



Dear FCCS: Surgical Course Director Candidate:

Thank you very much for your interest in becoming a course director in the Society of Critical Care Medicine's Fundamental Critical Care Support: Surgical (FCCS:Surgical) program. The FCCS Program Committee appreciates your commitment to improving patient care. The criteria for FCCS: Surgical course director status requires that the candidate select one of the following pathways:

- Current FCCS: Surgical instructors:
 - Serve as course director with the mentorship of an FCCS or FCCS: Surgical consultant for at least one course
 - Submit online director application and consultant letter of recommendation
- Current FCCS directors may serve as directors for an FCCS: Surgical course if no approved FCCS: Surgical director is available. FCCS directors are not approved FCCS: Surgical directors until they complete the FCCS: Surgical instructor and director criteria.

The course director, with the assistance of the course coordinator, is responsible for planning, organizing, and conducting the FCCS: Surgical course. These responsibilities include selecting faculty, organizing course logistics, securing appropriate equipment, establishing participant registration processes, requesting necessary course resources, and providing accredited continuing education (ACE) 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 teaching proficiency of course faculty

Thank you again for your interest in becoming an FCCS: Surgical course director.

Sincerely,

FCCS Program Committee



FCCS: Surgical Course Director Letter of Recommendation

Dear FCCS: Surgical Course Consultant:

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

As an FCCS: Surgical course consultant, please indicate that you have reviewed and determined this applicant has met the requirements for the role of FCCS: Surgical course director and have determined this candidate should be permitted to act as an FCCS: Surgical course director without supervision. Course director criteria require that the candidate:

- Is an SCCM-approved FCCS instructor in good standing
- Served as course director with mentorship of an FCCS or FCCS: Surgical consultant for at least one approved FCCS course
- Ensured that the FCCS: Surgical course is consistently taught with SCCM's goals, objectives, and vision

Demonstrated independently the Course Director roles and functions

- Is present and available during entire course
- Selects FCCS: Surgical instructors based on their knowledge level and instructor status
- Designs and maintains course schedule
- Selects venue and obtains equipment appropriate to FCCS: Surgical course/skill station needs
- Completes and sends FCCS: Surgical materials to participants and faculty in a timely manner
- Provides participants with adequate meal time and convenient lodging needs
- Meets FCCS: Surgical administrative responsibilities

Demonstrated presentation responsibilities:

- Demonstrates clear understanding of FCCS: Surgical content (medical knowledge)
- Adequately briefs and mentors instructors
- Introduces FCCS accurately and enthusiastically
- Explains and administers evaluation process

I recommend that _____ should be permitted to manage courses as course director without course consultant supervision.

Recommendation made by _____
(Print name of FCCS or FCCS: Surgical consultant)

Date: _____

Sincerely,

FCCS Program Committee

Please return to:

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