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:
  o Pretest and blank answer sheet
  o Course schedule
  o Paper for learners to take notes