



## Current Concepts in Adult Critical Care Course Planning Timeline

### 3 to 6 Months in Advance

#### Course Consultant (first course only)

- Communicate with course director initially to establish mentorship.
- Develop a communication schedule for regular discussions of problems and issues.

#### Course Director

- Identify and confirm course consultant (first course only).
- Determine instructors and plan their assignments.
- Develop course schedule and agenda (see Sample Course Agenda).
- Enter faculty and their assigned modules into the [Licensed Activities Portal](#). Please contact the [SCCM Licensing Team](#) with any difficulty in entering the names of the consultant, director, or instructors.

#### Course Coordinator

- Make copies of course schedule for learners and instructors.
- Invite instructors and send acceptance response letters.
- Send letters to learners upon enrollment (see Sample Letter to Course Attendees).
- Order additional books if additional learners are expected.

### 4 to 6 Weeks in Advance

#### Course Coordinator

- Prepare and send instructor materials. These include:
  - Course schedule, including presentation assignments
  - Letter to instructors (see Sample Letter to Course Instructors)
  - Printed presentation handouts for assigned topic(s)
  - Chapter(s) associated with assigned presentation(s)
  - Test questions pertaining to assigned topic(s)
- Prepare and send learner materials. These include:
  - Course textbook
  - Letter to participants (see Sample Letter to Course Attendees)
  - Course schedule
  - Map to the course location (optional)
- Contact participants one week after sending the materials. Make sure they have received everything and provide appropriate contact information.
- Remind participants how important it is that they prepare for the pretest.

### 2 to 4 Weeks in Advance

#### Course Coordinator

- Prepare posttests and blank answer sheets.
- Remind instructors of their assigned lecture(s) and time(s).
- Create a participant roster in the [Licensed Activities Portal](#).

- Prepare and assemble course schedule (to be distributed at course).
- Prepare and assemble learner packets (to be handed out at registration). Each packet should be placed in a folder and should include:
  - Pretest and blank answer sheet
  - Course schedule
  - Paper for learners to take notes