

Borran
Middletown
Hailey
Oxon
OX29 9TA

Dear colleague

Setting up an ATNC: A brief introductory guide

We are delighted that you have shown interest in setting up an ATNC at your centre. This brief guide is intended to give you some essential information only as we would require that a member of the steering group meet you and your team and go through everything in more detail. You can contact ATNC through info@atnc.org.uk and we can arrange a suitable date and time directly with you.

Here is some key initial information:

- **Background :**
ATNC began in 1991 as a 'not for profit' organisation, which continues to this day. The steering group is made up of current course directors all of whom are nurses currently working in the NHS with no pecuniary interest/benefit for the work they do for ATNC. This is an important central philosophy of ATNC and one which we apply to our courses.
- **General overview:**
The ATNC is a 4 day course for 12 - 16 registered nurses, paramedics* and ODP's*, which aims to provide the skills and knowledge necessary to care for the trauma patient, safely and effectively. The "team approach" is encouraged through shared learning with the two and a half day Advanced Trauma Life Support Course (ATLS®). In this respect the ATNC is unique in the UK in being able to combine with a full medical ATLS® course and promote multidisciplinary learning in the management of the trauma patient. The ATNC now incorporates e-learning modules developed specifically for ATNC which further enhances the learning opportunities on the course.

Now over 25 years on from the first course in 1991 the central philosophy of the course still holds true; all trauma patients have the right to be cared for by specifically trained and educated clinical staff in the care of the severely injured patient.

Please visit our website which holds a lot of information on course length, cost and other useful information, www.atnc.org.uk

**ATNC provides trauma education to Registered Nurses working in trauma teams. However, to meet the educational needs of a changing workforce in trauma teams it is possible for health care professionals from other groups (e.g. Paramedics and Operating Department Practitioners) to complete ATNC. However, please note that these candidates must not exceed 25% of the total ATNC candidature.*

These professionals must have current registration with the Healthcare Professionals Council (HCPC) and be working as part of a hospital-based

trauma team on a regular basis, with responsibilities for the ongoing care of the patient as part of the trauma call.

- ATLS® course:

ATNC works side-by-side with ATLS®, indeed our steering group chair has a seat at the ATLS UK steering group at the Royal College of Surgeons which reflects our close working relationship.

 - In order to set up and run an ATNC you must have a well-established ATLS® and your ATLS® director must of course be supportive of expanding their course to encompass ATNC. We emphasise a ‘well established’ course as we recognise that the logistics of running a joint ATLS®/ATNC are not insignificant and so having a solid foundation in ATLS® is critical.
 - The ATLS® course itself is run exactly as you would for a medical only course, there are no modifications to content or delivery.
 - ATNC testing on the final day is separate from ATLS® testing as so will not interfere with your already established testing regimes.
 - ATNC has produced an information sheet for ATLS® faculty which should be provided ahead of the course to the faculty, see appendix one.

- Course centre:
 - You will be expected to agree dates for your course not less than 6 months in advance.
 - The course centre is entirely responsible for the set-up and running of ATNC. ATNC central office is there to provide support but does not administer your course. This is as you would expect already with ATLS®.
 - We would expect a designated course coordinator, this may be the same person as your current ATLS® coordinator, to be identified ahead of any course.

- Finances:
 - Currently we recommend a course cost of £800 as advertised on our website.
 - As a course centre you will pay ATNC £200 per candidate. This is in essence for the license to run an ATNC and access to all materials and web platform. For that you will receive:
 - ATNC manuals for each candidate.
 - Your course will be advertised on our website with appropriate contact links to your centre.
 - Full access to the pre-course e-learning zone for all your candidates. This is a mandatory part of the course and includes a pre-course paper.
 - Full administrator/tutor access for your course director, instructors and course coordinator. This is essential to enable you to run a course as the site contains all the teaching and testing resources, pre-course test papers, evaluations and details on candidates.
 - Your centre therefore will retain £600 per candidate to cover your costs.
 - All course centres currently can turn a profit with this financial model. It is important to note what our constitution states: *The ATNC is a not for profit association. Each course should have a surplus to allow for*

investment in future courses. This surplus will be reviewed annually. Any surplus funds will be re-invested to meet the aims of ATNC.

