Licensed courses are administered and presented by a course director, a consultant (as needed), and instructors. The course director, consultant, and at least two of the instructors must be approved by the Society of Critical Care Medicine (SCCM).

Sites may also have a course coordinator to provide administrative, organizational, and other types of support. There are no eligibility requirements for this role.

This document explains the responsibilities, eligibility requirements, and application process for these roles – each of which is integral to the success of this course. It is highly recommended to be read by course coordinators, course directors, and anyone interested in bringing a course to their institution.

If you have any questions about the course faculty information in this document, 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

SCCM-approved instructors, directors, and consultants are listed on SCCM’s website.
Course Instructors

Being a licensed course instructor provides the committed individual with opportunities to educate others within his/her own community and around the world. The course must be taught by at least two SCCM approved instructors. Skill stations may be operated by non-ultrasound trained personnel, but integrity must be assured by the course director and instructors. Representatives from industry providing skill station equipment may not participate in skill station instruction.

| What Are the Responsibilities of an Instructor? | • Present lecture/skill station materials assigned by the course director  
• Review assigned materials prior to the course and come prepared  
• Encourage audience participation  
• Adjust teaching style to the audience as needed  
• Follow course material without inserting personal bias |
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<tr>
<td>Who Can Become an Instructor?</td>
<td>• Critical care board certified physicians, doctors of osteopath, and advanced practice providers</td>
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| How Does One Apply to Become an Instructor? | • Complete a Critical Care Ultrasound: Pediatric course with ≥ 80% posttest score  
• Complete the train the trainer session  
• Provide at least two of the following:  
  o Personal recommendation from a Critical Care Ultrasound: Pediatric director, consultant, or current or past course faculty.  
  o Proof of ≥ 2 years of experience with ultrasound use integrated in daily clinical practice after dedicated ultrasound training (with a special focus on echocardiography).  
  o Previous ultrasound teaching experience at a local institution or regional or national organizations. This includes participation in courses as well as bedside teaching or lecture presentation(s) on critical care ultrasound topics. Ideally, continued engagement in ultrasound education.  
  o Cited published educational materials (eg, review articles, textbooks, course materials, multimedia) or original research on the topic of ultrasound.  
• Submit the online instructor application and other documentation  
• Teach at least two Critical Care Ultrasound: Pediatric course activities within two years of submitting the instructor application |
| What Is Required to Maintain Instructor Status? | Instructor status expires in two years if individual does not:  
• Maintain eligibility requirements  
• Teach in or direct at least one Critical Care Ultrasound: Pediatric course every two years |
## Course Directors

The course must be led by a Critical Care Ultrasound: Pediatric director. It is the director’s role to ensure that the course runs smoothly and is consistent with SCCM’s goals, objectives, and vision. This individual may also be considered one of the two approved instructors.

| What Are the Responsibilities of a Director? | • Plan, organize, and conduct the course  
• Apply for course licenses  
• Select faculty  
• Organize course logistics, space layout, and equipment  
• Establish participant registration processes  
• Request course resources  
• Distribute course materials  
• Provide continuing education/continuing medical education credits (if desired)  
• Mentor and guide instructors and coordinators  
• Provide feedback to SCCM Ultrasound Committee  
• Ensure the quality of the course meets SCCM standards  
• Promote collegiality, camaraderie, and communication among all instructors  
• Complete course site evaluation |

| Who Can Become a Director? | • Current approved Critical Care Ultrasound: Pediatric instructors |

| How Does One Apply to Become a Director? | • Have taught in at least two Critical Care Ultrasound: Pediatric courses in the past two years  
• Act as course director with the mentorship of a Critical Care Ultrasound: Pediatric consultant (for at least one course)  
• Obtain a letter of recommendation from the observing consultant  
• Submit the [online director application + consultant letter of recommendation] |

| What Is Required to Maintain Director Status? | Director status expires in two years if individual does not:  
• Maintain eligibility requirements  
• Teach in or direct at least one Critical Care Ultrasound: Pediatric course every two years |
Course Consultants

A course consultant is required for first-time sites and directors. Considered an expert in the Critical Care Ultrasound: Pediatric program, the consultant is very familiar with all aspects of the course content and administration. He/she will provide guidance from course planning through completion – helping with organization, administrative issues during setup, and evaluating the initial course presentation. The consultant may serve as an instructor but may not lead skill stations. The site is responsible for selecting the course consultant.

| What Are the Responsibilities of a Consultant? | • Mentor and guide first-time course directors and coordinators through weekly, biweekly, or monthly communications  
• Attend a first-time Critical Care Ultrasound: Pediatric course (upon invitation)  
• Assess the abilities and skills of first-time course directors to determine whether they should be permitted to manage further courses without consultant supervision  
• Debrief with the course director and coordinator after the first or second day of the course. This will serve to finalize the relationship; evaluate the course; and discuss issues and concerns.  
• Provide feedback to SCCM Ultrasound Committee |
| Who Can Become a Consultant? | • Current Critical Care Ultrasound: Pediatric directors who maintain SCCM membership |
| How Does One Apply to Become a Consultant? | • Have taught in or directed at least two Critical Care Ultrasound: Pediatric courses in the past two years  
• Obtain a letter of recommendation from an active Critical Care Ultrasound: Pediatric consultant  
• Submit the online consultant application + consultant letter of recommendation |
| What Is Required to Maintain Consultant Status? | Consultant status will expire in two years if the individual does not:  
• Maintain eligibility requirements  
• Maintain SCCM membership  
• Teach, direct, or consult in at least one Critical Care Ultrasound: Pediatric every two years |