

Dear PFCCS Course Director Candidate:

Thank you very much for your interest in becoming a Course Director in the Society of Critical Care Medicine's Pediatric Fundamental Critical Care Support (PFCCS) program. The PFCCS Program Committee appreciates your commitment to improving patient care through this course. The criteria for PFCCS Course Director status require that the candidate:

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

Sincerely,

PFCCS Program Subcommittee



PFCCS Course Director Letter of Recommendation

Dear PFCCS Course Consultant:

The Society of Critical Care Medicine appreciates all of your efforts and time on behalf of the Pediatric Fundamental Critical Care Support (PFCCS) program.

As the PFCCS Course Consultant, please indicate that you have reviewed and determined that this applicant has met the requirements for the role of PFCCS 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 PFCCS Instructor in good standing
- ┆ Served as Course Director with mentorship of a PFCCS Consultant for at least one approved PFCCS Course
- ┆ Assured that the PFCCS 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 PFCCS Instructors based on their knowledge level and instructor status; designs and maintains the course schedule; selects the venue and obtains equipment appropriate to the PFCCS course / skill station needs; completes and forwards PFCCS materials to participants and faculty in a timely manner; provides participants with adequate meal time and convenient lodging; and completes PFCCS administrative responsibilities)
- ┆ Demonstrated presentation responsibilities (eg, evidences clear understanding of PFCCS content [medical knowledge]; gives adequate briefing/mentoring to Instructors; introduces PFCCS accurately and with enthusiasm; explains evaluation process and administers that process)

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

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

Date: _____

Sincerely,

PFCCS Program Subcommittee

Please return to:

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