



Dear FDM Course Director Candidate:

Thank you very much for your interest in becoming a Course Director in the Society of Critical Care Medicine's Fundamental Disaster Management (FDM) program. The FDM Program Committee appreciates your commitment to improving patient care through this course. The criteria for FDM Course Director status require that the candidate:

- Be an SCCM-approved FDM Instructor in good standing
- Have taught at least two approved FDM courses in the two previous years
- Have served as Course Director, with the mentorship of an FDM Consultant, for at least one approved FDM course
- Submit a completed FDM Course Director application via attached online form
- Submit an FDM Course Director Letter of Recommendation via attached form

The Course Director, with the assistance of the Course Coordinator, has the responsibility for planning, organizing, and conducting the FDM course. These responsibilities include selecting faculty, organizing course logistics, securing appropriate equipment, establishing participant registration processes, requesting necessary course resources, and providing CE/CME credits (if desired).

The criteria to maintain the role of Course Director require that the candidate:

- Continue certification, special/added qualification, or practice ratio in critical care
- Offer mentorship and guidance to Instructors and Coordinators
- Evaluate the process, venue, and attitude of course faculty

Thank you again for your interest in supporting the FDM program as an FDM Course Director.

Sincerely,

FDM Program Committee

**FDM Course Director Candidate Letter**



### FDM Course Director Letter of Recommendation

Dear FDM Course Consultant:

The Society of Critical Care Medicine appreciates all of your efforts and time on behalf of the Fundamental Disaster Management (FDM) program.

As the FDM Course Consultant, please indicate that you have reviewed and determined this applicant has met the requirements for the role of FDM Course Director. You have determined this individual should be permitted to act as a Course Director without supervision. Course Director requirements / criteria that must be met require that the candidate has:

- Been an SCCM-approved FDM Instructor in good standing
- Served as Course Director with mentorship of an FDM Consultant for at least one approved FDM Course
- Assured that the FDM Course is consistently taught with goals, objectives, and vision of SCCM
- Demonstrated independently the Course Director roles and functions (eg, is present and available during entire course; selects FDM instructors based on their knowledge level and instructor status; designs and maintains course schedule; selects venue and obtains equipment appropriate to FDM course / skill station needs; completes and forwards FDM materials to participants and faculty in a timely manner; provides participants with adequate meal time and convenient lodging; and completes FDM administrative responsibilities)
- Demonstrated presentation responsibilities (eg, evidences clear understanding of FDM content [medical knowledge]; gives adequate briefing/mentoring to Instructors; introduces FDM accurately and with enthusiasm; explains evaluation process and administers that process)

I recommend that \_\_\_\_\_ should be permitted to manage courses as Course Director without National Course Consultant supervision.

Recommendation made by \_\_\_\_\_  
(Print name of FDM National Consultant)

Date: \_\_\_\_\_

Sincerely,

FDM Program Committee

**Please return to:**

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