

P&P Section	Topic	Need	Current Process	Clarification/Change/Addition	Effective Date
I-B b	International Director/ Vice Director	Need to establish vice-International Director requirements and succession plan which include details on travel expectations	<p>1. Clarification on requirements to include the vice-director role and transition to the International Director role established during 2021 call for vice-International Directors</p> <p>2. Vice-International Directors will transition to the International Director role upon successful completion role (see Succession Planning)</p>	<p>The ATCN International Director is appointed by the STN Board of Directors from recommendations made by the ATCN Committee. This position reports to the ATCN Committee Chair. The International Director is responsible for the growth and management of the ATCN international programs. The appointment is reviewed annually by the STN Board. The position requires a significant preparatory/mentoring period of 24 months as vice international director. Following this vice-director period, the international director position is a two year appointment with a six year term limit. During the last two years of an appointed term, a vice-director should be appointed to be mentored into this role.</p> <p>Position Requirements</p> <ol style="list-style-type: none"> 1. Current STN Membership 2. A minimum of four years of experience as an ATCN Course Director; having directed at least 12 student courses and participated as faculty in at least three faculty courses. 3. Serves as Vice-Director for 24 months prior to appointment as International Director. 4. Is an ATCN Educator or will become an Educator during their time vice-director. 5. Willingness and Availability to travel internationally 6. Does not have to be from the U.S. but must have good English language skills. 7. Attendance at 80% of ATCN Committee Meetings. 8. Willing to understand the specificities and difficulties of each country 9. Does not have to have prior ATCN committee experience, but when appointed as vice director, must attend 80% of ATCN committee meetings. 10. International travel includes but is not limited to attendance at selected international meetings to promote and advocate for ATCN and to make personal contacts with international trauma leaders. The meetings may vary in location based on the needs of projected ATCN growth, or to support areas where ATCN is newly established. These meetings are often 2-3 days in length. It also would include country specific visits for promulgation purposes in conjunction with the regional directors (could be 7-10 days). 11. Frequent/Regular communication (phone, virtual or email) with the country chairs and international regional directors is critical to understanding the uniqueness of each countries cultural, social, and economic circumstances. <p>Succession Planning</p> <ol style="list-style-type: none"> 1. The position requires a significant preparatory/mentoring period of 24 months as vice international director. 2. Attendance/participation at international meetings is important to make contacts with key international colleagues. STN budget support for ATCN international activities should be expanded to provide support for the vice-director to participate in these activities 3. The vice director position is appointed as a single, two-year term, concurrent with the last term of the international director. Following this vice-director period, the international director position is a two-year appointment with a six year term limit. 	February 2022
II-C; IV-C	Course Director	<p>Need to clarify/streamline/structure the process for CD candidates to be evaluated/signed off as a CD</p> <p>Need to establish a CD candidate role in CMS</p> <p>Need for formalized process to notify Regional Directors of CD candidates in their region</p>	No specific process in place	<ol style="list-style-type: none"> 1. Course Director application should be submitted to STN HQ, ATCN Chair, and Regional Director for review and approval 2. Regional Directors (US course sites) or International chair will verify course teaching history 3. CD candidate will need an evaluation/check off completed by an experienced CD or the Regional Director 4. Regional Directors (US course sites) or International chair will review course teaching history and evaluations and identify which Course Directors are approved to evaluate CD candidates. An experienced approved Course Director will be assigned to evaluate the CD candidate 5. CD candidate role to be added to CMS (access to CMS before final evaluation is needed) 	June 2022
II-D; IV-D	Course Coordinator	Need to clarify/establish the requirements to become a course coordinator	No specific requirements are in place	<ol style="list-style-type: none"> 1. Course coordinators candidates must review the CMS webinar and the CMS user manual prior to becoming a course coordinator 2. Eligible course coordinators candidates will be determined by the course director at the ATCN course site 3. Course coordinator candidates will be monitored at an ATCN course by the course director or experienced course coordinator 4. Completed course coordinator candidate critique forms will be uploaded into the CMS upon course closure 5. Course coordinators must coordinate four courses in four years to maintain active status 	June 2022
II-E	Faculty	Need to clarify steps for regaining Faculty status if an individual fails to meet the teaching requirements	No specific requirements are in place	<ol style="list-style-type: none"> 1. Faculty members who have failed to teach four courses in four years are considered inactive per the P&P 2. If an inactive faculty member wishes to reinstate their faculty status they will need to be up to date on the latest edition of ATCN, successfully complete the written exam and IA testing scenario at an approved ATCN course (two day/hybrid/update), and be remonitored as a Faculty candidate by the Regional Director, experienced Course Director, or approved experienced faculty member (at a separate approved ATCN course). 3. Completion of faculty reactivation document and Faculty Critique form must be submitted to STN HQ so that the CMS can be updated. 4. If the faculty member does not receive satisfactory performance during the remonitoring process, the Faculty member must retake (and successfully complete) the faculty course. 5. If the ATCN Faculty Course has been updated since the last time the inactive faculty member took it they will need to retake (and successfully complete) the faculty course prior to being remonitored as a faculty candidate 	June 2022

