



Hello and thank you for your interest in CALS!

Since 1996, CALS has been committed to improving rural emergency care through customizable, comprehensive and collaborative education programs. In Minnesota, completion of the CALS Provider Course along with either the Trauma Module or Benchmark Skills Lab fulfills the Minnesota State Trauma Requirements for Level III and Level IV hospitals.

We are eager to assist you in hosting a CALS course at your facility or in your region. A number of things go into the planning for a successful course. On the following pages, you'll find a variety of information to help you plan and host your course, including:

- A CALS Fact Sheet
- Hosting a CALS Course Expectations
- CALS Course Costs and Funding
- CALS Refund and Transfer Policy
- CALS Education Opportunities Overview
- CALS Course Content & Equipment (attached)
- What People are Saying About CALS (testimonials)
- CALS Course Interest Form

Once you've reviewed these materials, please complete and return the CALS Course Interest Form. We will get back to you as soon as possible with suggestions for specific dates and registration information. Please keep in mind, it typically takes around six months to properly plan, promote and execute a CALS course.

If you have any questions about CALS and our curriculum, please feel free to contact Anne Gihl at CALS, via phone (612-624-5901) or email (ann.gihl@calsprogram.org). A complete listing of our staff and their contact information is available on the CALS Program website at www.calsprogram.org

We look forward to collaborating with you on this exciting project.

CALS Facts

What is CALS? Comprehensive Advanced Life Support (CALS) is an educational program designed specifically for rural health providers to meet their emergency medical training needs.

CALS offers three unique courses: the two-day interactive Provider Course, the half-day Trauma Skills Module, and the in-depth one-day Benchmark Skills Lab.

CALS training teaches an effective approach to the care of critically ill/injured patients manifesting a wide range of emergencies including trauma, cardiac, strokes, pediatric, OB, neonatal, airway compromise, and sepsis.

More than 96% of participants report that taking the CALS course enhanced their skills, confidence and teamwork abilities, leaving them better prepared to treat critically ill or injured patients.

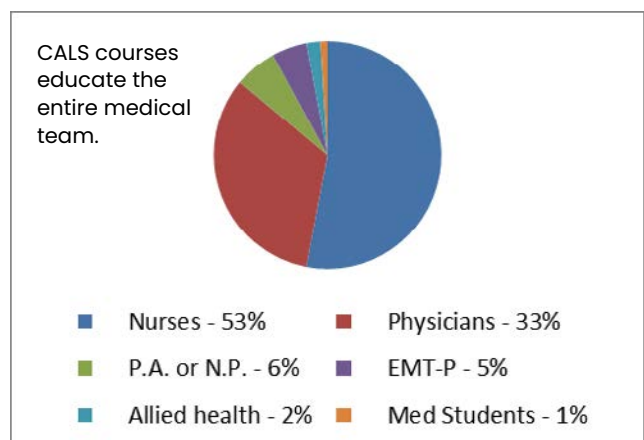
Benefits of CALS

- CALS is designed for rural healthcare practitioners.
- CALS is one course that covers concepts contained in many of the other advanced life support courses.
- CALS is adaptable to the specific needs of rural and metropolitan arenas.
- CALS emphasizes teamwork in a team training environment.
- CALS provides a favorable ratio of students to instructors for optimal student learning.
- CALS focus is the Universal Approach to emergency care of rural patients.
- CALS identifies equipment essential for resuscitation.
- CALS includes all age groups from birth to geriatrics.
- CALS offers both classroom and lab components.

CALS Scope of Service

Since the first CALS course in 1996, over 7,000 health care providers in the U.S. and those serving in U.S. Embassies around the world have received life-saving CALS training. In the US, CALS courses have been taught in:

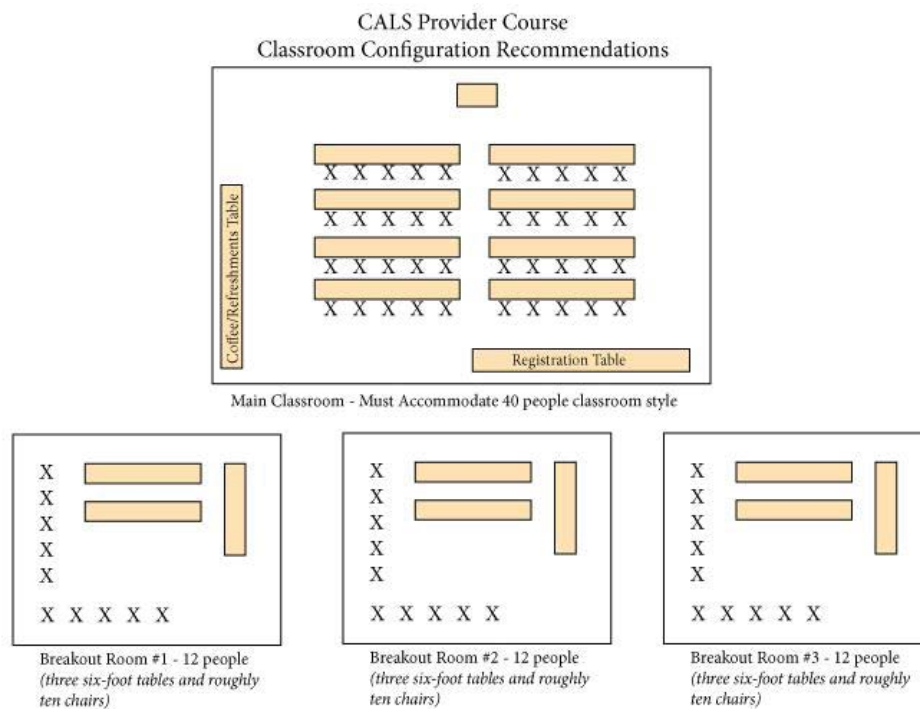
- Minnesota
- Wisconsin
- Missouri
- Texas
- Oklahoma
- Iowa
- California
- Nebraska
- Michigan



