



SPRINGFIELD MEMORIAL EMERGENCY DEPARTMENT
TRAUMA NURSE SPECIALIST (TNS) PROGRAM
February 2025

PURPOSE:

The Trauma Nurse Specialist (TNS) program, in conjunction with the Illinois Department of Public Health (IDPH), is available at Springfield Memorial Hospital. This program is for nurses who are seeking specialized education regarding the trauma patient. This information applies to all current and future students of the course, regardless of their affiliation with Springfield Memorial Health, Memorial Health System, or an outlying facility.

Trauma Nurse Specialist Education Program and Licensing

1. The Trauma Nurse Specialist Course Coordinator (TNSCC) shall admit to the Trauma Nurse Specialist (TNS) Education Program only those individuals who have met the following requirements or prerequisites:
 - a. Current unrestricted RN license in the state or US Territory in which they are practicing, as verified by the submission of a photocopy of the official license showing the license number and expiration date; and
 - b. Have at least 1040 hours of clinical care experience in an emergency department or critical care unit as an RN.
2. The TNS Education Program content and curriculum shall be developed and maintained by the TNSCC Committee and approved by IDPH. The TNSCC shall ensure all material presented aligns and conforms with the current TNS curriculum.
3. Summative Assessments: Cognitive and Psychomotor
 - a. A candidate who has successfully completed course requirements, paid all fees, and otherwise meets all IDPH requirements for licensure shall be eligible to take the summative cognitive and psychomotor assessments (exams) required for the State TNS licensure. (see Section 515.460 – Fees; 515.190 – Felony Convictions).
 - i. The summative assessments shall be developed by the TNSCC's and approved by IDPH in compliance with psychometric principles.
 - ii. Passing criteria for each examination shall be determined by the TNSCC's and approved by IDPH.
 - iii. A candidate shall have 12 months from the end of their TNS education program to successfully achieve passing scores on both TNS summative assessments in compliance with testing Policies and Procedures.
 - iv. The cognitive exam is created, validated, scheduled, administered, scored, and reviewed for item performance in compliance with TNS Policies and Procedures.

- v. The cognitive exam measures achievement of key course objectives and is based on a blueprint and table of specifications created by the TNSCCs in compliance with the program Policies and Procedures.
 - vi. Course graduates may attempt the cognitive exam a total of three times and shall complete remediation requirements as specified in the TNS Policies and Procedures. All three exam attempts must occur within a candidate's one-year exam authorization window.
 - vii. Candidates for retest must meet the same requirements and standards as those taking the exam on the first attempt.
 - viii. The candidate shall submit a fee based on the current exam fee structure to the testing site prior to each cognitive exam attempt.
 - ix. De-identified exam performance data are reviewed in compliance with TNS Policies and Procedures.
 - x. The psychomotor exam requires the candidate to evaluate and stabilize a simulated critically injured trauma patient in compliance with practice standards and testing criteria established by the TNSCCs and approved by IDPH.
 - xi. A candidate shall be given two attempts to successfully complete the psychomotor examination.
- b. TNS Licensure by Challenging the Summative Assessments:
- i. Candidates meeting the minimum course admission requirements and TNS licensure eligibility requirements may request to challenge the TNS summative assessments without taking the TNS Education Program in compliance with Program Policies and Procedures.
 - ii. The Challenge candidate shall submit an application to take the cognitive and psychomotor exams at a TNS course site at least 30 days prior to the proposed exam date(s).
 - iii. A Challenge candidate who is unsuccessful may reapply to challenge the exams after 366 days from the prior unsuccessful exam attempt.
- c. TNS Licensure
- i. IDPH will license a qualified candidate after they have met all requirements for IDPH licensure including paying any TNS licensing fees. (see Section 515.460).
 - ii. TNS licensure is valid for four years.
- d. TNS Relicensure
- i. A TNS may be relicensed by either submitting approved trauma-specific Continuing Education (CE) or taking the current State TNS cognitive examination and completing all processes and payment for relicensure as prescribed by IDPH.
 - ii. The license of a TNS who has failed to file for an extension, Inactive Status (see 515.600 EMS Personnel Inactive Status) or meet all relicensure requirements

shall be invalid on the day following the expiration date shown on the license.

