



Dear FCCS: Crisis Management 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: Crisis Management (FCCS: CM) program. The FCCS: CM Program Committee appreciates your commitment to improving patient care. The criteria for FCCS: CM course director status requires that the candidate select one of the following pathways:

- Current FCCS: CM instructors
 - Serve as course director with the mentorship of a Fundamentals or FCCS: CM consultant for at least one course
 - Submit online director application and consultant letter of recommendation
- Current Fundamentals directors may serve as directors for an FCCS: CM course if no approved FCCS: CM director is available. Fundamentals directors are not approved FCCS: CM directors until they complete the FCCS: CM instructor and director criteria.

The course director, with the assistance of the course coordinator, is responsible for planning, organizing, and conducting the FCCS: CM course. These responsibilities include selecting faculty, organizing course logistics, securing appropriate equipment, establishing learner registration processes, requesting necessary course resources, and providing accredited continuing education (ACE) 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 teaching proficiency of course faculty

Thank you again for your interest in becoming an FCCS: CM course director.

Sincerely,

FCCS: CM Program Committee



FCCS: Crisis Management Course Director Letter of Recommendation

Dear FCCS: Crisis Management Course Consultant:

The Society of Critical Care Medicine appreciates all of your efforts and time on behalf of the Fundamental Critical Care Support: Crisis Management (FCCS: CM) program.

As an FCCS: CM course consultant, please indicate that you have reviewed and determined this applicant has met the requirements for the role of FCCS: CM course director and have determined this candidate should be permitted to act as an FCCS: CM course director without supervision. Course director criteria require that the candidate:

- Is an SCCM-approved FCCS: CM instructor in good standing
- Served as course director with mentorship of an Fundamentals or FCCS: CM consultant for at least one approved FCCS: CM course
- Ensured that the FCCS: CM course is consistently taught with SCCM's goals, objectives, and vision

Demonstrated independently the course director roles and functions:

- Is present and available during entire course
- Selects FCCS:CM instructors based on their knowledge level and instructor status
- Designs and maintains course schedule
- Selects venue and obtains equipment appropriate to FCCS: CM course/skill station needs
- Completes and sends FCCS: CM materials to learners and faculty in a timely manner
- Provides learners with adequate meal time and convenient lodging needs
- Meets FCCS: CM administrative responsibilities

Demonstrated presentation responsibilities:

- Demonstrates clear understanding of FCCS: CM content (medical knowledge)
- Adequately briefs and mentors instructors
- Introduces FCCS: CM accurately and enthusiastically
- Explains and administers evaluation process

I recommend that _____ should be permitted to manage courses as course director without course consultant supervision.

Recommendation made by _____
(Print name of Fundamentals or FCCS: CM consultant)

Date: _____

Sincerely,

FCCS:CM Program Committee

Please return to:
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