- Faculty should have all travel, meals and accommodation and other out-of-pocket expenses reimbursed.
 - ATNC does not support honorarium/ex gratia payments of any kind to faculty members. This does not include non-faculty members acting as 'patients' for testing on the final day.
- Faculty:
For your first 2 courses you will require a seasoned ATNC director to work with you as you set up and establish your course. The principal is that they would direct the first course with a local faculty member acting as co-director. On the second course they will act as co-director with your local faculty member acting as director. In effect this is a training and handover period for your local faculty.

The key therefore is that you have local faculty and/or clearly identified ATNC instructors who can commit to teaching at your centre.

We recommend:

- Minimum of 5 x ATNC instructors for a 16 candidate course. This includes the ATNC director
- Up to a further 2 x Instructor candidates (IC). You IC's must be paired with an experienced instructor for the entirety of the course, preferably the same 'buddy' throughout the 4 days
- Each and every skills station during the ATLS/ATLS® course must have an ATNC member of faculty present

For many centres the first few courses are aimed at senior non-medical staff who will not only benefit from training but may also be identified as instructor potential. This will be a key part of developing a local faculty.

- Candidates:
 - You may run a course for between 12-16 candidates
 - Your ATLS course should not exceed 16 candidates. We appreciate that this will be a change for some centres who run courses with greater numbers. The key here is that with ATNC you are effectively looking at 32 candidates (16 doctors and 16 nurses, paramedics, ODPs).
 - Observers: We advise you not to have any observers on your course, again 32 candidates for most will already be a stretch.
 - All candidates must complete the pre-course e-learning and pre-course test. This is a mandatory component to the course.
- Testing:
 - ATNC OSCE/moulage testing is separate from the ATLS® testing and will run concurrently. Your ATNC faculty will run the tests with your support but please be aware that this requires two, fully equipped, testing stations and two 'patients' in addition to the ATLS® testing stations. ATNC testing stations do not require additional 'nurses' acting in the assistant role.
 - The ATNC paper is 45 minutes and centres therefore often sit the ATLS® and ATNC candidates together for the papers.
 - Currently ATNC papers are in short answer format and must be double marked by the ATNC faculty. We are in the process of developing and testing MCQ papers with a view to launch by the end

of 2017 which will enable marking by any member of faculty/coordination team.

- On the course:
 - Day 1 of ATNC is ATNC candidates only. Our template timetable for the day is provided in appendix two.
 - Days 2, 3 and 4 is the full joint ATLS®/ATNC. However, note that the ATNC candidates will not need to sit the ATLS® MCQ on the morning of day 1 of ATLS®. Most centres use this time to run practice moulage stations for the ATNC candidates.
 - It is essential that groups are mixed, not only in terms of profession but also experience and place of work. This is critical to the shared learning philosophy and works very well.
 - We would recommend candidates are split into 4 groups of 8 (4 x ATLS® and 4 x ATNC).
 - ATNC candidates should perform all the skills as expected of the ATLS® candidates. You will therefore require enough materials/models/disposables to facilitate this. ATNC candidates are not observers.

Recommended next steps:

- Liaise with ATNC at info@atnc.org.uk to arrange a face-to-face meeting with an ATNC steering group member. We would strongly recommend that you have your current ATLS® director(s) attend this meeting. If you have already existing local faculty you may wish to invite them to attend. ATNC can provide template programmes but most centres have well established programmes and the steering group member can work with you to highlight where there may be modifications required.

Yours sincerely



Rob Pinate
Chair of the ATNC Steering Group

Appendix 1 – letter for ATLS faculty:

Dear ATLS® Colleague

Re: Joint ATLS®/Advanced Trauma Nursing Course (ATNC)

Welcome to our Joint ATLS®/ATNC. This course will have 16 ATLS® candidates and 12 - 16 ATNC candidates. The faculty will comprise of approximately 8-10 ATLS® members and 5-7 ATNC members.

The key learning outcomes for this course are similar to those of any other ATLS® course. You will be familiar with the course expectations for ATLS® candidates, and we felt it would be useful to clarify what is expected of the nurse candidates.

