



Fundamental Disaster Management Faculty Eligibility and Responsibilities

Licensed courses are administered and presented by a course coordinator, a course director, a course consultant (as needed), and at least two course instructors, all to be approved by the Society of Critical Care Medicine (SCCM). The course coordinator will 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 the Fundamental Disaster Management (FDM) course. It is highly recommended that course coordinators, course directors, and anyone interested in bringing a course to their institution read this document.

Two additional documents, *Instructor Administration* and *Instructor Curriculum*, are available for course sites to use if the site is incorporating the instructor curriculum into the course agenda.

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

SCCM Licensing Team
Society of Critical Care Medicine
Phone: +1 847-827-6869
Email: licensing@sccm.org

Current instructors, directors, and consultants are listed on [SCCM's website](#).



Course Instructors

Being a licensed course instructor provides the instructor with opportunities to educate others in his/her own community and around the world. The course must be taught by at least two SCCM-approved instructors. All other presenters may be clinical experts and associate instructors from a variety of areas and professions. Skill stations may be operated by non-approved instructors, but integrity must be ensured by the course director and instructors.

What Are the Responsibilities of a Course Instructor?

- Present lecture and/or skill station materials, as assigned by the course director
- Review assigned materials before the course and come prepared
- Encourage audience participation
- Adjust teaching style to the audience as needed
- Follow course material without inserting personal bias

Who Can Become an FDM Instructor?

- Critical care physicians, emergency medicine physicians, physician consultant specialists (eg, cardiologists, neurologists), nurses, physician assistants, respiratory therapists, and pharmacists

Eligibility Requirements

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| Physician |
| <ul style="list-style-type: none">• Proof of critical care certification or activity, or board eligibility for certification• Proof of a minimum 50% critical care practice ratio from the ICU director* |
| Nurse |
| <ul style="list-style-type: none">• Baccalaureate degree with critical care certification• Graduate or higher degree, as well as proof of a minimum 50% critical care practice ratio from the ICU director* |
| Physician Assistant or Nurse Practitioner |
| <ul style="list-style-type: none">• Baccalaureate or higher degree with critical care certification or proof of a minimum 50% critical care practice ratio from the ICU director* |
| Respiratory Therapist |
| <ul style="list-style-type: none">• Baccalaureate or higher degree with proof of a minimum 50% critical care practice ratio from the ICU director* |
| Pharmacist |
| <ul style="list-style-type: none">• Baccalaureate or higher degree or specialty in critical care, or proof of a minimum 50% critical care practice ratio from the ICU director* |

**Critical care practice* is considered either a didactic or education-based role focused on the critically ill or injured patient. The practice requirement ensures (as much as possible) that the instructor will be comfortable with the majority of the lecture components and skill stations and can answer questions with credibility.

How Does One Apply to Become an FDM Instructor?

| Providers Who Meet Eligibility Criteria |
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| <ol style="list-style-type: none">1. Successfully complete an FDM course (with $\geq 80\%$ posttest score)2. Complete the instructor curriculum3. Submit the online instructor application and, if needed, letter supporting critical care practice ratio4. Teach at least two components of an FDM course within two years of submitting the instructor application |

What Is Required to Maintain FDM Instructor Status?

Instructor status will expire in two years unless the instructor:

- Maintains certification, special/added qualifications, and/or practice ratio in critical care
- Teaches in at least one FDM course every two years

Course Directors

The course must be led by an FDM director. It is the director's role to ensure that the course runs smoothly and is consistent with SCCM's goals, objectives, and vision. The course director may also fulfill the course coordinator role and can be considered one of the two required FDM instructors.

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| What Are the Responsibilities of a Course Director? | <ul style="list-style-type: none">• Plan, organize, and conduct the course• Apply for course licenses• Select faculty• Organize course logistics• Secure 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• Complete a course site evaluation for each course held |
| Who Can Become a Director? | <ul style="list-style-type: none">• Current FDM instructors |
| How Does One Apply to Become a Director? | <ul style="list-style-type: none">• Act as course director with the mentorship of an FDM consultant (for at least one course)• Submit the online director application and consultant letter of recommendation |
| What Is Required to Maintain Director Status? | Director status expires in two years unless director: <ul style="list-style-type: none">• Maintains certification, special/added qualifications, and/or practice ratio in critical care or labor and delivery management• Teaches in or directs at least one FDM course every two years |

Course Consultants

A course consultant is required for first-time sites, coordinators, and directors. Considered an expert in the FDM program, the consultant is very familiar with all aspects of the course content and administration. The course consultant 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.

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| What Are the Responsibilities of a Consultant? | <ul style="list-style-type: none"> • Mentor and guide first-time course directors and coordinators through weekly, biweekly, or monthly phone conferences • Attend the first FDM 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 course. This will serve to finalize the relationship, evaluate the course, and discuss issues and concerns. |
| Who Can Become a Consultant? | <ul style="list-style-type: none"> • Current FDM directors who maintain SCCM membership |
| How Does One Apply to Become an FDM Consultant? | <ul style="list-style-type: none"> • Submit the online consultant application and consultant letter of recommendation • Teach and/or direct in at least two FDM courses in the past two years |
| What Is Required to Maintain Consultant Status? | <p>Consultant status will expire in two years unless the consultant:</p> <ul style="list-style-type: none"> • Maintains certification, special/added qualifications, and/or practice ratio in critical care • Teaches in or directs at least one FDM course every two years • Maintains SCCM membership |