



POLICIES & PROCEDURES

Society of Trauma Nurses
Advanced Trauma Care for Nurses®
Policies & Procedures
2009 Edition

ATCN 
ADVANCED TRAUMA CARE FOR NURSES®

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ATCN® Policy & Procedure Manual
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Society of Trauma Nurses
1020 Monarch Street
Suite 300B
Lexington, KY. 40513

For the most current information regarding STN and ATCN, please visit our website at

www.traumanurses.org

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I. Advanced Trauma Care for Nurses® Program

The Advanced Trauma Care for Nurses (ATCN®) course was developed in response to a need for advanced trauma education for nurses. The ATCN course has been operational since 1984. In 2000, the ATCN program was incorporated under the auspices of the Society of Trauma Nurses (STN). STN is a professional, international nursing organization that spans the continuum of trauma care. STN is a not-for-profit organization and provides administrative support and direction for ATCN. The ATCN Executive Committee maintains oversight for the ATCN program, and monitors compliance with all policies and procedures. It is the philosophy of STN and the ATCN Executive Committee that profits, if any, from ATCN courses, should be used to further trauma education for nurses.

The ATCN Course is taught concurrently with approved Advanced Trauma Life Support (ATLS) Courses. Benefits of the ATCN Course include an educational model that promotes critical thinking processes, collaborative, synchronized team approach to trauma care with the students of the simultaneous ATLS Course. Doctors and nurses caring for trauma patients have the opportunity to share a common language and approach to trauma care.

The nurses are essentially auditors for the ATLS lectures. During the ATLS skills stations and testing stations, the nurses are separated from the doctors group and directed through ATCN skill stations. The ATCN stations are as follows:

- Interactive Skill Stations:
 - Initial Assessment & Management
 - Airway and Ventilatory Management
 - Hemorrhagic Shock
 - Pediatric Trauma
 - Head Trauma
 - Musculoskeletal and Spinal Trauma
- Review Stations
 - ATCN Pretest Review
 - ATCN Triage Scenario Discussion
- Testing Stations:
 - Initial Assessment & Management (Practice & Testing) Stations
 - Written Exam

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

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

Each state/country may elect a management system that meets their organizational and financial needs. States/countries cannot export the ATCN Program to another state or country. All requests from new states/countries must be directed to the STN office for approval.

II. ATCN Program Structure

A. Society of Trauma Nurses

The Society of Trauma Nurses provides direction to the ATCN Executive Committee and oversight of the ATCN Program. The ATCN Executive Committee reports directly to the STN Board of Directors. (Refer to Appendix A, STN Organizational Chart page 18) All ATCN Course Directors and members of the ATCN Executive Committee must be current members of STN.

B. ATCN Executive Committee

The ATCN Executive Committee reports directly to the STN Board of Directors. This Committee provides operational oversight for the ATCN Program and will abide by all STN Bylaws, all ATCN Policies & Procedures, and all ATLS Policies & Procedures. The ATCN Executive Committee is responsible for the overall management of the ATCN Program. This Committee assumes the responsibility for maintaining, updating and revising the ATCN Policy & Procedure Manual, and reviewing and approving revisions of the ATCN Manuals and course curricula. This committee is responsible for revocation of Course Director, Course Coordinator or Educator status when warranted.

The ATCN Executive Committee of the ATCN Committee consists of:

- ATCN Chair
- ATCN International Chair
- ATCN Co-Chair
- Regional Directors and/or course directors (up to 3)
- Educator (1)
- ATCN International member up to (3)
- STN President serving as Ex-Officio member
- STN President Elect
- ATCN Faculty (2)

All members of the ATCN Executive Committee must be current members in good standing with STN.

Revocation of ATCN Executive Committee Membership

1. Loss of current membership in STN
2. Loss of RN License
3. Attending less than 80% of ATCN Executive Committee Meetings

C. ATCN Executive Committee Chair

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

D. ATCN International Chair

The ATCN International Chair is appointed by the STN Board of Directors from recommendations made by the ATCN Executive Committee. This position reports to the ATCN Executive Committee Chair. The International Chair is responsible for the growth and management of the ATCN international programs.

E. ATCN Executive Committee Co-Chair

The Co-Chair is selected by the Chair, and the ATCN Executive Committee, and approved by the STN Board. The co-chair assists the chair and fills in for the chair when needed. The Co-Chair may or may not succeed the Chair at the end of his/her term.

The Co-Chair shall have development and over site for the ATCN Performance Improvement (PI) Committee.

F. ATCN Educator Group

The ATCN Educator Group consists of approved ATCN Faculty Course Educators.

Responsibilities include but are not limited to:

1. Review and advise on ATCN Student and Faculty Course materials and curriculum
2. Participate in mentoring and approval of new educator candidates
3. Provide an annual report to the ATCN Executive Committee

G. ATCN Performance Improvement (PI) Group

The ATCN Executive Committee appoints the ATCN PI Group members. These members are knowledgeable and have experience as ATCN faculty, ATCN Course Directors and/or Coordinators. Responsibilities include but are not limited to:

1. Maintaining the ATCN PI Program
2. Advising the ATCN Executive Committee on any and all identified opportunities for improvement
3. Providing a quarterly report to the ATCN Executive Committee

This is a two year appointment with a six year term limit. This is reviewed annually by the ATCN Executive Committee.

