# Administrative Checklist

Fill in columns ‘Applicant’s reference and comments’ and ‘Complies *Yes/No*’

|  |  | ***Applicant’s reference and comments*** | ***Complies Yes/No*** | ***DMAC/EDTCmed  Comments*** |
| --- | --- | --- | --- | --- |
| 1 | Is an application letter enclosed, explaining course general background, previous courses, contents, etc.? |  |  |  |
| 2 | Does the application letter state which category course is approval sought for? (Ref. section 2.1) |  |  |  |
| 3 | Is this letter signed by both the professional and the administrative personnel responsible for the course? |  |  |  |
| 4 | Does the application letter list and number all attachments and are these attachments numbered as stated in section 2.12? |  |  |  |
| 5 | Is the organisation of the course, including faculty, clearly described? |  |  |  |
| 6 | Are all faculty members listed by name, address, telephone and e‑mail? |  |  |  |
| 7 | Are CVs for all teachers attached? (no need to list scientific publications in a CV) |  |  |  |
| 8 | Is a detailed time schedule for the course attached? |  |  |  |
| 9 | Is a tabulated list of total contact hours attached, divided into classroom lectures and practical exercises? (The time schedule is not considered a tabulated list – this should be a separate document or table within the application listing lectures and contact time.) |  |  |  |
| 10 | Is the course curriculum (describing the training objectives of each lesson) attached? (Please ensure compliancy with Appendix C.) |  |  |  |
| 11 | Is a sample of 25% of the exam questions (with answer keys if MCQ) included? |  |  |  |
| 12 | Does the application describe in detail how the students will be tested after the finished course? |  |  |  |
| 13 | Does the application describe pass/fail criteria and the possible way of re-examining failed students? |  |  |  |
| 14 | Does the application describe the requirement for attendance in order to receive a diploma/course certificate at the end of the course? |  |  |  |
| 15 | Does the application describe how this attendance will be monitored? |  |  |  |
| 16 | Does the application describe course literature given to the student or required by the course faculty? |  |  |  |
| 17 | Does the application describe, in reasonable detail, how practical exercises and practical training will be completed *(to a level assuring DMAC that sufficient equipment, space and planning will ensure success)*? |  |  |  |
| 18 | Does the application describe the need for and availability of AV equipment? |  |  |  |
| 19 | Does the application describe access to basic logistic support functions (e.g. photocopying, meals, etc.)? *DMAC/EDTCmed does not question details in this matter but wants to avoid that neglect of practical issues may disturb the professional outcome of the course.* |  |  |  |
| 20 | Has the course been recognised by any national or other international authority or organisation? |  |  |  |
| 21 | Is a sample of a course diploma/course certificate enclosed? |  |  |  |
| 22 | Is a sample of a course diploma/course certificate for students not passing the exam or failing the attendance requirement enclosed? |  |  |  |
| 23 | Has the applicant confirmed willingness to provide video documentation of a maximum of three contact hours for post-course review? |  |  |  |
| 24 | Are both checklists filled in and enclosed with the application in Microsoft Word format? |  |  |  |
| 25 | Are all documents written in English and in an electronic format? |  |  |  |

# Curriculum Checklist

The topics of this table represent the corresponding chapters in the training objectives (Appendix 2 of the ECHM-EDTC “*Educational and Training Standards for Physicians in Diving and Hyperbaric Medicine”* 2011). Fill in columns ‘Applicant’s reference and comments’ and ‘Complies *Yes/No’*. ‘Yes’ means that the teaching module of the applicant’s course complies with all the items in the “training objectives”. For a Level 2D course, a ‘No’ compliance should be given if the amount of training for a certain subject is less than stipulated in the ECHM-EDTC training standard. If a course is considered qualified as a combined Level I and Level 2D course, care should be given to describe how topics are taught and training progressed for each module/level.

