Critical Care Ultrasound: Pediatric and Neonatal Course Planning and Administration

Now that you have purchased a course license, 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 Society of Critical Care Medicine’s (SCCM’s) Licensed Activities Portal.

The Licensing Team conducts the day-to-day operations of all licensed programs. If you have any questions about running your course, please contact:

Licensing Team
Society of Critical Care Medicine
500 Midway Drive
Mount Prospect, IL 60056 USA
Phone: +1 847 827-6869
licensing@sccm.org

Course Responsibilities, Costs, and Resources

<table>
<thead>
<tr>
<th>SCCM Responsibilities</th>
<th>Course Site Responsibilities</th>
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<tbody>
<tr>
<td>SCCM is responsible for maintaining course records. This includes:</td>
<td>The course director/course coordinator is responsible for planning and conducting the course. This includes:</td>
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<tr>
<td>• Current approved course consultants</td>
<td>• Faculty selection</td>
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<td>• Current approved instructors, including teaching records and credential statuses</td>
<td>• Course marketing, registration, and logistics</td>
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<td>• Course locations, along with acting directors and submitted course rosters</td>
<td>• Obtaining equipment and live models</td>
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<td>• Demographic information for enrolled course attendees (if course attendees provide this information)</td>
<td>• Establishing participant registration processes</td>
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<td>• Requesting necessary course resources (audiovisual equipment, skill station equipment, catering, etc.)</td>
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<td>• Annual license holders are expected to keep materials related to running the courses as long as a license is active.</td>
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<th>SCCM Provides</th>
<th>Course Site Provides</th>
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<tr>
<td>• Administrative materials and support for planning and running a course</td>
<td>• Travel expenses for course consultant and visiting instructors</td>
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<tr>
<td>• Presentations</td>
<td>• Honorarium for course consultant, if requested. Nothing higher than $1,000 is advocated by the Ultrasound Pediatric and Neonatal Committee, SCCM Council, or SCCM headquarters office; the course director may negotiate a lower or pro bono fee.</td>
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<td>• Skill stations</td>
<td>• Comfortable meeting room seating and food and beverages (for breaks and meals)</td>
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<td>• Supplemental “hot clip” content for use at skill stations</td>
<td>• Materials for course attendees and instructor packets</td>
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<td>• Pre- and posttests</td>
<td>• Equipment for presentation delivery (including LCD projector)</td>
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<td>• Comprehensive Critical Care Ultrasound textbook and a supplemental handout for all attendees (sent to the course director or coordinator for distribution)</td>
<td>• Equipment for skill stations</td>
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<tr>
<td>• Certificates for attendees who complete the course</td>
<td>• Live male models for skill stations</td>
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<td>• Continuing education (CE)/continuing medical education (CME) credit to attendees (optional)*</td>
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*Continuing education (CE)/continuing medical education (CME) credit to attendees (optional)
Because SCCM is not directly involved in the course offering, it cannot issue CE/CME credit to course attendees. If the institution or course sponsor is a national- or state-accredited CE/CME provider, it may wish to grant CE/CME credit.

Purchasing a License

The Critical Care Ultrasound: Pediatric and Neonatal course must be held over a minimum of two days to cover all course materials. 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. The order should include the number of learners for the course (this may be adjusted later).

SCCM’s Licensing Team will be happy answer any questions prior to purchasing a license. This is included, but not limited to:
- Questions about course purchasing or planning
- Approved course consultant (for a site’s first course) and instructors

After a license is purchased, the site will have access to course materials through the Licensed Activities Portal.

Once a site selects course dates, the dates should be added in the Licensed Activities Portal. SCCM’s Licensing Team will also contact the site to confirm whether the dates can be listed on the SCCM website.

Course Faculty

Course faculty is composed of an SCCM-approved course consultant, an SCCM-approved course director, and instructors. The course director will be the main contact for the course and will be responsible for selecting instructors. The consultant will provide guidance, help with organization and administrative issues, answer questions about course content, and lead all instructors in a train-the-trainer session the day before the course begins. This ensures that all instructors are familiar with the equipment and understand the content. For a detailed description of these roles, review the Faculty Eligibility and Responsibilities document, included as a separate document.

Course Planning

A number of forms are provided electronically for the course director and/or coordinator to use:
- Course Site Preparation Timeline
- Sample Course Agenda
- Sample Letter to Course Attendees
- Sample Letter to Course Instructors
- Attendance Roster
- Skill Station Equipment List
- Skill Station Planner – Includes recommended room layout, faculty assignments, and group rotation schedule.
- Skill Station Teaching Points
- Model Window Rating Form
**Course Materials**

The SCCM Licensing Team will work with the course site to provide the *Comprehensive Critical Care Ultrasound* textbooks and handouts. Other course materials are electronic and can be accessed in the [Licensed Activities Portal](https://www.sccm.org). Textbooks should be sent to learners from the course site prior to the course. This allows attendees to come prepared to participate.