H. ATCN Regional Directors

All ATCN Course sites are included within specified regions. These regions are consistent with the ACS-COT regions with modifications made to accommodate international course sites. (*Refer to Appendix B. ATCN Regions ,page 19.*) The ATCN Executive Committee appoints

ATCN Regional Directors for each region. The Regional Directors must have extensive knowledge and experience with the ATCN program, policies and procedures and course content and be an ATCN Course Director and each director will have a current nursing license. Responsibilities of the ATCN Regional Directors include but are not limited to:

1. Assisting with establishing new course sites / inaugural ATCN Courses
2. Serving as National and International ATCN Faculty
3. Assisting with ATCN Faculty Courses
4. Participating in mentoring programs for new ATCN Faculty
5. Ensuring quality and consistency within the ATCN Program by assuring the ATCN PI program is being adhered to.
6. Ensuring the utmost respect for and ability to work with differing and diverse cultures/countries
7. Ensuring that all ATCN Policies and Procedures are adhered to and that course integrity, continuity and consistency are maintained
8. Communicating the approval of new or revised policies and procedures and forms to Directors and Coordinators in their region
9. Carrying out duties as assigned by the ATCN Chair, and the ATCN Executive Committee
10. Providing oversight to their respective regions
11. Providing an annual report to the ATCN Executive Committee
12. This is a 3 year appointment with a 6 year term limit.

Revocation of ATCN Regional Directors Status

1. Must maintain current membership in STN
2. Loss of RN License
3. Must be an approved ATCN Course Director in good standing

I. ATCN Course Director

All ATCN Courses will be directed by an ATCN Course Director. Approved ATCN Course Directors are those who have successfully completed all course requirements which are as follows: An ATCN Course Director candidate must be directly supervised by a Regional Director, National Faculty or an approved ATCN Course Director. Course Director Candidates must have experience in trauma education and involvement in the ATCN program. They must be a member of STN in good standing and must be a registered licensed nurse (RN).

Responsibilities are as follows:

1. Demonstrate an exceptional interest in the ATCN program
2. Adhere to all ATCN policies and procedures
3. Coordinate ATCN Courses maintaining high quality and consistency
4. Complete all administrative paperwork and payment of course material fees and STN student fee within the established time frames
5. Be present at all times during the course
6. Coordinate/Direct only the ATCN course, working in cooperation with a separate ATLS course coordinator
7. Ensure that institutional bias is not included in the course coordination at any time during the course
8. Direct at least 1 course/year

Revocation of Course Director Status

1. The ATCN Executive Committee may revoke the Course Director status based on any of one or more of the following criteria:
 - a) Any deviation from the ATLS or ATCN course content, course materials, or course schedules
 - b) Submission of fraudulent or falsified records, course reports or non-submission of course reports and/or fees
 - c) Absence during an ATCN Course
 - d) Suspension or revocation of nursing license
 - e) Must maintain current STN membership.

J. ATCN Course Coordinator

ATCN Course Coordinators are selected by the ATCN Course Directors and need not be a nurse. A Course Coordinator may also be the Course Director. A Course Coordinator Candidate must be directly supervised by an approved Course Director. New Course Coordinator candidates must be mentored and approved by the Course Director. The role of the ATCN course coordinator is to order the ATLS/ATCN course books, register students and send materials out 4-6 weeks in advance of the program, assure that all appropriate paperwork is available during the program, submission of all post course paperwork after receiving the signature of the ATCN course director. The course coordinator will not be responsible for the operation of the actual ATCN program and their attendance at the program is not required.

Revocation of Course Coordinator Status

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

1. Any deviation from the ATLS or ATCN course content, course materials, or course schedules
2. Submission of fraudulent or falsified records, course reports or non-submission of course reports and/or fees
3. Suspension or revocation of nursing license, if the coordinator holds a nursing license

III. STN Membership

All nurses serving on the ATCN Executive Committee, National Educators and all ATCN Course Directors must be current members in good standing in the Society of Trauma Nurses.

IV. ATCN Inaugural Program

A. Application

An institution, organization, region or state interested in sponsoring an ATCN Course within the United States must apply to the ATCN Chair; all international programs shall apply to the ATCN international chair. An application form is found on the STN/ATCN web page. The application must include the following information:

1. Written authorization from the State COT Chair or Country Chair for international programs
2. Letter of support from the ATLS Course Director
3. Name of the facility of the proposed course
4. Date of the proposed course
5. Course authorization form
6. Proposed budget

7. Signed Memorandum of Understanding (MOU)

Upon receipt of the application and signed MOU, the ATCN Chair may approve the application and assign a Regional Director or National Faculty to assist the new course site institution/organization. The assigned Regional Director/National Faculty will work with the new state/country site to insure that all ATCN Policies and Procedures are met and will assist with organizational issues. The designated Regional Director/National Faculty will work with the Course Director/Coordinator to develop the budget and assist in identifying course faculty to assist with the course.

Once the course authorization form is signed by the ATCN chair, it is then sent to the STN office where the STN office will assign a course number and place the course name and course number onto the website. The Policies and Procedures for an Inaugural Provider and/or Faculty Course are the same as those outlined below for subsequent courses.

B. Program Start-up Administrative Fee

Each inaugural program will be assessed an administrative fee of \$750.00 (US Dollars) payable at the time the inaugural course is approved by ATCN. This fee is non-refundable.

V. ATCN Student Course

A. Course Authorization

1. Each ATCN Course must be approved prior to the actual course. A Course Authorization Form completed and signed by the Course Director must be submitted to the STN office.
2. Each ATCN Course and the number of nurse students must be authorized by the state ATLS COT Chair or country Chair prior to the ATCN course according to the state or country's ATLS procedures.
3. The STN charges a verification fee of \$25 per student. The student manual cost of \$15 and verification fee of \$25 are now combined into a one time fee of \$40 and is due when the manuals are ordered.
4. The ATCN Executive Committee reserves the right to withdraw course authorization for non-compliance with policies and procedures of a previous course or non submission of course reports and/or fees.