|  | ***Topic*** | ***1*** | ***2D*** | ***Applicant’s reference and comments*** | ***Complies Yes/No*** | ***DMAC/EDTCmed  Comments*** |
| --- | --- | --- | --- | --- | --- | --- |
| **1 Physiology and pathology of diving and hyperbaric exposure** | | | | | | |
| 1.1 | Hyperbaric physics | B | C |  |  |  |
| 1.2 | Diving related physiology (functional anatomy, respiration, hearing and equilibrium control, thermoregulation) | B | C |  |  |  |
| 1.3 | Hyperbaric physiology of immersion | B | C |  |  |  |
| 1.4 | Pathophysiology of decompression | B | C |  |  |  |
| 1.5 | Acute dysbaric disorders: a brief introductory section | B | C |  |  |  |
| 1.6 | Chronic dysbaric disorders (long term health effects) | B | C |  |  |  |
| 1.7 | HBO basics – physiology and pathology | - | B |  |  |  |
| 1.8 | Oxygen toxicity | A | C |  |  |  |
| 1.9 | Pressure and inert gas-effects | A | C |  |  |  |
| 1.10 | Medication under pressure | B | C |  |  |  |
| 1.11 | Non-dysbaric diving pathologies | A | C |  |  |  |
| **2 Diving technology and safety** | | | | | | |
| 2.1 | Basic safety planning | B | B |  |  |  |
| 2.2. | Compressed air work | B | B |  |  |  |
| 2.3 | Diving procedures | B | C |  |  |  |
| 2.4 | Characteristics of various divers | B | B |  |  |  |
| 2.5 | Diving equipment | B | B |  |  |  |
| 2.6 | Diving tables and computers | B | B |  |  |  |
| 2.7 | Regulations and standards for diving | A | B |  |  |  |
| 2.8 | Saturation diving | B | C |  |  |  |
| **3 Fitness to dive** | | | | | | |
| 3.1 | Fitness to dive criteria and contraindications (for divers, tunnel workers and HBOT patients and chamber personnel) | C | C |  |  |  |
| 3.2 | Fitness to dive assessment | C | C |  |  |  |
| 3.3 | Fitness to dive standards (professional and recreational) | C | C |  |  |  |
| **4 Diving accidents** | | | | | | |
| 4.1 | Diving incidents and accidents | A | C |  |  |  |
| 4.2 | Emergency medical support (with no chamber on site) | - | C |  |  |  |
| 4.3 | Decompression illness | A | C |  |  |  |
| 4.4 | Immediate management of decompression illnesses: recompression tables and strategies | A | C |  |  |  |
| 4.5 | Rehabilitation of disabled divers | - | A |  |  |  |
| 4.6. | Diving accident investigation | - | A |  |  |  |
| **5 Clinical HBO** | | | | | | |
| 5.1 | Chamber technique (multiplace, monoplace, transport chambers, wet recompression) | - | B |  |  |  |
| 5.2 | HBO: Mandatory indications | - | A |  |  |  |
| 5.3, | HBO: Recommended indications | - | - |  |  |  |
| 5.4 | HBO: Experimental and anecdotal indications | - | - |  |  |  |
| 5.5 | Data collection/statistics/evaluation | - | B |  |  |  |
| 5.6 | General basic treatment (nursing) | - | B |  |  |  |
| 5.7 | Diagnostic, monitoring and therapeutic devices in chambers | - | C |  |  |  |
| 5.8 | Risk assessment, incidents monitoring and safety plan in HBO chambers | - | B |  |  |  |
| 5.9 | Safety regulations | - | C |  |  |  |
| **6 Miscellaneous** | | | | | | |
| 6.1 | Research standards | - | A |  |  |  |
| 6.2 | Paramedics teaching programme | - | B |  |  |  |
| 6.3 | Management/organisation of HBO facility | - | A |  |  |  |
| **7 Practical training** | | | | | | |
| 7.1 | Fitness of course participants | + | + |  |  |  |
| 7.2. | Practical revision of examination skills | + | + |  |  |  |
| 7.3 | Practice in HBO-T (including pressure test and experience of nitrogen narcosis) | - | + |  |  |  |
| 7.4a | CPR | - | + |  |  |  |
| 7.4 | Practice in field first aid (diving accidents) | - | + |  |  |  |
| 7.5 | Underwater experience   * (Level I) – recommended * (Level 2D) – exceptions possible, if important reasons or unfitness to dive | + | + |  |  |  |
| 7.6a | Demo: Professional diving | + | + |  |  |  |
| 7.6b | Demo: HBO-T | - | + |  |  |  |

|  |  |
| --- | --- |
| **Levels of competence:**  A Basic (Aware of subject)  B Need to know (Familiar with subject)  C Expert (Detailed understanding of subject) | **Requirement:**  - Optional  + Required |