

COORDINATOR CANDIDATE CRITIQUE FORM

Coordinator Candidate Critique Form

Name: _____ Course Dates: _____ CS#: _____ - _____

Course Site (Facility, City, State): _____

Monitored by: _____

Note: During their first, solo coordinating performance, all course coordinator candidates are evaluated according to these criteria by the course director who has at least S/P Faculty status or by an experienced coordinator. Place a check in the "S" column if the coordinator candidate successfully completes or performs the criterion. Place a check in the "IRM" column if the criterion is not performed satisfactorily and include rationale in the "Comments" column. The individual monitoring the candidate should review this critique with the candidate before sending it with other report forms to the S/P COT Chair and to the ACS ATLS Program Office.

CRITERIA	S	IRM	COMMENTS
<p>Preparation: The coordinator candidate</p> <ol style="list-style-type: none"> 1. Satisfies all eligibility requirements as coordinator candidate for this type of course. (See Chapter 2, Faculty.) 2. Was actively involved in ensuring that these areas of precourse responsibility support a quality program and comply with policy: <ol style="list-style-type: none"> a. Course dates and site b. Course authorization c. Commercial support agreement d. Participants, all eligible e. Faculty (all eligible and updated) f. Course schedule g. Student-to-faculty ratio h. Precourse faculty meeting i. Equipment j. Facility arrangements k. Surgical skills lab arrangements l. Patient model and assistant arrangements 			
<p>The course: The coordinator candidate</p> <ol style="list-style-type: none"> 1. Is present/available during entire course 2. Helps maintain time schedule 3. Maintains essential requirements for course 4. Identifies and assists appropriately with problems 5. Ensures all necessary equipment is available for use during course 6. Ensures all necessary amenities and evaluation forms are available for use during course 7. Distributes disclosure list handout to all participants 			

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CRITERIA	S	IRM	COMMENTS
<p>The course: The coordinator candidate, <i>continued</i>: 8. Attends to all required details related to ACCME requirements 9. Is organized and attends to details 10. Anticipates and plans appropriately for unforeseen difficulties/problems 11. Participates in postcourse faculty meeting</p>			
<p>Demonstrates positive attitude and proper role of coordinator: The candidate 1. Demonstrates support for and maintains program philosophies and principles 2. Demonstrates and generates enthusiasm for course 3. Enhances quality of course</p>			

Overall Performance: Based on the coordinator candidate's performance and your experience with coordinators, rate this candidate's performance.

- Excellent, recommend: Instructor Course Coordinator Student Course Coordinator
- Successful, recommend: Instructor Course Coordinator Student Course Coordinator
- Defer elevation to course coordinator, needs to perform again (provide explanation)
- Does not qualify for course coordinator status (provide explanation)

Comments/Explanation: _____

Signature: _____

(Qualified course director or experienced coordinator)