B. Student Course Schedule

The ATCN Course may be held over 2 or 2 ½ days. This will depend on the length of the ATLS course. Revisions to the course schedule are not allowed unless a written request for a waiver is submitted to the ATCN Chair from the Course Director. Waivers, if they are granted are for one time only and determined on a case by case basis.

C. Student Course Director

Each Course must have a designated Course Director. The Course Director is responsible for compliance with ATCN Policies and Procedures, performance improvement and oversight of faculty. The Course Director may also be the Course Coordinator.

D. Student Course Coordinator

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

E. ATCN Student Course Faculty

Faculty for the ATCN Student courses are approved ATCN Faculty or Faculty Candidates. The number of Faculty Candidates for a Student Course may not exceed (three) 3. If there are Faculty Candidates participating in a Course, each must be paired with qualified faculty. For an inaugural program this number may be increased with the approval of the appropriate ATCN chair.

F. Student Course Participants

1. Registrants for the Student course must be registered nurses with current nursing licenses. No other persons may take or audit the ATCN Program ie: LPN, Paramedics etc.
2. The number of nurses registered in any ATCN course must not exceed the number of doctors registered in the ATLS course. The usual number of registrants in an ATCN Course is 16.

G. Equipment

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

H. Course Materials

1. ATCN Student Manuals must be ordered from the STN office. Order forms are available on the STN/ATCN web-site and on the ATCN Directors disk. International countries may print their own manuals after signing a royalty agreement. This must be approved by the ATCN International Chair.
2. ATLS Manuals are ordered directly from the ATLS office. Include the ATLS course authorization number on the order form.
3. ATCN tests, triage case scenarios, initial assessment scenarios, evaluations forms, and course report forms will be sent to the Course Director via a Directors Disk from the STN office following inaugural course site approval and receipt of the signed MOU. For each subsequent approved ATCN course, these materials may be copied.
4. The ATCN course follows the guidelines and course content established by the ATLS program. The ATCN course materials and content are reviewed every four years to coincide with the ATLS revisions.
5. The ATCN Manuals are not available for individual resale and are to be distributed only to students registered in an approved ATCN course. The number of manuals ordered and purchased by the course site must not exceed the number of students registered and included in the course reports.
6. Use of materials other than the ATCN course materials **is not allowed**.
7. An international organization may print their own ATCN manual after consulting with the ATCN International Chair and signing a MOU and agreeing to pay the royalty fee outlined in the MOU.

I. Faculty Meetings

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

J. Requirements for Verification and Successful Course Completion

1. Written Test
 - a. The written test consists of 40 multiple choice questions. The student must pass with an 80%. If the student does not pass the test they may retake a second exam, not during the current class time. The student has 30 days to retake the exam.
 - b. Should the student not pass the test for the second time they will be required to repeat all components of the ATCN course.
2. Initial Assessment & Management (Practice & Testing) Stations
 - a. The practical testing station evaluates the student's ability to perform the primary and secondary survey on a presented case scenario. The student is graded objectively using a Student Skills Evaluation Sheet.
 - b. To successfully pass the practical station, the student must demonstrate a complete primary survey with no errors and must perform the secondary survey with no more than 2 errors..
 - c. If the student is unsuccessful in the first attempt, a re-test at a different practical test station during this current class time may be offered.
 - d. Should the student not pass the practical test station for the second time the student will be required to repeat all components of the ATCN course.
3. Verification Card
 - a. Students who pass the written test and are successful during the Initial Assessment & Management (Testing) Stations will receive a card that verifies the student has successfully passed the ATCN course.
 - b. The ATCN Course Directors will distribute the verification card upon receipt of the Student's course evaluation form.
 - c. The card is valid for 4 years.

K. Continuing Education Credits (CEU's) Eligibility:

1. 19 CEU's are awarded to students who attend the scheduled ATLS/ATCN course including all didactic presentations and interactive ATCN skills stations. This also includes participation in the written and Initial Assessment & Management (Practice & Testing) Stations.
2. CEU's can not be given if the student does not complete the above, partial credits are not available.
3. STN provides the continuing educational credits for the ATCN Courses within the United States if not available through the host institution.
4. STN will provide a master CEU certificate if requested.

The ATCN Course Directors will distribute CEU certificates upon receipt of the student's course evaluation form.

L. Remedial Action for Students

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

M. Reverification

Verification of successful course completion is good for 4 years at which time the reverification process is to repeat the course in entirety. There is no “refresher” version of the ATCN Course.

N. Course Evaluations

Student Course Evaluations must be completed by all students on completion of the course. The ATCN Course Director obtains these evaluation forms prior to the distribution of the CEU certificates. The Course Coordinator will complete a summary of the student’s course evaluations and submit it to the STN office. Course evaluations must be kept for 5 years (or per the local CEU regulations.)

O. Course Report

1. Within 60 days of course completion the following reports must be completed and forwarded to the STN office:
 - a. Student Course Evaluation Summary
 - b. Course Receipts & Disbursements Form (Optional)
 - c. ATCN Student Information Form
 - d. ATCN Course Faculty Information form
 - e. Any course fee’s not paid when manuals were ordered
2. Payment for faculty, catering, equipment, rooms, etc. should be reconciled. STN is not responsible for any fees or contracts or expenses incurred by a host institution for any ATCN Course.
3. Within 60 days of course completion any outstanding fees associated with course (manuals, verification fees, shipping) must be paid and submitted with paperwork. Failure to do so will result in your next course request not being approved, until arrangements have been made for payment.
4. The ATCN cards and ATCN certificate indicating the approved CEU’s should be distributed at the end of a course. This template is located on the Directors Disk.
5. Please note that failure to turn in course reports and pay fees in the 60 days after the course completion, will prevent the course site from hosting future courses, until all paperwork and fees have been paid.