A TNS shall not function on an expired license.

- e. A TNS whose license has expired may, within 60 days after expiration, submit all relicensure material required by this Section and all standard licensing fees, plus a late fee (see Section 515.460), in the form of an organization's payment, a certified check, or a money order (cash or personal check will not be accepted). If the application for license renewal meets the requirements of this Section and there is no disciplinary action pending against the TNS, IDPH will renew the TNS license.
- f. A TNS shall notify IDPH within 30 days after any change in name or address. Notification may be in person or by mail, phone, fax, or electronic mail. Addresses may be changed through the IDPH Division of EMS website. Name and gender changes require legal documents, i.e., marriage license or court documents.

Trauma Nurse Specialist Program Plan

- 1. A TNS program plan shall contain the following information:
 - a. Name and address of the TNS site hospital;
 - b. The names, resumes, and contact information of the appointed TNSCCs;
 - c. Current letters of commitment from the following persons at the TNS site hospital that describe the commitment of the writer and his or her office to the development and ongoing operation of the TNS program and that state the writer's understanding of and commitment to the TNS program staffing and educational requirements:
 - i. The Chief Executive Officer of the hospital; and
 - ii. The administrative representative for the TNS program.
 - d. A letter of commitment from the above administrator that describes the TNS site's agreement to:
 - i. Be responsible for providing initial TNS education and CE based on regional needs, including coordinating didactic and clinical experiences;
 - ii. Provide travel and meeting time and expenses; clerical support including access to the devices, equipment and software needed to be compliant;
 - iii. Ensure that IDPH has access to TNS program records under the authority of the TNS site during any IDPH inspection, investigation or site survey;
 - iv. Notify IDPH of any known changes in the TNS personnel;
 - v. Be responsible for the total management of the TNS program at that site and collaborative management of the TNS program with all TNSCCs and IDPH; and
 - vi. Be responsible for compliance with the provisions of Section 515.750.
 - e. The TNS program manual maintained at each TNS site shall include the following components:
 - i. TNS Education Program
 - 1. Content and curricula of the TNS educational Program including;
 - 2. Entrance and completion requirements;

- 3. Program schedules;
 - 4. Goals and objectives;
 - 5. Standardized subject areas – no additional elective subject material;
 - 6. Didactic requirements, as defined in the TNSCC Course Guidelines;
 - 7. Testing formats
- ii. TNS Initial Licensing Policy:
 - 1. Verification of candidate meeting all initial licensure requirements;
 - 2. Availability of IDPH approved TNS initial licensure application form(s) as applicable;
 - 3. Submission of TNS initial licensure application and approval to IDPH
- iii. Renewal Policy:
 - 1. Verify TNS license requirements for renewal (515.750)
 - 2. Approval of educational and trauma related programs applicable toward relicensure requirements;
 - 3. Approval of academic course work applicable toward relicensure requirements;
 - 4. Availability of IDPH approved TNS licensure renewal application forms(s) as applicable;
 - 5. Submission of TNS licensure renewal approval to the IDPH;
 - 6. Availability of IDPH approved TNS licensure renewal application form(s) as applicable; and
 - 7. Submission of TNS licensure renewal approval to IDPH.
- iv. TNS continuing education and information, including:
 - 1. distribution of policy and procedure changes
 - 2. location of resource materials, forms, schedules, etc.
- f. The responsibilities of the TNSCC, per the TNSCC guidelines include:
 - i. Archive TNS initial and renewal license approval records, education records, including: curriculum, handouts, and participant information for minimum of 7 years;
 - ii. TNSCC members committee meeting attendance as per TNSCC guidelines;
 - iii. Any changes to the TNS program must receive IDPH approval prior to its implementation;
 - iv. Quality improvement measures for testing and education shall be performed on a semiannual basis and be available upon IDPH request.

APPROVAL:

This policy has been reviewed and approved by:

Jennifer Love, RN, BSN, MBA, TNS, CEN
System Administrator, Emergency and Trauma Services

Approval & Revision Dates:		Approved By:
Revised:	February 2025	Jennifer Love
Revised:	December 2024	Jennifer Love
Approved:	February 2019	Trauma Leadership

References:

Section 515.750 and 515.760, Illinois Department of Public Health Administrative Code