



## FCCS: Crisis Management Course Administration

Now that you have purchased a course license for Fundamental Critical Care Support: Crisis Management, 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  
500 Midway Drive  
Mount Prospect, IL 60056 USA  
Phone: +1 847 827-6869  
[licensing@sccm.org](mailto:licensing@sccm.org)

### Course Responsibilities, Costs, and Resources

SCCM Responsibilities	Course Site Responsibilities
<p>SCCM is responsible for maintaining course records. This includes:</p> <ul style="list-style-type: none"> <li>• Current approved course consultants</li> <li>• Current approved instructors and teaching records</li> <li>• Course locations, along with acting directors and submitted course rosters</li> <li>• Demographic information for enrolled course learners (if course learners provide this information)</li> </ul>	<p>The course director/course coordinator is responsible for planning and conducting the course. This includes:</p> <ul style="list-style-type: none"> <li>• Faculty selection</li> <li>• Course marketing*, registration, and logistics</li> <li>• Obtaining equipment</li> <li>• Establishing learner registration processes</li> <li>• Requesting necessary course resources (audiovisual equipment, skills station equipment, catering, etc.)</li> <li>• Annual license holders are expected to keep materials related to running the courses as long as a license is active.</li> </ul> <p>*If a site creates its own marketing materials for the course, SCCM must approve the materials before distribution. For more information, contact <a href="mailto:licensing@sccm.org">licensing@sccm.org</a></p>

SCCM Provides	Course Site Provides
<ul style="list-style-type: none"> <li>• Administrative materials and support for planning and running a course</li> <li>• Presentations</li> <li>• Skill station curriculum</li> <li>• Pre- and posttests</li> <li>• Course textbook</li> <li>• Certificates for learners who complete the course</li> </ul>	<ul style="list-style-type: none"> <li>• Travel expenses for course consultant and visiting instructors</li> <li>• If requested, honorarium should be a reasonable, negotiated fee to cover time away from practice or may be provided pro bono upon request. The amount should be arranged between the course site and consultant/visiting instructor.</li> <li>• Comfortable meeting room seating and food and beverages (for breaks and meals)</li> <li>• Materials for course learners and instructor packets</li> <li>• Equipment for presentation delivery (including LCD projector)</li> <li>• Equipment for skill stations</li> <li>• Accredited continuing education (ACE) for learners (optional)*</li> </ul>

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

### 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](#).

Orders are reviewed and approved within two weeks, based on these criteria:

- Availability of course supplies and support personnel
- Number of participating instructor faculty
- 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](#).

Once a site selects a course date, the date should be added to the order in the [Licensed Activities Portal](#). When entering the course date, you will be asked to confirm whether the date can be posted on the SCCM website.

### Course Faculty

Hosted courses are administered and presented by a course coordinator, director, consultant (if needed), and instructors.

- The course coordinator will provide administrative, organizational, and other types of support.
- The course director will be the main contact for the course and is 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.

### 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
- Skill Station Equipment List
- Skill Station Attendance Form
- Sample Letter to Course Learners
- Sample Letter to Course Instructors

### Course Materials

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

Course textbooks should be mailed to learners from the course site. All other materials are available in the [Licensed Activities Portal](#). All presentations and skill stations should be included in the course materials.

**Pretest.** Learners should complete the pretest before the course begins, or it can be administered on site during registration. It should not decrease teaching or skill station time. Collect pretests before the course starts, score and share pretest score with learners during morning or lunch break.

**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 presentation.

The sequence of lectures can be varied to meet audience and facility needs. Learners should be informed that they are responsible for material from the textbook and questions, as questions from all chapters will likely appear on the posttest. All FCCS: CM presentation topics should be presented.

**Skill Stations.** Skill stations offer opportunities for instructors and learners to engage in decision-making scenarios and skills needed at the bedside. Learners should be encouraged to answer the questions included within the skill stations and to participate by exhibiting physical skills whenever possible.

Notes for planning and conducting skill stations:

- Skill stations are embedded within selected presentations as noted.
- Ensure that the lecture area is large enough to break up learners into groups and perform other skills as needed.
- Instructional guides are provided with skill stations to assist the instructor in engaging learners.
- The instructor leading the skill station should explain the goals of the on-hands learning activities to the group as a whole. Learners are then broken into groups and additional instructors (one for each smaller group) will work with the learners to achieve the those identified goals (small group discussion, hands-on skill technique, patient triage exercise, etc).
- Recommended equipment for skill stations is included in the Skill Station Equipment List.
- Be prepared with extra backup equipment in case skill station equipment fails.

### 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 available.
- 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.**

Instructors should assess whether learners satisfactorily participate in skill station content. Although this type of scoring introduces an element of subjectivity, instructors should evaluate learners as objectively as possible by adhering to the learner objectives. If a learner does not satisfactorily participate in skill station content, the instructor should inform the course director. Skill station participation is a requirement for course completion.

### FCCS: CM LECTURES AND SKILL STATIONS

All material is required for course completion.

1. Disaster Preparation for the Critical Care Provider- Setting the Stage
2. The ICU's Role in Disaster Response
3. Augmenting Critical Care Capacity During a Disaster
4. Tertiary Triage, Allocation of Scarce Resources in Disasters, and the Role of Palliative Medicine in Disasters
5. Caring for Critically Ill Children During Disasters
6. Delivering Acute Care to Chronically Ill Adults in Alternate Care Sites
7. Mass Shootings – **SKILL STATION INCLUDED**
8. Crisis Management in Natural Disasters – **SKILL STATION INCLUDED**
9. Intentional and Natural Outbreaks of Infectious Disease
10. Burn and Blast Injury
11. Critical Care Management of Chemical Exposures
12. Critical Care Management of Radiologic Exposures

**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, 30 to 45 minutes is usually a sufficient time allowance. The test should be administered in a quiet, monitored room. Learners will be tested on the textbook and 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 the course
- Participate in skill stations at a satisfactory level
- Pass the posttest with a score of 70% or greater
- Complete the learner evaluation

To obtain certificates for learners, 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 learner
- Posttest scores
- Learner evaluations emailed to learners using the link to the portal
- Completed course site evaluation using the link in the portal

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

**Renewal of Training.** Certificates include the date of course completion and will be valid for four years, after which the “FCCS: CM trained” title will no longer apply unless the course is retaken. Certificates must be renewed before they

expire. SCCM will not notify providers of upcoming certificate expiration.

### **Appeals/Grievance Process**

In the unlikely event that a dispute arises that a course site cannot resolve to the learner's satisfaction (eg, course score), inform the learner how to initiate SCCM's hosted course appeal process.

- The course learner should notify the SCCM Licensing 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 FCCS: CM Committee chairperson will arbitrate the dispute.
- The course learner may submit a final appeal to the SCCM Council if desired.

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