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II-F	Educator	Need to clarify the requirements to become an ATCN Educator	No specific requirements are in place	<p>1. The Educator Candidate must be credentialed as a Registered Nurse with a Master's Degree. For international educators where Master's Programs are not accessible, the candidate may petition the ATCN Executive Committee for an exception. Other educational experiences may, then, be considered as equivalent.</p> <p>2. The Educator Candidate must demonstrate considerable experience in post-secondary teaching. Examples of this experience may include but not limited to instructing other structured courses such as ACLS, PALS, TNCC, PHTLS, and ENPC. Evidence of poster and podium presentations at local, regional, national, and international conferences, and teaching as adjunct faculty or as a professor at a college level are also examples that will support teaching experience.</p> <p>3. The Educator Candidate must be a STN member as well as an ATCN Course Director in good standing, and has directed a minimum of six ATCN Provider/Update/Hybrid Courses. For the international community, the candidate may be an ATLS Educator.</p> <p>4. The Educator Candidate must possess effective communication skills and interpersonal relationships, as well as outstanding leadership and organizational abilities. Evidence of these characteristics must be demonstrated and communicated through two letters of recommendation. The first letter of recommendation must be from a current or past ATCN Executive Committee member or ATCN educator. This letter of support must include the candidate's history with ATCN and their ability to effectively manage/organize/teach ATCN courses. The second letter of recommendation can be from any one of the candidate's professional colleagues who can provide support of their overall leadership abilities, communication skills, and work ethics, etc.</p> <p>5. The Educator Candidate must demonstrate a detailed knowledge of and abides by the ATCN/ATLS curriculum and the ATCN Policies & Procedures. Evidence of this will be sought through letters of recommendation and a review of candidate's ATCN Faculty/Course Director history by the ATCN Executive Committee and Agentis Management Director of Educational Programs (Brian Doty). For the International Educator Candidate who is an ATLS Educator, if accepted, must audit the ATCN Provider Course first, and then, meet with the ATCN International Chairperson and/or the Regional Director to review the process and expectations of being an ATCN Educator for ATCN Faculty Courses. The ATCN Executive Committee Chairperson could also meet with the Educator Candidate if needed.</p>	February 2022
III	Course Site	<p>Need to clarify the number of training sites allowed for each ATCN course site</p> <p>Need to clarify the number of ATCN courses a course site needs to hold in order to remain active</p> <p>Need to establish a process for ATCN course sites to regain their "active" status should they become inactive</p>	No specific requirements are in place	<p>1. There are a maximum of two extended training locations allowed per US ATCN course site (for a total of three training locations); additional requested training sites may incur a course site fee</p> <p>2. ATCN course sites need to host four courses within a four year period in order to remain active</p> <p>3. Failure to meet the requirement for number of courses will result in the course site becoming inactive</p> <p>4. To renew their active status course sites will need to submit a request for reactivation to the Regional Director (recommended within one year/12 month period; course sites that fall outside this window will be reviewed on a case by case basis)</p> <p>5. Regional Directors (US course sites) or International chair will review course site status annually</p> <p>6. ATCN course sites that fail to host four courses in four years will need to be monitored by a Regional Director/Designee during a "reactivation" course</p> <p>7. Course site status will be noted in the course site title</p>	February 2022
VI-B	Faculty Course	Need clarification on the one day Faculty Course option	Current Faculty Course (FC) slides list objectives for the two day course. FC can be completed in one day as long as all objectives are met.	<p>1. One day Faculty Course participants will be limited to a maximum of six faculty candidates</p> <p>2. All course objectives for the Faculty Course must be met</p>	February 2022
VIII	Grievances	Need to establish a SOP that formalizes a progressive disciplinary process for violations of the P&P	<p>1. When the QA sub-committee is notified of an issue it is reviewed and brought to the ATCN committee for final discussion and decision; significant issues are escalated to the STN Board</p> <p>2. Grievance processes outlined in the P&P for Course Directors (pg. 12); Course Coordinators (pg. 13); Faculty (pg. 13); Educator (pg. 16)</p>	<p>1. Utilize a standard review form/process for events requiring QA sub-committee/ATCN committee review that includes levels of review, committee discussion, final judgement etc.</p> <p>2. Failure to meet the Regional Director responsibilities/duties will result in revocation of Regional Director status</p> <p>3. Failure to meet the ATCN Committee member responsibilities/duties will result in removal from the ATCN Committee</p>	June 2022
Other	Hybrid Course	Need to clarify ATCN Hybrid Course options and reference resources	ATCN Hybrid Student Course information listed in CMS and previously communicated to Course Directors electronically; however no current content is reflected in the P&P	<p>The ATCN Hybrid Student Course serves as an alternate option to the traditional two day ATCN Student Course. Students choosing to take the Hybrid course will be required to complete the full complement of online ATLS Learning Modules in addition to the ATCN skills stations, skills test, and written examination.</p> <p>For inaugural ATCN Hybrid courses:</p> <p>1. It is the belief of the ATCN Committee that it is important to maintain the culture of collaboration between ATLS and ATCN.</p> <p>2. At this time we do not recommend ATCN courses at non-ATLS sites.</p> <p>3. Inaugural stand-alone ATCN Hybrid at an existing ATLS course site <u>requires</u> an ATLS CD to provide the overview presentation.</p> <p>4. We <u>strongly recommend</u> stand-alone ATCN Hybrid courses at ATLS sites to have the ATLS CD to provide the overview presentation.</p> <p>For more information on the ATCN Hybrid course please visit https://www.atcnnurses.org/resources/atcn-hybrid-course.</p>	February 2022