**Textbook.** Before the course, attendees should read *Comprehensive Critical Care Ultrasound* to prepare themselves to participate in course discussions.

**Handout.** Course sites will receive a supplemental course handout for each attendee. These handouts may be used for reference and note-taking during the skill stations.

**Presentations.** Course presentations are available in Keynote, which must be presented on an Apple Mac or iDevice because of the large size of the video files in the course materials. Instructions for accessing Keynote are included on the secure site. All presentations should be included with the course.

**Summary Questions.** Each presentation ends with 3 to 5 questions instructors should ask attendees to ensure that they understood the key points of the presentation. Course sites may use audience response system software or a poll-taking app or ask attendees to respond by raising their hands. The course consultant will discuss these logistics with the course director and/or coordinator.

**Skill Stations.** Skill stations offer course attendees hands-on training guided by learning objectives. Instructors should encourage course attendees to participate and adjust teaching methods to accommodate attendees. Attendees should demonstrate that they are able to capture the views and accomplish the goals set forth in the learning objectives.

- All skill stations should be included in the course.
- Skill stations may be interspersed with lectures throughout the day or grouped together.
- Ideally, participants should spend 35 minutes at each skill station, allowing for three skills to be taught in a two-hour span.
- An ideal student-to-instructor ratio for skill stations is 5:1.
- The course director and consultant will serve as “floaters,” available to answer questions and back up instructions as needed.
- Skill stations should be set up in one room that is close to the lecture area. This will help with movement through the stations.
- Ensure that all skill stations are noticeably labeled, so attendees can find the correct station.
- Each skill station should be covered in the same amount of time.
- Required skill station equipment is included in the *Skill Station Equipment List*. The *Skill Station Planner* is also available for course planning.
- If possible, one ultrasound machine per skill station and one backup should be provided.
- If possible, it is helpful to have extra equipment available and to have ultrasound machine representatives on site in case there are problems with the equipment.

**Supplemental Hot Clip Content.** For a selected number of skill stations, course sites are provided with additional views that may be difficult to view on models. These are referred to as *hot clips* and are for optional use in the course. If used, instructors are encouraged to incorporate them and refer attendees to the hot clip views as part of skill station training. All instructors should be able to explain the hot clip views if they are available at the skill station. Because of the size of these files, it is recommended that they be viewed on iPads.

**Pre- and Posttests.** Course sites should administer pretest materials to participants before the course begins. The posttest should be administered at the end of the course by projecting the images to participants in PowerPoint or Keynote format. The course director then provides directions and reads the test questions, allowing participants to answer on paper or through an audience response system.

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**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 ready.
- The course consultant or director should briefly meet with instructors each morning and afternoon to answer questions, encourage communication, and address any issues. This is also the time to remind instructors to repeat vital points covered in the Summary Questions.
Models. Course sites are provided with a Model Window Rating Form. Faculty are encouraged to complete this form for each model before the course so models can be assigned to skill stations appropriate for best viewing.

All sites must use live models during the course. It is the responsibility of the course site to select and contract with a company for such service. To the fullest extent permissible under applicable law, SCCM disclaims all such warranties, express or implied, as well as any liability for any relationship between the course site and a third party.

Course Completion and Certificates

To successfully complete the course, participants must:
- Read the Comprehensive Critical Care Ultrasound textbook
- Attend both days of the course
- Perform skill stations at a satisfactory level
- Pass the posttest with a score ≥ 70%

To obtain certificates, the course director should submit these materials using the Licensed Activities Portal within 30 days of course completion:
- List of course faculty
- Roster of course participants, including participant’s professional degree(s) (MD, ACNP, etc.)
- Pre- and posttest scores for each course participant
- Course site evaluation

The course director may access certificates in the Licensed Activities Portal to print or email as PDFs.

Appeals/Grievance Process

In the unlikely event that a dispute arises involving a course attendee that a course site cannot resolve to the attendee’s satisfaction (eg, course score), inform the attendee how to initiate SCCM’s licensed course appeal process.

- The attendee should notify SCCM’s 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 Ultrasound Program Committee chairperson will arbitrate the dispute.
- The attendee 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 an attendee has not demonstrated sufficient understanding or skill proficiency to receive a passing score. If a course site is aware of an attendee’s dissatisfaction, the course director should notify SCCM’s Licensing Team when returning materials after the course is held. A simple phone call may resolve the dispute.