Requirements to Host a CALS Course

Hosts will be asked to assist with the following:

1. Provide space for the Course: The CALS courses can be held in a number of locations where educational rooms are available. These include hospitals, churches, schools and community rooms and hotels. A space diagram is provided below that further defines the space needs. The cost of space is not included in the course budget as many areas can find space in their hospital or other donated space.
2. Layout of space required for courses. Courses Require:
 - a. One room large enough to accommodate all participants (24-27) and instructors (approximately 6) in a classroom setting with screen, AV cart, extension cords with multiple plugs.
 - b. Three additional rooms for breakout sessions, able to hold 10 to 12 people. These require 6 to 8 chairs in the room and two rectangular (not round) tables set in a T format. If the main room is large enough it can also be used as one of the breakout rooms.
 - c. Area to provide coffee and refreshments. This can be done in the large room if there is enough space.
 - d. Registration table: This can be outside the larger room if desired but will require a table for registration, packets and other materials. We prefer this be close to an electrical outlet for use of a computer.



The Designated course space must be available for the CALS instructors to set up the afternoon or evening before the class begins and remain in the secured space assigned throughout the course. If class space cannot be dedicated for the entire time of the course the CALS coordinator must be notified. CALS equipment must remain in the rooms but could be moved to one side and covered if classroom space must be shared in the evening.

- 3. Assist with equipment needs. CALS has a van for transporting the equipment to the site. However, if the distance is too far than we would ask the local training facility to assist in providing manikins etc.** We would require assistance with getting equipment to and from the facility.
- 4. Arrange for directional signs for the course.**
- 5. Promote the course:** to teams of physicians, nurses and appropriate allied health personnel in your facility and surrounding rural facilities. CALS will provide you with the appropriate materials.
- 6. Course participants should be a mix of doctors, nurses, and allied health personnel.** A minimum of 24 or a number agreed upon by the host site and CALS Manager are needed to attend the course. The maximum number of participants per course is 27 or as determined by the CALS Manager.
- 7. Facilitate registration process for the participants attending from your facility:** The host will abide by the CALS Course Participant cancellation/refund policy and will assist CALS in the administration of this policy.
- 8. Designate a contact person to work closely with the CALS Staff:** It works well if it is someone who does educational courses for your hospital. Also, a nurse administrator and physician should be designated to be available to the CALS Coordinator to answer questions and to facilitate and encourage staff involvement with the program.
- 9. Complete and sign a site agreement:** We ask the facility to sign a site agreement stating they are willing to work with CALS Staff to provide the course. This contract is signed by an administrator, a physician and a nurse manager or their designee.
- 10. Assist in making arrangements for food and beverages for the course:** The host site will arrange for refreshments or assist CALS staff in doing this. The CALS Administrative Coordinator will provide you with the total number of individuals for food (usually the number of participants plus six instructors.) An agenda will be provided to identify break times. The cost of the food per day for participants will be approximately \$10–\$12 per day/per participant (including instructors).
 - a.** Continental breakfast should be available both mornings. This should include coffee, water, juice, rolls or bagel and fruit.
 - b.** Lunches should be provided by hospital or may be catered. Only 30 minutes is allotted for the lunch break so food should be provided to classroom. Items such as box lunches, pizza, salads or soup work well.
 - c.** Afternoon snack such as pop/water and cookies/popcorn etc. may be provided
- 11. Assist CALS staff in room setup the evening before and throughout the course.** The host site will supply facility information to CALS Staff and assist with recommendations for instructor housing.

Course Costs and Funding

The cost of a full CALS Provider Course is dependent on many factors.

CALS will provide you with a specific budget once course location and dates have been determined.

An average cost per participant ranges around \$1,000/participant for the Provider Course. The Trauma Module fee is \$250/participant. If an instructor course is held at the same time, it would be an additional \$250/participant.

Items included in the BASE COST of the CALS course include:

- CALS trained instructors to teach the CALS curriculum.
- CALS Course Coordinator
- Equipment for the course (attached)
- Course equipment setup
- Registration of participants
- Pre-course materials
- Course materials
- CME certificates (CALS is accredited through the AAFP)
- Course evaluation
- Food and Beverage for Provider course up to \$10-12/participant (plus instructors) per day.

Additional course costs vary depending on location of the course.

