THE SCOOP

From the Military Training Network
Resuscitative and Trauma Medicine

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APPRECIATION TO GUIDELINES 2000 ROLLOUT HOST FACILITIES!

What an exciting first quarter, FY 01! The MTN staff and National Faculty members had the privilege of visiting with many of you around the world. We began the AHA/MTN Guidelines 2000 Rollout on September 25 in San Diego, and completed the worldwide training effort in Jacksonville on December 14, 2000. It was exciting to put faces to the names and voices we interact with on a daily basis. The Program Managers received valuable information from you that will assist them in providing you with the tools you need to manage your programs.

During this 3-month rollout, we upgraded 545 MTN affiliated members! We could not have achieved such a feat without the hard work and coordination provided by our host facilities. **Naval Medical Center, San Diego** hosted our first rollout, and provided invaluable assistance as we "learned" from our first upgrade session. Their flexibility was phenomenal! The **59th Medical Wing** in San Antonio, graciously hosted our second session. This was only our second class and we were still "learning"; yet, we had the second largest number of participants of the entire rollout! The education staff did a marvelous job of keeping us on track in light of the large number of students. Our next site was **Naval Hospital, Great Lakes**. "Organized" is the word that comes to mind when we think of Education and Training there! Our jobs were made easy by the exceptional preparedness of these folks! From the central United States, we made our way to beautiful Tacoma, Washington, to **Madigan Army Medical Center**. What a beautiful facility! Imagine being the NCOIC in Education and Training, and having an unobstructed view of Mt Rainier from your office window! We wanted to teach the class from his office! Again, the support here was marvelous.

We got to stay "home" for the next upgrade session. **Walter Reed Army Medical Center** opened its doors to us, and the NCOIC of Education and Training provided immeasurable assistance to our training efforts here. After visiting Army facilities in two consecutive upgrade sessions, we headed down the East Coast to visit the Navy again. **Naval School of Health Sciences**, **Portsmouth,** was our host this time. As a "schoolhouse", this setting was perfect for our classes. And, the food/snacks the staff provided to our

affiliates was outstanding! After completing the training in Portsmouth, we began preparations for our overseas upgrades. The Army and Air Force welcomed us to **Landstuhl Regional Medical Center**, in lovely, quaint, Landstuhl, Germany. Conveniently, our arrival coincided with the opening of the Christmas Markets! Here, another very well organized Education and Training staff smoothed the way to a successful training session!

From Germany, we literally "backed up" 11 hours in time, to arrive in breathtaking Honolulu! **Tripler Army Medical Center** showed us hospitality the Hawaiian way. An impressive classroom and teaching environment set the mood for training! As the sun was setting over Waikiki, we prepared for our final overseas rollout session in Yokosuka, Japan. Here, we jumped "ahead" 14 hours to arrive at **U.S. Naval Hospital, Yokosuka**. The Officer's Club was our training site, and it was perfect! The Education and Training staff at Yokosuka went far beyond our expectations in making this training session such a success! While dining out, we discovered the fine skill of pointing to the "plastic food" to select our desired food when English was not spoken or understood by the waiter staff, and Japanese was not spoken or understood by the hungry Americans!

After adjusting to the Washington, DC time zone for 5 days, we journeyed to our last rollout site. And what better place is there to complete the training, than beautiful, sunny Jacksonville, Florida? The **Naval Hospital, Jacksonville** was our host, and the Education and Training staff there superbly supported our largest group of affiliates! Seventy-eight of you joined us for this last rollout! Because of inclement weather in the mid-west states, that number was less than the 92 expected! We were pleased to have Ms. Beth Cooper, Manager, ECC Training, American Heart Association, present at this rollout session. She was quite impressed with your enthusiasm for the new guidelines!

We at MTN, along with your National Faculty members want to say **THANK YOU** to these outstanding facilities that made your Guidelines 2000 Rollout a huge success!

