Course:
 - a. completion of pre-course checklist must be received 10 days prior to the proposed course date and must contain the following:
 - i. course location
 - ii. course date
 - iii. type of course
 - iv. course coordinator
 - v. course Affiliate Faculty member (shall be present for course unless approved by the Chapter Coordinator)
 - vi. course medical advisor (must be approved by the ITLS Chapter Medical Director)
 - vii. equipment rental information (picked up by course coordinator)

NOTE: The written post tests are secured testing materials and are not to be copied or reproduced in any way; each test must be returned to the Affiliate Faculty member after the course.

Requesting Equipment

1. All requests for equipment shall be made through the ITLS Administrator in the Ohio ACEP offices. All further arrangements to reserve such equipment will be the responsibility of the ITLS Administrator
2. Within 10 days of a request for equipment, a \$150.00 equipment fee must be received by the Ohio ACEP office. If the fee is not received within this time period, the reservation of ITLS equipment will NOT be

- held. An invoice can be mailed at the time of initial correspondence upon request
3. The fee is refundable up to 60 days prior to the course if the reservation of equipment is canceled
 4. Transportation of equipment to and from the ITLS Ohio storage facility will be the responsibility of the course coordinator or their designee

Requesting Books

1. ITLS Provider books are available from the publisher or ITLS.
2. ITLS requires that all students have a copy of the appropriate ITLS course book and time to review the book before the class begins.
3. ITLS Pediatric books may be purchased from the ITLS Ohio office for a reduced price.
 - a. Requests for textbooks for the course can be made through the Ohio ACEP office.
 - b. Requested textbooks will be shipped by ITLS (subject to book availability)
 - c. Payment must include the total price for textbooks ***plus*** shipping and handling
 - d. Payment for books must be received before the order is placed

Final Authorization for Courses

1. Final authorization for approval of ITLS courses will be granted by the ITLS Chapter Medical Director
2. The ITLS Chapter Medical Director, the ITLS Chapter Coordinator, the ITLS Regional Coordinators and/or Chapter Affiliate Faculty members will be available to give on-site and/or telephone advice concerning the administration of the ITLS course, if requested
 - a. Use the On-site Affiliate Faculty Member for immediate concerns and decisions.
 - b. If additional questions or concerns arise, notify your Regional Coordinator for clarification; if the Regional Coordinator is unable to address your concerns or questions, request notification of the ITLS Chapter Coordinator and/or ITLS Chapter Medical Director

Completion of the Course

1. Immediately upon completion of the course, the following must be done:
 - a. Faculty meeting to include the Course Coordinator, Affiliate Faculty member and instructors

NOTE: The purpose of the Faculty meeting is to review the overall course presentation, problem areas and to review the scoring of all sheets to appropriately complete the Student

- Roster form; discussion must occur relative to any “Instructor Potential” candidates (See guidelines for “Instructor Potential” under Section ITLS Instructor Course)
- b. The Student Roster form must be completed by the Course Coordinator and reviewed by the Affiliate Faculty member prior to submitting the final paperwork to the ACEP office
2. A Post Course Checklist must be completed and sent along with the Student Roster, graded test answer sheets and ITLS Ohio evaluations if required
 3. Other material forwarded to the ITLS Ohio office should include
 - a. Faculty Roster – completed
 - b. A check for **\$25.00** per registrant for provider candidates; **\$18.00** per registrant for Renewal, pediatric and instructor candidates (prices subject to change); An invoice can be mailed upon request
 - c. A money order, purchase order, credit card or certified check will be accepted as payment. Personal checks and cash will not be accepted. One payment is preferred for courses.
 - d. Payment must be received prior to the release of the ITLS cards
 - e. Service fees or administrative costs may be charged for checks/payment terms returned due to insufficient funds.

NOTE: The fee is required for all registrants in any ITLS course, **regardless** of whether the enrolled student successfully achieves provider status
 4. Upon receipt of all the above, the ITLS Ohio office will issue ITLS provider cards to Affiliate Faculty or Course Coordinator for distribution; only Certificates of Participation will be received by all those NOT successfully completing the course. All courses will be processed in the ITLS Course Management System (CMS).

Record Retention

Records shall be retained in the following manner.

Course Coordinator/AF responsibilities: Upon completion of the course the course coordinator will submit the following to the chapter office; ITLS Ohio Student Roster, ITLS Ohio Faculty Roster, Course Agenda and Evaluation Summary. Course coordinators should retain the following records for a period of no less than six (6) years: ITLS Ohio Student Roster, ITLS Ohio Faculty Roster, Course Agenda, Evaluation Summary, written exams and practical exam score sheets. These may be retained either in paper form or electronically.

Chapter Office responsibilities: The chapter office shall enter any pertinent information into the Course Management System (CMS). Hard copies of the ITLS Ohio Student Roster, ITLS Ohio Faculty Roster, may then be destroyed. Hard copies of the Course Agenda and Evaluation Summary shall be retained by

the chapter office for a period of no less than six (6) years. These may be retained either in paper form or electronically.