P. Host Organizations’ Responsibilities

1. The registration fee for the ATCN Student Course is determined by the host organization/institution. The ATCN Executive Committee recommends that the registration fee be affordable to nurses yet allowing the ATCN local program to cover the expenses incurred in offering the course.
2. Policies regarding cancellation and refund of registration fees are determined by the local course site ATCN Director. STN will not arbitrate any conflicts.

3. The ATCN program cannot be run by an independent company. It must be hosted by a hospital or institution approved by STN.

VI. ATCN Faculty Course

A. Faculty Course Authorization

A Faculty Course Authorization Form must be submitted to the STN office and, when approved a course approval will be posted on the STN/ATCN website.

It is the responsibility of the faculty/organization to obtain an approved ATCN National Educator, prior to submitting form to the STN office. The names and contact information for all ATCN National Educators are located on the website. Once a National Educator is found, the National Educator will inform the ATCN Chair of the program, including location and date.

B. Faculty Course Schedule

1. The Faculty Course schedule is a 2 day course.
2. If a Faculty Course is being offered following a Student Course, in order to accommodate new course sites, states, and/or countries, a minimum of 1 day between the provider and faculty course is recommended thus allowing the students time to prepare for the faculty course
3. The maximum number of registrants per faculty course is 12.

C. Faculty Course Director

Approved ATCN Faculty Course Directors are those who have successfully completed all Course Director requirements. Directors must be a licensed nurse and an approved ATCN Faculty. The ATCN Faculty Course Director may also serve as the Faculty Course Coordinator. First time Faculty Course Director Candidates must be monitored/mentored by an approved Regional Director or ATCN National Faculty who is already an ATCN Faculty course director. This will occur at an ATCN Faculty course before the candidate becomes approved to offer an ATCN Faculty Course.

1. Roles and Responsibilities

The approved ATCN Faculty Course Director is responsible for:

- a. Adherence to all ATCN policies and procedures
- b. Demonstration of an exceptional interest in the ATCN Program
- c. Coordination of ATCN Faculty courses maintaining high quality and consistency
- d. Being present at all times during the course
- e. Monitoring the ATCN Faculty for quality of delivery of the course content, and also replacing an Faculty when necessary
- f. Ordering course materials
- g. Scheduling ATCN Faculty
- h. Completion and submission of all required course paperwork
- i. Ensuring adherence to all ATLS and ATCN standards and course content
- j. Ensuring that personal or institutional bias is not included in the course coordination at any time during the course.

2. Prerequisites for Faculty Course Director

Qualifications for ATCN Faculty Course Director are:

- a. Current nursing license
- b. Current ATCN Faculty in good standing within the organization
- c. Current and experienced ATCN Student Course Director
- d. Must have observed one ATCN Faculty Course as a Course Director candidate with mentoring from an approved ATCN Regional Director or ATCN National Faculty who is an approved ATCN faculty course director
- e. Coordinates an ATCN Faculty Course while being observed by an approved ATCN Regional Director or ATCN National Faculty who is an ATCN faculty course director and has received a satisfactory evaluation.

3. Revocation of Faculty Course Director Status

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

- a. Any deviation from the ATLS or ATCN course content, course materials, or course schedules
- b. Submission of fraudulent or falsified records, course reports or non-submission of course reports and/or fees
- c. Absence during an ATCN Faculty Course
- d. Suspension or revocation of nursing license

D. Faculty Course

1. Faculty must be mentored by an approved ATCN Educator during the faculty course and then evaluated by the Regional Director or National Faculty during their *initial* Faculty Course.
2. Faculty *candidates* may not serve in the role of Faculty Course Directors
3. The ratio of faculty candidates to faculty will not exceed 3:1. This does not include the ATCN Educator.

E. Faculty Course Students

Students registered in the Faculty Course are considered students until successful completion of the course. At that time, the student then becomes an ATCN Faculty Candidate.

Pre-Course:

1. A student in the ATCN Faculty Course must be a licensed registered nurse who has successfully completed the ATCN Student Course.
2. The successful completion of a Student Course must be current *and* within 4 years.

Post Course:

1. The student must also successfully complete all components of the ATCN Faculty Course.
2. Following the successful completion of the Faculty Course, the student becomes an ATCN Faculty Candidate and must be observed teaching in a subsequent ATCN Course within one year. Sign off includes being monitored at a skill station and during practice / testing of initial assessment.
3. The Candidate must receive a satisfactory evaluation by an approved ATCN Course Director (or faculty) while being observed teaching in a subsequent ATCN Student Course.
4. The Faculty Candidate will agree to ensure that personal and/or institutional bias and/or non- ATLS or ATCN materials are not included in any part of the ATCN Course.
5. The Faculty Candidate will adhere to all ATCN Policies and Procedures, ATLS content, and ATCN curriculum and uphold the standards of professionalism required of ATCN Faculty.

F. Faculty Course Materials

1. ATCN Faculty Manuals are ordered from the STN office. Order forms are available on the STN/ATCN web-site and directors disk.
2. Verification fees are paid at the time the manuals are ordered. Currently \$50, which includes the faculty/student manual (one book) and the verification fee.
3. STN will not reimburse for unused manuals or verification fees.
4. Use of any non-ATCN course materials is not allowed.

G. Faculty Course Faculty Meeting

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

H. Requirements for Successful Faculty Course Completion

Requirements for successful completion of the ATCN Faculty Course are:

1. Attendance at all sessions of the Faculty Course
2. Presentation of a 5-10 minute micro-teaching (videotaped) presentation
3. Presentation of an ATCN skills station
4. Directing an Initial Assessment practice and testing station

In all sessions of the ATCN Faculty Course, the student must receive satisfactory evaluations in order to successfully complete this portion of the ATCN Faculty requirements.