REQUIREMENTS FOR CONTINUATION OF FY 01 AFFILIATION

Upon receipt of your FY 01 Course Approval letters, you will notice that your program was approved by MTN through June 30, 2001, rather than September 30, 2001, end of the fiscal year. Upon completion of the following upgrade requirements, you will receive continued approval through the remainder of FY 01:

a. Affiliate Faculty members must be upgraded to Guidelines 2000
b. Affiliate Faculty must upgrade enough instructors to teach a class IAW Guidelines 2000
c. Obtain all required training equipment for respective course
d. Obtain Instructor Manuals, Instructor Toolkits, and Provider Manuals for respective courses
e. Complete the MTN Upgrade Confirmation Form, signed by both the Affiliate Faculty member and the Commander or Commanding Officer and submit to MTN

The MTN Upgrade Confirmation Form is located on our website at, www.usuhs.mil/mtn/mtn.html under the *HOT ITEMS* section. You may download this form, complete it, and fax or mail to us. Upon our receipt of upgrade confirmation, we will provide your program with continued affiliation approval through September 30, 2001.

STATUS OF AFFILIATE FACULTY GUIDELINES 2000 UPGRADE (MAKEUP SESSION DATE)

We upgraded 85 percent of our Affiliate Faculty during the scheduled rollout sessions. If you are an **Affiliate Faculty** who attended one of the upgrade sessions and have not received the AHA/MTN Rollout Video or CD ROM, please contact us as soon as possible so we can send them to you.

Because unforeseen situations occurred that prevented some affiliates from attending any of the scheduled rollout sessions, we will be offering **one make up session** for the Guidelines 2000 Upgrade. **This makeup session will be held on Saturday, March 24 2001, at Malcolm Grow Medical Center, Andrews AFB MD**. If you are an Affiliate Faculty for ACLS, BLS or PALS, and have not received the upgrade training from the MTN, another upgraded Affiliate Faculty member, or an American Heart Association Training Center, you must attend this session. The Affiliate Faculty members have until June 30, 2001, to upgrade instructors and obtain new required training equipment and teaching materials. After June 30, 2001, classes may **not** be taught by the old guidelines. **If an affiliated program has not completed the upgrade requirements by this date, the program will be in abeyance, and no further training will be authorized.**

Affiliate Faculty members who receive the Guidelines 2000 upgrade from another Affiliate Faculty member or through an AHA Training Center, **must submit a copy of the training certificate to the MTN**, before credit for upgrade will be granted.

INSTRUCTOR CARDS AND EXAMINATIONS

Because of the guideline changes, our vendors have discontinued production of the "old" instructor cards, and we have depleted our supply of the old ACLS and BLS cards. We have a few PALS Instructor cards remaining. We enclosed a memo regarding this in your FY 01 Course Approval letter. We have recently received the Guidelines 2000 new Instructor Cards for BLS. We expect the ACLS cards in March, and the PALS cards in April/May. These will be distributed to BLS ***upgraded*** affiliates with the semi-annual reports, and to ACLS and PALS ***upgraded*** affiliates when cards become available. You will be pleased to discover that the cards are "computer printable" and "typewriter capable". In the packet with your cards, we will enclose an instruction sheet and template for the use of these cards with your computer. Our new Information Manager, SSgt Punzalan is your source of assistance should you need it. You can reach him at: epunzalan@usuhs.mil, *DSN 295-1484 or comm. (301) 295-1484.*

We have not received any Guidelines 2000 examinations. The BLS exams are expected in March when the provider manuals and Instructor Toolkits are to be released. The ACLS materials and exams are expected in March, and the PALS materials and exams are expected in April or May 2001. We will forward the exams to eligible affiliates as soon as we receive them.

MTN ADMINISTRATIVE HANDBOOK, SECOND EDITION

Look for our new 2001 Administrative Handbook! Our plan is to have the handbook on our web page by the end of March. You will be able to download the handbook with all forms directly from our web page. If you do not have the capability to download and print the handbook, we will have limited numbers available on CD ROM. Many of you have questioned information that is published in the AHA Training Center

Administrative Manual. This manual is only for the Training Centers (e.g., MTN) and not for the field. We use the AHA Manual as our guide, but you, as an MTN Affiliate, are responsible for the content in the **MTN Handbook**. If you have questions regarding this, please contact your respective MTN program manager.