Student to Instructor Ratio

1. The student to instructor ratio for teaching skills is to be no less than 6:1.

Conducting an ITLS Combined Basic/Advanced Course

1. ITLS Courses can involve both Basic and Advanced level candidates in the same course if the following guidelines are observed:
 - a. the training level of each candidate must be clearly defined throughout the entire course
 - b. a distinct effort must be made in each didactic lecture to distinguish skill and/or procedures that are to be performed by Advanced Level Providers only (MD's, RN's, Paramedic's, etc.)
 - c. efforts should be made to group all ITLS Basic candidates in separate skill station groups
 - d. All EMR and EMT candidates must be given the Basic level ITLS test
2. ITLS Basic Instructors are limited in the following ways:
 - a. they can only teach didactic lectures which do not address advanced level skills
 - b. they can only teach skill stations which do not involve Ohio Paramedic level skills
 - c. they can only test ITLS Basic candidates in the patient assessment practice/testing stations
3. Separate written examinations are provided for Basic and Advanced level providers; Patient assessment practice/testing station grade sheets are designed for use at any level

Conducting an ITLS Instructor Course

1. Definition: An ITLS Instructor Course will be considered VALID only if the following conditions are met:
 - a. a pre-course checklist is received and approved by the ITLS Ohio office 10 days prior to the scheduled course
 - b. the protocol for conducting an ITLS Instructor Course is strictly adhered to following the criteria established in this manual
 - c. only materials sanctioned by ITLS are used
 - d. the Policies and Procedures of ITLS Ohio are not violated as outlined in this manual
 - e. Instructor Courses must be taught by ITLS Affiliate Faculty
 - f. Requesting a Course, Equipment Requests, Requesting Books and Completion of the Course must follow the same guidelines as previously mentioned in this manual

2. Appeal Process: If outside the two (2) year period, attend an alternative course approved by the Chapter Coordinator

Conducting an ITLS Access Course

1. All requirements for conducting an ITLS course must be adhered to, plus the following:
 - a. Must maintain a student to instructor of no more than 6:1
 - b. Sponsoring Department Responsibilities:
 - i. File course request no less than 10 days prior to course date
 - ii. Provide no less than two (2) vehicles for use
 - iii. Provide all necessary tools
 - iv. Provide adequate instructional facilities
 - v. Signed waivers for ITLS and Instructors
 - vi. Provide one (1) safety officer for hands on exercises
 - vii. Assure that course fees are paid in a timely manner
 - viii. All participants must have full turn out gear and eye protection
 - c. Cost of Course:
 - i. \$18.00 per student
 - ii. A fee for books which must be purchased from International
 - iii. It is recommended that each department purchase at least one book

Successful Completion of an ITLS Course

Provider Candidate – successful completion at the Provider level for Basic and Advanced candidates is achieved by:

1. Attending all didactic lectures and skill stations **AND**
2. Achieving a score of 76% or higher on the written examination **AND**
3. Achieving a grade of “Pass” or “Instructor Potential” on the patient assessment testing station

Instructor Candidate – successful completion at the Instructor level for Advanced candidates is achieved by:

1. Attending all didactic lectures and skill stations **AND**
2. Achieving a score of 88% or higher on the initial written examination **AND**
3. Achieving a grade of “Instructor Potential” on the patient assessment testing station or obtaining a written recommendation to become an Instructor by the Course Medical Advisor or Course Affiliate Faculty Member

Missed Sessions – any candidate who fails to attend all of the didactic lectures and/or skill stations is eligible for certification as an ITLS Provider only upon documenting attendance at all missed portions of the lectures and/or skill stations at a later ITLS course. All make up sessions are at the sole discretion of the Affiliate Faculty member

1. Instructor candidates must attend the entire Instructor Course
2. Any missed sections constitutes a violation of policy and the Instructor candidate must seek another Instructor Course to fulfill all the requirements

Retesting Procedure – The following guidelines are in place so as to allow most candidates to complete the course:

1. Failure of **BOTH** the written and practical portions of the course will constitute complete failure of the ITLS course and the participant is not permitted to retest; complete failure will require the participant to seek another ITLS course at a later date to fulfill the requirements for course completion
2. If the participant fails the written examination, a single (1) retest will be offered within 10 days; this will allow the student to remediate over the material missed
3. If the participant fails the practical portion of the course, the following guidelines may be used:

- a. the student may be remediated the same day and retested in the patient assessment testing scenario one time (or)
- b. the student may be remediated and retested at a later date (within 10 days) to complete the course requirements

NOTE: Allowing a same-day retest over the practical testing scenario station would be decided upon by the Affiliate Faculty Member after review of the initial testing practical score sheet

Non-discrimination and Harassment

It is the policy of ITLS Ohio that all our participants should be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment.

No person shall, on the basis of race, color, religion, sex, national origin, handicap, age or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any ITLS Ohio approved education program.