The nurse candidates:

- Have access to the ATLS® manual and will be well prepared. For some anatomy and physiology will not be as familiar, however, their knowledge of signs and symptoms, complications etc should be the same
- Questions: The nurse candidates will be mixed with the medical candidates during the lectures hence questions will be asked of the group/individuals regardless of speciality.
- Skill stations - the nurse and medical candidates will be mixed, thus every group attending a skill station will comprise of doctors and nurses. The nurses should participate in all the skills, and should 'talk a colleague through' a skill as well as performing it themselves. The purpose of undertaking the skill themselves is to allow them to: a) experience the procedure, b) be better able to anticipate needs in a trauma situation and thus be a more useful team member, c) be able to communicate effectively with the patient, based on knowledge of the procedure. If you anticipate a problem with timing, please talk to an ATNC faculty member or one of the course directors.
- Moulage - the nurse and medical candidates are split for the moulage. The ATNC faculty will run nurse moulages where a nurse candidate will assist a junior doctor in the primary survey, guiding them through the assessment, assisting in identifying life-threatening conditions, and performing immediate procedures.
- Nurses will be present on the last day to assist in the testing moulages, but these individuals are not ATNC candidates.
- Testing: ATNC candidates complete a short answer paper at the same time as the ATLS® candidates sit their MCQ paper. The pass mark is the same. They have a moulage test on the last day that they must pass but they do not have a practice or critiquing component to their moulage tests as this has been covered during the previous four days.

The focus of the course is upon teamwork and collaboration in learning, so this can be translated into practice. If you have further questions about the joint course please contact the ATLS® Director or the ATNC Director.

We hope you enjoy the course. Further information about the course can be found on the website www.atnc.org.uk

Appendix 2 – ATNC programme day 1

ATLS/ATNC course

Day 1 – ATNC

Time	Topic	Presenter																														
08.30 – 08.45	Coffee & Registration																															
08.45 – 09.15	Introduction																															
09.15 – 09.45	Planning for the injured patient																															
09.45 – 10.45	Assessment & Management of the Injured Patient																															
10.45 – 11.00	Coffee																															
11.00 – 11.30	Medico-legal Aspects of Trauma																															
11.30 – 12.30	The psychological impact of trauma																															
12.30 – 13.15	Lunch																															
13:15 – 13:45	Collar sizing & spinal turning																															
13.45 – 14.15	Initial assessment demonstration																															
14.15 – 15.15	Initial assessment practice <table border="1" data-bbox="466 1317 1050 1397"> <thead> <tr> <th>Room</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>Instructor</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Group</td> <td>Blue</td> <td>Red</td> <td>Yellow</td> <td>Green</td> </tr> </tbody> </table>	Room	1	2	3	4	Instructor					Group	Blue	Red	Yellow	Green																
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15.15 – 15.30	Coffee																															
15.30 – 16.30	Working in teams																															
16.30 – 17.30	Initial assessment practice <table border="1" data-bbox="466 1621 1050 1872"> <thead> <tr> <th>Room</th> <th>Room 1</th> <th>Room 2</th> <th>Room 3</th> <th>Room 4</th> </tr> </thead> <tbody> <tr> <td>Instructor(s)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>16:30 – 16:45</td> <td>Blue</td> <td>Red</td> <td>Yellow</td> <td>Green</td> </tr> <tr> <td>16:45 – 17:00</td> <td>Green</td> <td>Blue</td> <td>Red</td> <td>Yellow</td> </tr> <tr> <td>17:00 – 17:15</td> <td>Yellow</td> <td>Green</td> <td>Blue</td> <td>Red</td> </tr> <tr> <td>17:15 – 17:30</td> <td>Red</td> <td>Yellow</td> <td>Green</td> <td>Blue</td> </tr> </tbody> </table>	Room	Room 1	Room 2	Room 3	Room 4	Instructor(s)					16:30 – 16:45	Blue	Red	Yellow	Green	16:45 – 17:00	Green	Blue	Red	Yellow	17:00 – 17:15	Yellow	Green	Blue	Red	17:15 – 17:30	Red	Yellow	Green	Blue	
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17:15 – 17:30	Red	Yellow	Green	Blue																												
17.30 – 17.45	Summary and overview for next 3 days																															