

CAN'T INTUBATE CAN'T OXYGENATE (CICO)

Management of the Critically Obstructed Airway

Providers' tasks checklist

Well before the course (4 weeks +)	Completed
1) Facility rooms booked	
2) Equipment and resources sourced	
3) Course materials prepared	
Marketing and recruiting completed. Participants' bookings confirmed via email	
4) Course manual	
5) Teaching faculty	
a) Booked	
b) Roles allocated: course director and faculty roles	
c) Prepared: preparatory information provided and briefings completed	
6) Technical and support personnel	
a) Rostered	
b) Roles allocated: team leader and roles	
c) Technical staff consulted and briefed about course schedule and format	
7) Administrative coordinator/contact person assigned	
8) Catering ordered	
Shortly before the course (day before and morning of course)	
9) Set up	
a) Rooms including chair configuration, whiteboard	
b) Course materials: PowerPoint (check embedded video); main seminar room videos (confirm working with adequate audio); handouts; faculty guides; sign-on sheets, name badges, appraisal forms, certificates printed	
c) Other course coordination materials: sign on sheets, handouts, writing paper, appraisals, certificates	
d) Assignment of participants into groups of four to six	
e) Assignment of faculty to breakout rooms	
f) Rooms identified with signage to streamline movement of participants	
During the course	
10) Pre-course faculty preparation: meeting with course director	
11) Interaction with participants: meet and greet; Sign on sheets completed; Name badges allocated; Personal items secured; general support; Confidentiality forms signed.	
12) 'Housekeeping' briefing (during introduction): Course privacy policy; confidentiality requirements; amenities; schedule; break opportunities; parking; security; Q&A.	
13) Course coordination: Timekeeping, Catering	
14) Technical support of IT	
After the course	
15) Evaluation and certificate	
a) Appraisal forms distributed and collected at the end of the course	
b) Data entry of evaluations	
c) Certificates completed and distributed	