Current Concepts in Adult Critical Care
Course Administration

Now that you have purchased a course license, please read through this document to ensure that you have everything you need for your upcoming course(s). All materials needed to run the course are available electronically through the Licensed Activities Portal.

The Society of Critical Care Medicine's (SCCM) Licensing Team conducts the day-to-day operations of all licensed programs. If you have any questions about running your course, please contact:

SCCM Licensing Team
Society of Critical Care Medicine
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Mount Prospect, IL 60056 USA
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Course Responsibilities, Costs, and Resources

SCCM Responsibilities	Course Site Responsibilities
SCCM is responsible for maintaining course records. This includes: ▪ Current approved course consultants ▪ Current approved instructors, including teaching records ▪ Course locations, along with acting directors and submitted course rosters ▪ Demographic information for enrolled course attendees (if course attendees provided)	The course director/course coordinator is responsible for planning and conducting the course. This includes: ▪ Faculty selection ▪ Course marketing, registration, and logistics ▪ Obtaining equipment ▪ Establishing participant registration processes ▪ Requesting necessary course resources (audiovisual equipment, catering, etc) ▪ Annual license holders are expected to keep materials related to running the courses as long as a license is active.

SCCM Provides	Course Site Provides
▪ Administrative materials and support for planning and running a course ▪ Presentations ▪ Pre- and posttests ▪ *Current Concepts in Adult Critical Care* textbook (sent to the course director or coordinator for distribution) ▪ Certificates for attendees who complete the course	▪ Travel expenses for course consultant and visiting instructors ▪ Honorarium for the course consultant, if requested. Nothing higher than $1,000 is advocated by SCCM. The course director may negotiate a lower or pro bono fee. ▪ Comfortable meeting room seating and food and beverages (for breaks and meals) ▪ Materials for course attendees and instructor packets ▪ Equipment for presentation delivery (including LCD projector) ▪ Continuing education (CE)/continuing medical education (CME) credit to attendees (optional)*

*Because SCCM is not directly involved in the course offering, it cannot issue CE/CME credit to learners for live course offerings. If the institution or course sponsor is a national- or state-accredited CE/CME provider, it may wish to grant CE/CME credit.

Purchasing a License

Course sites typically include hospitals, universities, nonprofit institutions, and SCCM-approved licensed organizations. The site must purchase a license to run the course electronically through the Licensed Activities Portal. The order should include the number of learners for the course (this may be adjusted later).

Orders are reviewed and approved within two weeks, based on these criteria:
- Availability of course supplies and support personnel
- Number of approved instructors
- Approved course consultant (first course only)
- Institution's previous experience in holding the course, as evaluated by learners

After a license order is approved, the site will have access to course materials through the Licensed Activities Portal.

The course must be held over two full days to cover all course materials. If requested, the SCCM Licensing Team may approve plans to extend the course beyond two days.

Once a site selects course dates, the dates should be added to the order in the Licensed Activities Portal. When entering course dates, the site will be asked to confirm whether the dates can be posted on the SCCM website.

Course Faculty

Licensed courses are administered and presented by a course director, consultant (if needed), and at least two instructors, all of whom must be approved by SCCM. The course coordinator will provide administrative, organizational, and other types of support. There are no eligibility requirements for this role.
- The course coordinator will provide administrative, organizational, and other types of support.
- The course director will be the main contact for the course and be responsible for selecting instructors and ensuring that courses run smoothly.
- The consultant will provide guidance, help with organization and administrative issues, and answer questions about course content.

For a detailed description of these roles and the faculty requirements for holding a course, review the Faculty Eligibility and Responsibilities document, included separately.

A complete list of faculty and modules taught may be entered into the Licensed Activities Portal at any point in the planning process.

Course Planning

These documents and templates are available for the course director/coordinator to use in the planning process:
- *Faculty Eligibility and Responsibilities*
- *Course Planning Timeline*
- *Sample Course Agenda*
- *Sample Letter to Course Learners*
- *Sample Letter to Course Instructors*
- *Sample Attendance Roster*

Course Materials

The SCCM Licensing Team will work with the course coordinator/director to ship course textbooks. Electronic access to course presentations and test materials will be provided to the site when the license is ordered.

Tips For Holding A Successful Course

- It is important to provide reasonable time for breaks and movement and a comfortably cool, well-lit room.
- Healthy, low-sugar snacks have been correlated with better performance and should be served outside the lecture room.
- A laser, penlight, or other pointer should be provided to instructors, and backup files of course materials should be ready.
- The course consultant or director should briefly meet with instructors before each morning and afternoon session to answer questions, encourage communication, and address any issues. This is also the time to remind instructors to repeat vital points covered in the test material.

Course textbooks should be mailed to learners from the course site. All other materials are available in the Licensed Activities Portal.

Pretest. Learners should complete the pretest before the course begins, or it can be administered on site during registration. It should not decrease teaching time. Collect pretests before the course starts, and score and return them to learners before the instructor-led pretest review.

Presentations. Each presentation should be covered in 30-45 minutes. Schedule variations are permitted for the convenience of learners; however, minimum attendance requirements should be met for course completion. This is a requirement and should be presented to learners in the introductory lecture.

Posttest. The posttest is a closed-book examination to be completed at the end of the course. Although the test is not meant to be timed, 45-60 minutes is usually a sufficient time allowance. The test should be administered in a quiet, monitored room. Learners will be tested only on material presented in the lectures.

A score of 70% or higher is needed to pass. The posttests should be scored and results returned to learners onsite. Test documents should be collected and destroyed. After the course is complete, the course director/coordinator should enter the results in the Licensed Activities Portal.

Course Completion and Certificates

One certificate will be issued for each learner who successfully completes the course. This means the learner must:
- Attend both days of the course
- Pass the posttest with a score ≥ 70% (anyone interested in becoming an instructor for the course must pass with a score ≥ 80%)
- Complete the participant evaluation

To obtain certificates, the course director/coordinator should submit these materials through the Licensed Activities Portal within **30 days** of course completion:

- Faculty listing, including module(s) taught by each
- Course roster, including name, email address, and profession for each participant
- Posttest scores
- Participant evaluations should be emailed to participants using the link in the portal
- Course site evaluation should be completed online using the link in the portal

Course coordinators/directors will have the ability to print or email PDF certificates to learners who pass the course once these materials are submitted. Annual license holders are expected to keep materials related to running the courses as long as a license is active.

Appeals/Grievance Process

In the unlikely event that a dispute arises involving a course attendee that a course site cannot resolve to the course attendee's satisfaction (eg, course score), inform the attendee how to initiate SCCM's licensed course appeal process.
- The course attendee should notify SCCM's Licensed Course Team of the matter in writing. The correspondence should state the issue(s) disputed, the course site, and course dates.
- Additional information may be requested by SCCM.
- The Current Concepts in Adult Critical Care chairperson will arbitrate the dispute.
- The course attendee may submit a final appeal to the SCCM Council if desired.

This process is in place to assist with a difficult situation in which the course director and faculty believe that an attendee has not demonstrated sufficient understanding or skill proficiency to receive a passing score. If a course site is aware of an attendee's dissatisfaction, the course director should notify SCCM's Licensed Course Team when returning materials after the course is held. A simple phone call may resolve the dispute.