I. Faculty Verification

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

Verification is based on the following criteria:

1. Successful completion of all components of the ATCN Faculty Course.
2. Teaching in a subsequent Student course while being observed by the Course Director or approved ATCN faculty. Faculty candidate must be monitoring teaching both a skill station and practice/ testing of initial assessment.
3. Receiving a satisfactory evaluation
4. Faculty verification is good for 4 years provided the Faculty teaches 4 courses during the 4 year time period.
5. If the Faculty is an approved Course Director, and directs at least 1 course annually, their faculty status will remain current.

The faculty must attend update courses when the ATLS and ATCN revisions occur or become updated through a faculty update program offered by the Regional Directors or online when made available through the STN office.

J. Faculty Update (Re-verification)

Faculty updates are scheduled every 4 years to coincide with ATLS updates. These will coincide with the release of the new/revised ATLS and ATCN course manuals and materials. Faculty updates will be done through the STN web site when appropriate; when a face to face update is required it is scheduled by the ATCN Regional Directors/Country chairs and approved by the ATCN Executive Committee. All ATCN Faculty must complete the update prior to teaching in a course.

If you are an ATCN faculty and fail to complete the update, by the deadline stated you must still take the update and 1 of 2 things will occur:

1. If you have taught within the last 2 years you will be required to audit a student course before teaching again.
2. If you have not taught within the past 2 years you will be required to re-take an entire student course before teaching again.

If you are a director and you have faculty that have not completed the update as of the stated deadline, they will not be able to teach within your ATCN program. You may call the STN headquarters at any time to check on the status of your faculty. If a faculty teaches in your program without completing the update this will place your program in a probationary period.

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

1. Have all faculty complete the update – The STN Office will supply the link.
2. Depending on the individuals situation—you must schedule a time to audit them during a student course - OR- register them for a re-take of the student course.
3. This must be done within 30 days, with a report back to the STN Office.

K. Revocation of Faculty Status

1. The status of an ATCN Faculty may be revoked due to one or more of the following:
 - a. Deviation from ATLS or ATCN content
 - b. Use of non ATLS or ATCN course materials
 - c. Falsification of records
 - d. Unprofessional conduct
 - e. Repeated unsatisfactory evaluations from students after monitoring and counseling from the Course Director

- f. Failure to attend an ATCN faculty update within the established time line that has been determined by the ATCN Executive Committee.
 - g. Teaching in an approved ATCN course without attending the ATCN update prior to teaching.
 - h. Suspension or revocation of nursing license
2. The faculty status may be revoked based on the recommendations of the Course Director with review by the Regional Director/Country Chair and ATCN Executive Committee.

The faculty may file a written letter of appeal to the ATCN Executive Committee Chair within 30 days. The ultimate responsibility for the final decision remains with the ATCN Executive Committee.

L. Continuing Education Credits

1. 19 Continuing Educational Credits for the ATCN Faculty Course is provided by the STN if unavailable by a local institution if the program is held within the United States.
2. Upon successful completion of all aspects of the ATCN Faculty Course, and submission of the course evaluation, the student will receive a CEU certificate.
3. ATCN Faculty cards for each successful student/faculty candidate will be issued when the Faculty Candidate has completed the course requirement of being observed and receiving a satisfactory evaluation for teaching a student course within 1 year.
4. ATCN Faculty cards will be sent to the successful Faculty Candidate upon receipt of the Candidate's evaluation by the STN office.

M. Faculty Monitoring

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

1. In response to verbal or written complaint from a student
2. Unsatisfactory student evaluations
3. Failure to adhere to ATLS and/or ATCN course content
4. Re-verification of faculty status
5. To ensure that the course content and delivery is in accordance to the ATCN curriculum and methods outlined in the ATCN Faculty Manual

N. Course Evaluations

1. Upon completion of the Faculty Course, each student/faculty candidate will complete a course evaluation form.
2. Course evaluations must be submitted to the faculty Course Director prior to the distribution of the CEU certificates.

O. Course Reports

1. Within 60 days of course completion, the following reports must be completed by the Faculty Course Director/ Coordinator and forwarded to the STN office:
 - a. Course Evaluation Summary
 - b. Course Receipts & Disbursements Form (optional)
 - c. ATCN Student Information Form

- d. ATCN Faculty Information Form
2. Payment for faculty, catering, equipment, rooms, etc. should be reconciled. STN is not responsible for any course expenses.
3. Within 60 days of course completion any outstanding fees associated with course (manuals, verification fees, shipping) must be paid and submitted. Failure to do so will result in your next course request not being approved, until payment arrangements have been made.
4. The CEU certificates may be distributed upon completion of the course, and ATCN Faculty cards will be sent to the successful Faculty Candidates from the STN office only when all requirements have been successfully completed and evaluation form received by the STN office.

VII. ATCN Educator

A. Prerequisites for Educator Role

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

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

1. Undergraduate degree in the field of health sciences or education; Masters degree preferred
2. Extensive experience in post-secondary teaching
3. Recommended that they are a current ATCN Faculty in good standing within the organization or are presently an ATLS educator.
4. Outstanding effective communication skills
5. Knowledgeable in the ATCN Policies and Procedures and curriculum

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

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

B. Roles & Responsibilities

1. Serve as an ATCN Educator for approved ATCN Faculty courses
2. Adheres to all ATCN Policies and Procedures, and course curriculum
3. Participates in course updates every 4 years

C. Revocation of Educator Status

Revocation of ATCN Educator status may occur in one or more of the following circumstances:

1. Deviation from ATCN curriculum, policies or procedures.
2. Repeated unsatisfactory evaluations.
3. Failure to teach a minimum of 2 faculty courses within a 4 year period.

