



Dear FCCS 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 (FCCS) program. The FCCS Program Committee appreciates your commitment to improving patient care through this course. The criteria for FCCS Course Director status require that the candidate:

- Be an SCCM-approved FCCS Instructor in good standing
- Have taught at least two approved FCCS courses in the two previous years
- Have served as Course Director, with the mentorship of an FCCS Consultant, for at least one approved FCCS course
- Submit a completed FCCS Course Director application via attached online form
- Submit an FCCS Course Director Letter of Recommendation via attached form

The Course Director, with the assistance of the Course Coordinator, has the responsibility for planning, organizing, and conducting the FCCS course. These responsibilities include selecting faculty, organizing course logistics, securing appropriate equipment, establishing participant registration processes, requesting necessary course resources, and providing CE/CME 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 attitude of course faculty

Thank you again for your interest in supporting the FCCS program as an FCCS Course Director.

Sincerely,

FCCS Program Committee

FCCS Course Director Candidate Letter



FCCS Course Director Letter of Recommendation

Dear FCCS 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 the FCCS Course Consultant, please indicate that you have reviewed and determined this applicant has met the requirements for the role of FCCS Course Director. You have determined this individual should be permitted to act as a Course Director without supervision. Course Director requirements / criteria that must be met require that the candidate has:

- Been an SCCM-approved FCCS Instructor in good standing
- Served as Course Director with mentorship of an FCCS Consultant for at least one approved FCCS Course
- Assured that the FCCS Course is consistently taught with goals, objectives, and vision of SCCM
- Demonstrated independently the Course Director roles and functions (eg, is present and available during entire course; selects FCCS instructors based on their knowledge level and instructor status; designs and maintains course schedule; selects venue and obtains equipment appropriate to FCCS course / skill station needs; completes and forwards FCCS materials to participants and faculty in a timely manner; provides participants with adequate meal time and convenient lodging; and completes FCCS administrative responsibilities)
- Demonstrated presentation responsibilities (eg, evidences clear understanding of FCCS content [medical knowledge]; gives adequate briefing/mentoring to Instructors; introduces FCCS accurately and with enthusiasm; explains evaluation process and administers that process)

I recommend that _____ should be permitted to manage courses as Course Director without National Course Consultant supervision.

Recommendation made by _____
(Print name of FCCS National Consultant)

Date: _____

Sincerely,

FCCS Program Committee

Please return to:

Society of Critical Care Medicine • Product Support Specialist • 500 Midway Drive • Mount Prospect, IL 60056
Fax: +1 (847) 493.6446 • Email: fccs@sccm.org