1. PURPOSE AND SCOPE

This policy outlines the role of co-ordinators for the Early Management of Severe Trauma (EMST) and the Care of the Critically Ill Surgical Patient (CCrISP®) courses.

2. KEYWORDS

EMST, CCrISP®, co-ordinator, senior, regional, trainee

3. BODY OF POLICY

3.1. Eligibility

Co-ordinators are nursing health professionals, and are usually:

3.1.1. Trauma nurse co-ordinators
3.1.2. Nursing education co-ordinators
3.1.3. Registered nurses with trauma or surgical acute care experience

3.2. Co-ordinator recruitment

New co-ordinators are identified by senior co-ordinators or instructors within professional nursing networks and are required to undertake a formal training program as per the relevant Co-ordinator training process.

3.3. Co-ordinator training

Trainee co-ordinators go through four stages of training:

1. Complete New Co-ordinator Trainee documents and submit to RACS
2. Observe a course in its entirety
3. Assist in co-ordinating a course with an experienced co-ordinator
4. Co-ordinate a course under the supervision of an experienced co-ordinator

Having successfully completed the training stages the candidate is now a course co-ordinator and is able to co-ordinate solely or in a team.

3.4. Co-ordinator status

There are four co-ordinator statuses:

3.4.1. Trainee co-ordinator (refer 3.3)
3.4.2. Co-ordinator

The course co-ordinator is responsible for pre-course planning in the smooth running of the course and post-course summation. (Refer Course Co-ordinator Training Procedure.)

3.4.3. Senior Co-ordinator

Senior Co-ordinators are recognised after four years of service if they have co-ordinated five or more courses. It is expected that a Senior Co-ordinator will be able to manage all aspects of the role inclusive of moulage.

3.4.4. Regional Co-ordinator (EMST only)
The regional co-ordinator role provides leadership and support to the region’s co-ordinator network and is responsible for the identification of local issues and concerns and reports to the National Co-ordinator. They oversee the training of new co-ordinators and development of new venues. Regional Co-ordinators meet annually and may participate in the first day of one Committee meeting annually.

3.5. Maintaining co-ordinator status

Co-ordinator status is maintained by co-ordinating a minimum of one course per year. Co-ordinators are required to adhere to course policies, procedures and the Skills Training Faculty Charter.

3.6. Reporting

Co-ordinators are encouraged to report on each course by completing a Co-ordinator Report and submitting it to the Skills Training Department.

3.7. Remuneration

EMST and CCrISP® co-ordinators are RACS casual staff and are remunerated for their services. (Refer to annual EMST or CCrISP® co-ordinator payment fee scale.)

EMST Regional co-ordinators are paid an honorarium biannually to recognise their leadership in their regions. This is made up of a retainer and payment per course.

3.8. Rewards and recognition

The EMST or CCrISP® Professional Assistance Program provides support for co-ordinators to enhance their professional knowledge and expertise in the management of their respective course through access to a monetary fund. (Refer Policy: Co-ordinator Professional Assistance Program)

4. ASSOCIATED DOCUMENTS

Policy EDA-SKD-016 EMST & CCrISP Coordinator Professional Assistance Program

Approver Education Board
Authoriser Council