4. Failure to attend an ATCN faculty update within the established time line that has been determined by the ATCN Executive Committee.
5. Teaching in an approved ATCN course without attending the ATCN update prior to teaching.

VIII. Grievance Procedures

A. Student Level

1. A student wishing to grieve the decision of a faculty must do so within 30 days of the ATCN Student Course
2. This grievance must be submitted in writing to the ATCN Course Director
3. The ATCN Course Director will review the grievance with the Regional Director/Country Chair within 30 days of receiving the grievance
4. A final decision will be made with a written response to the student

B. Faculty Level

1. Any faculty candidate wishing to grieve the decision of the ATCN Course Director regarding new faculty status or re-verification of faculty status must do so within 30 days of notification of the faculty revoked status, or 30 days following the faculty course.
2. This grievance must be submitted in writing to the Regional Director/Country Chair.
3. The Regional Director/Country Chair will review the grievance with the ATCN Chair within 30 days of receiving the grievance.
4. A final decision will be made with a written response to the student sent by the Regional Director or Country Chair.

IX. ATCN Faculty Honorarium and Expenses

A. International Inaugural Courses

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

B. U.S. Inaugural Courses

All travel, food, lodging and other related out of pocket expenses must be provided or reimbursed by the host organization within 30 days of receiving an invoice. ATCN faculty will receive a stipend of \$200.00 per day. Coach class airfare is expected.

C. Non Inaugural Courses

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

ATCN National Educator may receive a maximum of \$200 per day.

X. ATCN Advertising and Support

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

XI. Copyright and Trademark

1. The ATCN Student and Faculty Manuals and all course materials are copyrighted by STN.
2. ATCN Course forms may be replicated for use in approved student and faculty courses only.
3. Advanced Trauma Care for Nurses® and ATCN® are registered trademarks owned by the Society of Trauma Nurses.

XII. ATCN Course Materials

1. Use of ATCN manuals or course materials in any educational program other than an approved ATCN Course is prohibited.
2. The number of manuals ordered will be verified with the number of students registered and reported.
3. These course materials are only available for purchase when used in conjunction with approved ATCN Courses.
4. Purchase of any ATCN Course materials may occur only after course approval is received.
5. Distribution of course materials will only be made to registered students and/or faculty candidates from approved course coordinators/directors.

Ordering

All ATCN Manuals are ordered through the STN Office. Order forms are available on the web-site and on the course director's disk.

Translation

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

1. A MOU must be signed by the requesting country/region prior to initiation of translation.
2. Expenses incurred for all aspects of the translation process are the responsibility of the requesting country/region.
3. Printing of the translated manuals and the fees incurred are the responsibility of the requesting country/region.
4. A copy of the completed translated manual must be sent to the STN office.
5. The STN, ATCN Executive Committee maintains ownership of the translated manual.

