



Hosting a CALS Trauma Module Course

To host a CALS Trauma Module Course at your facility you will be required to:

1. **Provide space:** Space designated for the course must be available for the CALS Instructors to set up at least 2 hours before the course is scheduled to begin.

If needed, class space can be the same as the space being used for the CALS Provider Course. The coordinator will set up for both classes, as much as possible. If classroom space must be shared, extra tables and sheets will be required so CALS Provider Course equipment can be moved to one side and covered.

Room requirements for the Trauma Module Course:

One room large enough to accommodate all participants at the beginning of the course.

Preferably three separate areas for breakout sessions, with space for equipment and up to 10 people. The main room can be used as one of the breakout rooms. One room will require a stretcher for the ultrasound portion, as the person will have to lie down.

Registration table: This can be outside the larger room.

Refreshments are not required but, coffee or other beverages can be provided. Include the cost in a detailed invoice for the food and beverages you purchase for the Provider Course and you will be reimbursed up to \$3.00 per person (including CALS Instructors.)

2. **Designate someone to meet the CALS Instructors on arrival and provide a large cart or loading palette to unload equipment (we bring several large pieces of equipment.)** The designated person should be available for questions or assistance, as needed (this can be done by phone also.)
3. **Model needed:** One individual “model” will be needed for the FAST Exam. The model must be 18 years of age and can be either male or female. For the purpose of the exam he/she should be of average size and weight. Models should wear scrubs or other clothing that is easily removed. Female models may want to consider wearing a bathing suit top or an athletic-type bra (during the exam the abdomen area and lower chest will be exposed.)
4. **Promote the course:** Promote the course to teams of physicians, nurses and appropriate allied health personnel in your facility. CALS will provide you with the appropriate materials.

We can provide the trauma module for up to 12 providers (MD, PA/NP) and additional RN’s. The total number of participants should not exceed 24.
5. **Facilitate registration payment for the participants attending from their facility:** The host will abide by the CALS Course Participant Cancellation/Refund Policy and will assist CALS in the administration of this policy.
6. **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 host the course.

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.

Financed through a grant administered by the Office of Rural Health and Primary Care, Minnesota Department of Health.



CALS Course Costs and Funding

In Minnesota, CALS courses are partially subsidized by a grant through the Office of Rural Health and Primary Care. For Minnesota residents taking courses after January 1, 2012, the price structure is as follows:

Two Day Provider Course

RN/EMT-P/Residents:	\$325
CRNA/PA/NP/DO/MD:	\$575

(MN Critical Access Hospital providers are eligible for \$100 in Federal FLEX grant funding, pending availability.)

Trauma Module

RN/EMT-P/Residents:	\$110
CRNA/PA/NP/DO/MD:	\$325

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	\$100.00

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.