MISCELLANEOUS INFORMATION

AHA. Recently, we have been notified several times by AHA regarding questions they have received from MTN affiliates in the field. These questions should come through MTN first. If we cannot find an answer to the question, we will contact AHA. AHA does not deal directly with individual training sites, and prefers to go through the National and Community Training Centers (MTN).

American College of Surgeons (ACS): The same situation occurs with the American College of Surgeons (ACS) in regards to the ATLS course. If you contact the ACS before contacting us, they immediately forward the message to us for action. So please forward all questions, to us before going directly to the ACS.

Conducting "Off-Site" Courses: There have been several recent requests to conduct BLS, ACLS, and PALS courses at sites other than the approved facility (e.g., Kuwait, Bosnia, etc). These courses are authorized under your Affiliation with MTN. To conduct an Off-Site course, simply submit a written request to your MTN Program Manager stating the location and dates of the course, and confirming that the Affiliate Faculty of your facility is aware of the course and will be available via the telephone or e-mail should questions arise during the training that require Affiliate Faculty intervention. The Affiliate Faculty member need not be present during the training. The instructors of the course will submit training data to the host facility for inclusion in annual numbers. If these courses result in a significant increase in numbers trained and a shortage of provider cards, submit written request, signed by someone in pay grade of 05 or civilian equivalent, to your Program Manager indicating the number of additional cards needed, and the reason for the additional card requirement.

WHO IS ELIGIBLE FOR TRAINING THROUGH MTN?

Questions regarding Eligibility for MTN training have been numerous over the past year. We sought guidance from the services' Surgeon's General and have discussed the subject with AHA. The following is our new recommendation for training non-DoD eligible personnel.

The final decision on whether to train non-DoD personnel will rest with facility commanders or commanding officers. Examples of those persons the commander may decide to train are: contract personnel who work exclusively for the DoD, e.g., fireman, flight line employees, contract nurses or physicians, etc.; Veteran's Administration (VA) employees when the facility is a "shared" VA/Military facility such as the Air Force has at Kirtland AFB, NM and Nellis AFB, AZ; and employees of a Child Care Center located on a Military Base. In making the decision to train non-DoD eligible personnel, the commanders or commanding officers must ensure that the additional training will not over-task the education and training personnel involved in the training and administrative aspects of the courses. We at MTN, will ensure you receive the cards you need to conduct the training that your commanders or commanding officers direct. You simply need to identify the number of personnel you plan to train, and request the required

number of cards on your annual and semi-annual reports.

BLS UPDATE

Annual Reports. We are modifying our BLS Annual report format, because of the new ECC guidelines, the addition of Heartsaver AED training to our list of approved courses, and the new information that we are required to compile for AHA annually. The new format will mirror that used by the AHA. We will be mailing out the newly formatted Annual Report forms in mid-July.

Affiliate Faculty Nominations: We have been receiving an increasing number of incomplete packages for nomination of Affiliate Faculty. All new nominations for Affiliate Faculty must include a letter from the outgoing Affiliate Faculty who has observed the nominee instructing or directing an Instructor Course. A BLS Affiliate Faculty **must** be an Instructor-Trainer (**no exceptions**). If the previous Affiliate Faculty has left the area, you must submit a waiver request signed by your commander or provide documentation from the local AHA Training Center indicating they have observed the nominee instructing an Instructor Course. If you have questions regarding the criteria for appointment of Affiliate Faculty, Program Director, or Program Administrator, please visit the BLS program information section at our web site.