Such conduct, whether committed by instructors, affiliate, or participants, is specifically prohibited. This includes offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual on his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical contact.

In addition no one should imply or threaten that a participant's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's successful completion of the program, future instructional assignments or status as an affiliate faculty.

ITLS Ohio will not tolerate any instances of Human Rights violations. Any agency, organization, or group that conducts or sponsors and educational course approved by ITLS Ohio is responsible for providing the above stated discrimination-free educational environment, and should have available and on file a copy of this Policy.

Any ITLS Ohio approved educational program that does not comply with this policy shall be subject to sanctions, up to and including course decertification by ITLS Ohio

Any participants of ITLS Ohio approved educational program that does not comply with this policy shall be subject to sanctions up to and including decertification of Affiliate, Instructor and Provider certifications.

Neither ITLS Ohio nor ITLS International are not liable for any actions arising from any EMS Agency, Training Center or other entity as a result of their hosting and/or conducting an ITLS Ohio approved course.

ITLS Ohio shall comply with all of the appropriate rules and regulations current in the jurisdiction, territory, state, city, prefecture, parish or any other jurisdiction in which they will operate.

Dispute Resolution

It is the policy of ITLS Ohio that the following standard procedure shall be followed to resolve any conflict that may arise between a student and an instructor regarding materials taught in a course; between a student and an instructor unrelated to material taught; and/or between two instructors.

The student and instructor will first attempt to resolve the dispute by researching information in either the student textbook or the ITLS Ohio Policy and Procedure Manual.

If the dispute is not satisfactorily resolved with research as stated above, the student (and Instructor if needed) will go to either the lead instructor of the course or the Affiliate Faculty member on-site.

If the course's lead instructor or Affiliate Faculty member cannot satisfactorily resolve the dispute, the student (and instructor if needed) will consult the Chapter Coordinator.

If the Chapter Coordinator, lead instructor and/or the Affiliate Faculty member cannot satisfactorily resolve the dispute, it may be brought to the Advisory Board for review.

If needed the Advisory Board may contact staff at the ITLS International office as needed for additional assistance.

ITLS Ohio reserves the right to investigate all complaints brought to its attention and to proceed with disciplinary measures as deemed appropriate at the sole discretion of the ITLS Ohio Advisory Board (or at the discretion of the executive director of ITLS International).

Students with Disabilities

Because of the critical nature of the tasks needed in emergency situations, accommodation requests are considered very carefully, on a case by case basis. The safety and welfare of the community must be insured while providing full protection of the certification applicant's rights. The main question to be considered is: with the accommodation being requested, can this individual perform the essential functions of the job safely and efficiently?

The Americans with Disabilities Act (ADA) has a three-part definition of *disability*. Under ADA, an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR (2) has a record of such an impairment; OR (3) is regarded as having such an impairment.

A physical impairment is defined by ADA as "any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine."

Neither ADA nor the regulations that implement it list all the diseases or conditions that are covered, because it would be impossible to provide a comprehensive list, given the variety of possible impairments.

The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. Exams are designed at least in part to measure the student's ability to read. Performing a skill within established time frames is required because speed of performance is an integral part of patient care.

Both the ability to read and the ability to perform skills within time frames are essential functions for an EMS provider. Therefore a person with a disability may not be denied the opportunity to take an examination; but this person shall be required to take a written exam and pass the skills proficiency verifications within established criteria.

This description will guide all accommodations permitted for the ITLS students.

There can be no accommodation during evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.

There are accommodations that are not allowed in EMS programs because they are not in compliance with the essential job function. These include, but are not limited to:

Students are not allowed additional time for skills with specific time frames.

- Obviously patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.

Students are not allowed unlimited time to complete a written exam.

- This request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
- Students will be allowed a maximum of 1.5 minutes per exam question.
- Students will need to begin their exam earlier. This will allow for the class to finish the exam at the same or similar time frame.
- Students are permitted to bring and wear ear plugs during the exam.

Students are not allowed to have written exams given by an oral reader.

- The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.

Students are not provided a written exam with a reading level of less than grade eight.

- The EMS profession requires a reading level of at least grade eight to work safely and efficiently.

Students must take the exam during the scheduled time, as a member of the enrolled class.

- The ability to utilize knowledge on the spur of the moment is an essential task.
- Exams are given to elicit immediate recall and understanding of emergency situations.

Students must answer all written test questions as written.

- No explanation of the question can be provided by the test proctor or any other individual.
- Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
- Student must be able to understand and converse in medical terms appropriate to the profession.

Students must present an IEP demonstrating the current level of functioning from a professional qualified to do so. It must be no older than five (5) years to help ensure accommodations are based on assessment of the disability's current impact on the student's ability to take the examination.

Students wishing to receive accommodations must request and present any supporting documentation at the beginning of class or beginning of the second day.

If a student cannot complete the patient assessment portion of the ITLS course due to a physical impairment, he or she should receive a certificate of completion, but should not receive a course certification card. The certificate shall be issued by the ITLS office. No state or national fees shall be assessed.