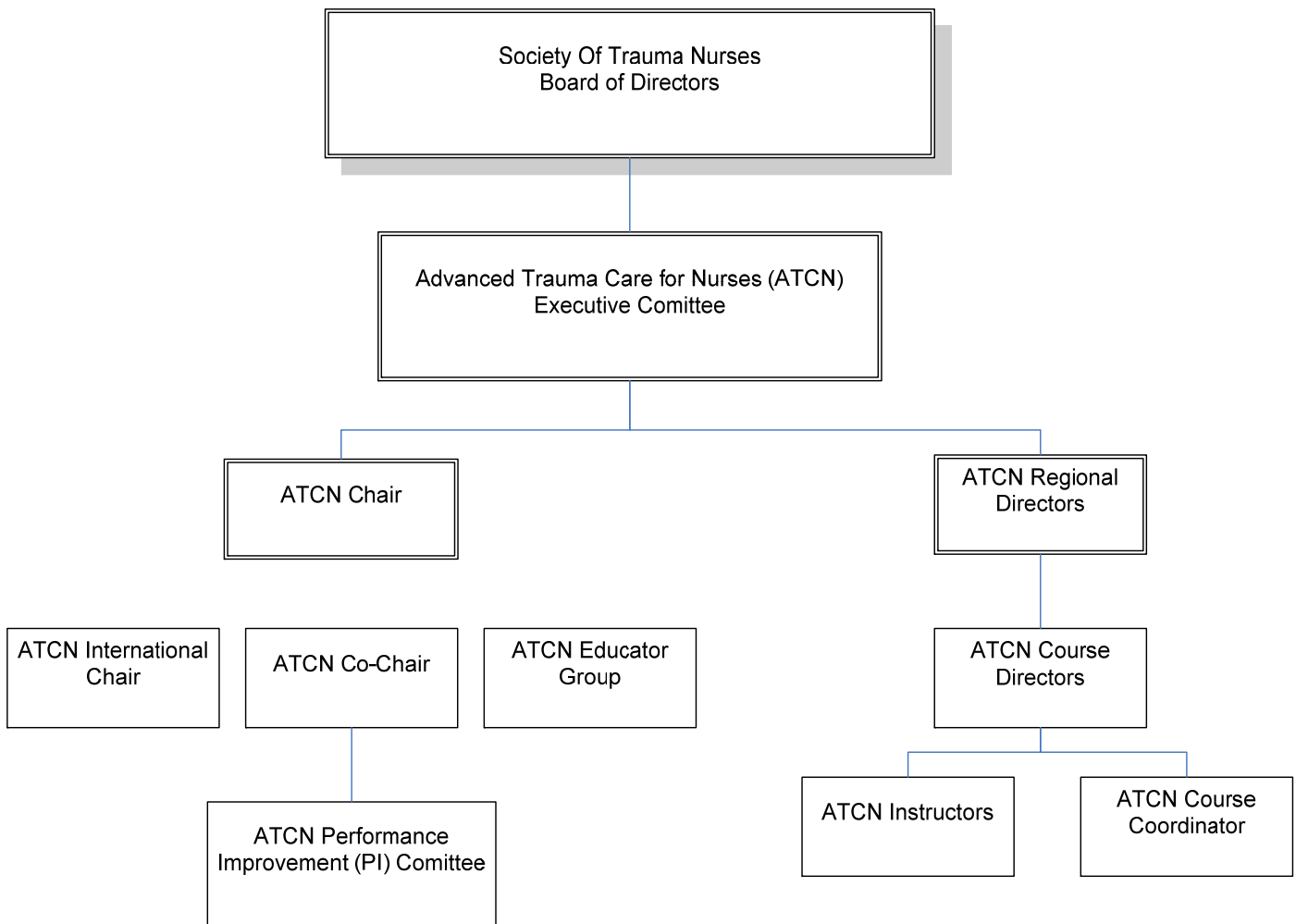
Printing

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

XIII. Appendices

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**Appendix A
STN Organizational Chart**



Appendix B – ATCN Regions

STN ~ ATCN REGIONS

Region I

Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Region II

New York
New Jersey
Puerto Rico

Region III

Delaware
District of Columbia
Maryland
Pennsylvania
Virginia
West Virginia
Virgin Islands

Region IV

Alabama
Florida
Georgia
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee

Region V

Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Region VI

Arkansas
Louisiana
Oklahoma
New Mexico
Texas

Region VII

Iowa
Kansas
Missouri
Nebraska

Region VIII

Colorado
Montana
North Dakota
South Dakota
Utah
Wyoming

Region IX

Arizona
Hawaii
Nevada
California

Region X

Alaska
Idaho
Oregon
Washington

Region XI

Western Canada:

Alberta
British Columbia
Manitoba
Saskatchewan
Yukon
Northwest Territories

Region XII

Eastern Canada:

Maritime Provinces
Newfoundland
Quebec

Ontario

Region XIII

Military:

Air Force
Army
Navy
Veterans Administration

Region XIV International

ATCN Course Coordination – Step by Step

Course faculty

At least six months before the course, the number of required course faculty should be known and they should be identified. The Chief Course Faculty / Course Director, Course Faculty and Course Coordinator must liaise closely, working together as a team to organize a successful course.

Initial Preparation

Planning for the course should begin at least 6 months before the course. If it is the first course, the coordinator should begin the preparation at least 9 months, and preferably 1 year before allow for the procurement and purchase of equipment, and initial arrangements with the venue and faculty.

Identify the suitable dates for the course liaising closely with the ATLS Course Coordinator / Director as well as the ATCN Course Faculty.

Course Venue

There are a number of factors to be considered when choosing the course venue. Often rooms need to be reserved over a year in advance, especially for busy postgraduate centers. The venue should provide the following:

- For the lecture part, inform the ATLS Coordinator well in advance how many ATCN students will join the lecture so that he or she can look for a room with sufficient space.
- An open and variable accommodation, sufficient for running four small group skills stations / patient assessment stations simultaneously is ideal. This area should be close enough to the ATLS lecture room to assure timely transition of students and to cut down on traffic time.
- If possible, 4 individual rooms are the ideal arrangement. If such facility is not available, partitions to divide the area into 4 stations are necessary.
- In each of the 4 rooms/partitions, it should have enough space for a bed, a table of equipment,, chairs, and screens (whiteboard or flipchart).
- A suitable small room for faculty meetings and slide checking, with a slide projector and carousels provided.
- General facilities should be close by (restrooms/washrooms, cloakroom, tea coffee and refreshments).
- Storage space should be available after the course to store equipment and materials that may be needed for future courses.

Faculty Selection

- The faculty that will be invited to teach for the course should be decided by the Chief Course Faculty / ATCN Course Director. An invitation letter should be sent to the faculty well in advance, with the initial information about the course.
- Patient Models should also be contacted well in advance of the course date to give them as much notice as possible so they are most likely to be able to attend.
- All invited faculty should receive a confirmation letter and e-mail once they have agreed to teach. If the faculty has been arranged a long time in advance then a reminder letter sent out 6-8 weeks before the course, is advisable. This practice allows enough time to recruit a replacement if there are any faculty cancellations at this stage.
- If possible, a final letter and e-mail to the faculty can be sent out 2-3 weeks prior to the course when the final course program is available.

Proposed Course Budget

- A budget outlining all the expected expenditure should be ready six months before the course.
- If it is the initial course, the budget form provided by the STN/ATCN is useful in preparing a budget.
- The course fee for the candidates should be based on the expected costs including the administration fee to the ATCN and to the ATLS organizations if any.
- It should be noted that the ATCN program is not intended to make the ATCN course a profit making educational activity.
- It is recommended that if the course does generate excess profit it could be used to purchase equipment or materials for the continuation of the course in that region.

Course Approval Forms

- A course authorization form should be sent to the STN office as early as possible to request course approval.
- If the details of the Course, eg a list of faculty, a proposed course budget and the program are ready, they can be sent together with the authorization form.

Student Recruitment

- The ATCN course must be approved before the course is advertised.
- A brochure designed locally should include a brief overview, course objectives, course program, date, venue, application information, application requirements, refund information and cancellation policy.
- Queries and applications from prospective students should be handled promptly.
- It is advisable to maintain a waiting list of prospective students should a vacancy arise. Applications are most fairly dealt with on a first come first served basis although it is important to ensure that those applying are qualified to do so, having completed at least one year in an Emergency Room or trauma floor caring for the injured patients.
- All applications should be acknowledged and a receipt sent for any course fees received.