New BLS Instructor Requirement: As those of you who attended the Guidelines 2000 update know, the requirements for re-certifying as a BLS Instructor changed this year. Every BLS instructor now must attend the AHA 4-hour Heartsaver AED Instructor Orientation Course. All Affiliate Faculty who attended an MTN upgrade session received this training as part of the BLS upgrade. For the Affiliate Faculty to teach this course to Instructors and Instructor/Trainers, the Heartsaver AED Instructor Orientation toolkit and Heartsaver AED Instructor Manual must be purchased. This is the 1997-1999 edition, and is still current until sometime in 2002, when new editions are complete. We distributed the course outline for the class to all of our affiliates during our rollout sessions. The course outline is on the CD ROM in the BLS folder. Please let your respective BLS Program Manager know if you have questions regarding this new BLS Instructor requirement.

PALS/ACLS UPDATE

CME: MTN, through the USUHS, Continuing Health Education department (CHE), is now granting CME for ACLS and PALS Instructor Courses in addition to the provider courses. These hours were calculated with your provider course hours, and are indicated on the FY 01 Pre-Course Approval letter. As in previous years, we only provide Continuing **Medical** Education (CME) for these courses. We will provide all "non-physicians" and non CME-eligible physicians with a verification of attendance letter, which states the number of CME hours for which the course was approved. This letter, in turn, may be submitted to the staff development or continuing education organization for CE in disciplines other than medical, e.g., Nurses, Physician Assistants, Dentists. If you have questions regarding the procedures for requesting CME, please refer to the MTN Handbook, or feel free to call the ACLS or PALS Program Managers.

Changing Approved Courses: Affiliates project the dates of both provider and instructor courses on the annual report/re-affiliation forms. If, during the course of the year you should need to change course dates, cancel a course, add a course, or change the agenda, please forward a message (e-mail, fax, hard copy)

stating this change to the ACLS or PALS Program Manager at least 4-6 weeks prior to the course. Your program's file will be updated with the changes, and confirmation of the change will be e-mailed back to you.

Post Course Reports (PCRs): Recently we have been receiving incomplete PCRs. As a reminder, please submit the following to MTN within thirty days after the course completion: (Please refer to the MTN Handbook, page 39.)

a. Record of ACLS/PALS courses
b. List of Assisting Instructors
c. If applicable, the ACLS/PALS Instructor Re-registration report
d. Provider or Instructor Course student Registration and Final Grade Report, which clearly identifies each individual's rank, corps or civilian occupation (i.e., MC, MSC, NC, RN, DC, MD).
e. Course Schedule or Agenda
f. ACLS/PALS Provider/Instructor course evaluation with summary figures

The MTN web site contains all the forms you will need for PCRs. Some additional reminders for ACLS and PALS affiliates:

a. FY 00 Annual Reports are past due, please submit ASAP is you have not done this!
b. Please ensure the contact information with e-mail address is accurate on the Re-affiliation Form.
c. Remember: The Affiliate Faculty appointment is for 2 years, and must be renewed before expiration of this 2 years. (Cards will not expire until June 30, 2001, but renewal must be accomplished.)

ATLS UPDATE

The American College of Surgeons (ACS) has a new coordinator for Region XIII (the military region), Mrs. Lillian Jones. Your MTN ATLS Program Manager, HMCS (SW) Rios will be working closely with Mrs. Jones this year to optimize the relationship of the military physicians and the ACS.

As military members historically relocate frequently and sometimes with very little notice, we ask that you plan ahead when selecting a new ATLS Course Coordinator. The process is lengthy and should begin early. The candidate must be selected, trained and monitored to be elevated to full coordinator status. The course coordinator guidelines can be found in the ATLS Instructor Manual, Chapter II, Faculty, XI.

Course Request Authorizations (CRAs) must be submitted to MTN 60 days prior to the course convening date in order to get the course approved and have the appropriate materials to the students 30 days prior to the course.

CONCLUSION

We would like to congratulate those of you who have made such huge strides in "getting prepared" for the new AHA 2000 Guidelines. We realize this involves a lot of additional work and coordination by the Affiliate Faculty, Program Directors and Program Administrators. Your flexibility and understanding as we wait for AHA's training materials to be completed and available is commendable! It has been an exciting first quarter, FY 01, and we look forward to seeing all of your programs "UPDATED" by June 30, 2001!

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