- Travel to course (Instructors fly or drive depending on distance)
- Van rental
- Instructor housing and food
- Number of participants etc. 24-27 is desired.
- Cost of classroom space if not donated

The cost of the CALS Course can be offset by:

- Local grant funding
- Hospital funding through educational funds
- Participant fees (you can set the fee structure according to other available funds)
- State organizations such as the office of rural health (through flex funding)

Minnesota receives grant funding from the state of Minnesota and a flex grant. These funds are used to offset the cost to the participants.

CALS Refund and Transfer Policy

Refunds are dependent on the date a participant cancels or transfers their registration. The following refund schedule applies:

Cancellation received	Amount to be refunded
21 or more days prior to course start date	Registration fee Less a \$25.00 administrative fee
14–20 days prior to course start date	50% of the registration fee
Less than 14 days prior to course start date	No refund Full registration must be paid
Transfer Request	Fees Charged
14 days prior to course start date	\$100

If a participant or facility requests to transfer a registration to another course there will be a \$100.00 transfer fee charged for each request. Participants who have not paid prior to canceling or transferring their registration will be invoiced according to the above schedule. Refunds will be issued to the entity that paid the registration fee. Cancellation or transfer requests may be made by emailing cals@calsprogram.org or calling (612) 624-7123.

CALS Education Opportunities: Overview

The CALS Provider Course: The CALS Provider Course is the core component of our education. Encompassing home study and two-days of hands-on, scenario-based learning, it is the foundation for all CALS education and a critical introduction to CALS concepts.

The curriculum is based on the premise that four critical elements drive success when treating patients in an emergent setting.



Benchmark Skills Lab: Some providers will want to enhance their skills through live tissue training. For these students, CALS offers its Benchmark Skills Lab, a one-day course for teams of doctors and nurses seeking to develop and refine specific trauma and medical interventions. Currently this lab is only available in Minneapolis, Minnesota.

The Trauma Module Course The CALS Trauma Module was designed to provide physicians, nurses, physician assistants, nurse practitioners and paramedics with the opportunity to learn and practice infrequently used life-saving skills. It expands upon the skills covered in the two-day CALS Provider Course, satisfying Minnesota state trauma committee education requirements for level III or IV trauma designation. CALS Trauma Modules are usually held immediately prior to the Provider Courses, although they can be arranged as a stand-alone course. The course is designed to be taught as small group skill sessions.

Specific skills taught include:

1. Cricothyrotomy
2. Needle thoracostomy for tension pneumothorax
3. Chest tube insertion, adult
4. Percutaneous pericardiocentesis
5. Helmet removal
6. Leg traction splint
7. FAST Exam: introduction to the use of ultrasound in trauma care

What People are Saying About CALS

"I just completed the course at Bonham, Texas and wanted to tell all of you a deep and heart-felt thanks. I learned skills and increased my self-confidence and cannot wait for the next patient!"

"This was one of the best CME courses that we have had in my 21 year experience. It was due not only to the course content but also to all of the friendly, down-to-earth instructors. You have good reason to be proud of the CALS program!"

"I don't remember when we've had such an enlightening, excellently planned learning session. We all came away knowing that more lives would be saved because of what you presented to us in this lab. Thank you so much for the fabulous experience!"

"I really learned a lot from this course. I'm new to my role as an RN and found this course to be very helpful. I've worked as a LPN in the ER but this really focuses on how and why we do things. Thank you!"

"This is the best use of my time & dollars of any course I take. I have taken it four times and learn many new things every time. I get to see and try out new technologies & tools. The manual is very good & well put together."

"Thank you so much! This has been an outstanding CME for our organization. I think one of the best ever. Truly, a remarkable program."

"I have personally received much wonderful feedback from our staff at Waseca. I want you to know that on Sat. the ER had to intubate an asthmatic. This was a provider not comfortable with RSI prior to the course. The procedure went very well and she and the team basically saved a life. She said it was because the WHOLE team was trained in RSI."

"The CALS course I took in Commerce Texas was by far, hour for hour, the most rewarding, educational, & worthwhile CME I have ever participated in. It must be the best kept secret in rural emergency care education in Texas if not in America as a whole. I am quite the fan & would be more than willing to do whatever I can to promote awareness of & access to this incredibly valuable educational tool throughout rural Texas."

CALS Course Interest Form

Name of facility: _____

Facility Address: _____

Contact Name: _____

Contact Phone: _____

Email: _____

I am interested in hosting a course in _____

Course Interest:

- CALS Provider Course (two full days)
- Trauma Module (3 hours in the evening before the provider course)
- CALS Instructor Course (online/hands on – one day)

How many providers from your facility will you plan to enroll in the course? _____

A typical course includes 24 participants. Many facilities send a smaller number of participants and promote the course to surrounding facilities. CALS will assist in promoting the course by sending a flyer. Would you be willing to send the flyer to surrounding facilities to promote the course, if you plan to send a small number of participants?

Yes No

PLEASE RETURN TO CALS VIA EMAIL (info@calsprogram.org) or
fax 612-626-2352 or, call 612-624-7123 for more information about hosting.

Thank you for your interest in CALS!