The Course Program

- An example of the program is found on the ATCN Website with start up paper work.
- The Coordinator should prepare the program with the Chief Course Faculty / Course Director approximately two months before the course.
- The course faculty should be informed of their skill station allocations and patient scenario for examination, at least a month in advance.

Faculty and Student Assignments

Any new members or faculty should be paired with an experienced faculty member throughout the course in skill stations and patient scenarios.

Course Materials

- There is a course material order form for ordering the ATCN Faculty Manual for Skills Stations.
- For the ATLS Faculty Course Manual, the ATLS Coordinator should be informed the number of ATLS manual copies required well in advance.

Equipment Availability

- One to two months before the course is it essential that the Course Director and the Course Coordinator together check (and recheck) every single piece of equipment is in working order and in good shape.
- It is advisable to store the equipment in individual boxes for each skill station. Any equipment that is going to be borrowed from another course should be confirmed at an early stage to ensure that it is not double booked.

Course Catering

Approximately one month before the course the catering arrangements should be made, these would include those for refreshment breaks, lunches, and dinner, if necessary.

Student Registration

- Checks and course fees should be dealt with by the course coordinator.
- If the center has a cancellation policy this should be made clear on the application form.
- The manuals should be sent to the candidates at least one month before the course to allow them time to read and digest the contents along with a letter from the course director reminding them of the program along with the rules and regulations.

Hotel Accommodation (optional)

Any accommodation required by faculty should be booked at least one month before the course. The students should be given a list of suitable local accommodation.

Student List

- A complete list of students should be ready by three weeks before the course so that assignment for stations and examination can be done. If possible it is helpful to put students who routinely work together in different groups.
- It is advisable to have a detail list showing the training, year of practice, and experience in trauma care etc. This list can help the faculty to have some background knowledge about the students. The list can be reviewed in the Pre-Course Faculty Meeting.

Pre Course Materials

Students

- The students should have already received a copy of the ATCN and ATLS manuals and been advised to study it well.
- They should also be sent the following:
- Cover Letter: *The cover letter should stress the intensity of the course and the need to study the manual before attending the course. It should indicate that the course will not cover all of the material contained in the manuals but will consider this assumed knowledge on which to base the management of the scenarios encountered within. The letter should stress that attendance at all of the sessions is mandatory for successful completion of the course.*
- Course Program including group rotations
- List of Faculty and Students
- Pretest Test and Answer Sheet: *do remind the students to complete this before attending the course bringing the test paper and the completed answer sheet with them to registration.*
- Triage booklet: *remind the students to read and prepare the answer for discussion.*
- Rules and regulation (optional)

Faculty

Faculty should be sent the following

- Cover Letter
- Travel Expense Claim Form
- Slide Guide for appropriate station, if any
- Course Program with faculty and student assignments completed
- A List of Faculty and Students

Reconfirm Everything

One to two weeks before the course ALL the arrangements should be reconfirmed including:

- Skill station rooms
- Equipment owned and borrowed
- Catering arrangements
- Hotel arrangements
- Audiovisual arrangements
- Patient models

Materials to prepare for the course

One to two weeks before the course the coordinator should prepare the supplementary materials needed during the course.

- The forms for the assessment/evaluation of the students on the skills stations and patient scenario
- Overall Evaluation Form for each student
- Evaluation form for Faculty Candidates (if any)
- Signage – for station rotations etc
- A floor plan of the facility should be included if necessary.
- Name badges should be made for each student and member of faculty. These badges should be of a large enough font so that names can be read during the stations, they should be also contain first names and not just initials.
- Printing of certificates and cards if a student course
- Students Course Evaluation Form
- Tests and Answer sheets

Faculty Meeting

- The faculty meeting is held before the course.
- The following should be covered at the faculty meeting.
 - Review of the course program and allocations for lectures and skills
 - Students of the course
 - Any changes that have occurred to the program or the rooms
 - Allocation of mentors – one mentor for each faculty candidate

During the Course

The coordinator should be responsible for and ensure:

- Registration: *A registration table should be set up with a sign in sheet with the students name and address to assure all information is correct, the course packs and the name badges for distribution to students and faculty.*
- Photo-taking for individual student (it is strongly advisable for identification)
- Refreshments available for when the student arrive.
- Present at the faculty meetings, in case there is any change in the student pairing can be done appropriately.
- Collect and mark the pre-course test and the answer sheets.
- Collect and mark the Course Final Written Test Sheet and Booklet
- Complete the Overall Result Form for individual students (easier for case discussion)
- Collect Course Evaluation Forms on the completion of the Course
- Timekeeping during the Course

Post Course Responsibility

- Course Student Information – the coordinator should complete form containing the information about students on the course to return to the STN/ATCN. This should include correct name, as it appears on their certificate, and whether they have completed the course.
- Bill paying – the coordinator should ensure that any outstanding bills are paid and that the faculty are reimbursed for their travel and subsistence on the course if applicable
- Course Budget Form – the coordinator is responsible for filling out the budget form and recording the income and expenditure for the course. This is not required to be submitted to the STN office, it should be used for the site's records.
- Tidy up the facility throughout the course – the coordinator should ensure that the equipment is boxed up after it has been used and that the facility is left generally tidy.
- Course Evaluation Forms – the coordinator should collate the course evaluation forms and forward these on to the STN/ATCN. These are an essential tool in the future development of the course and the quality assurance
- Post Course correspondence – Thank you letters should go out to the faculty, students and others involved in the course.
- Arrange remedial test, if necessary
- Refund to student if necessary