

## Writing a PTC Report

The Course Director or appointed person must write a report for every PTC course. This can be done either on the online form linked from the home page of the PTC website [www.primarytraumacare.org](http://www.primarytraumacare.org) or using the headings below. Send it to the Primary Trauma Care Head Office at [admin@primarytraumacare.org](mailto:admin@primarytraumacare.org) and also to the course co-ordinator and to any organisation(s) funding or supporting the course.

Examples of reports from previous courses can be found on the PTC website.

Here are the recommended contents of a course report:

1. Executive summary
2. Key staff involved in planning and co-ordinating
3. Professional aspects of the visit
4. Course participants
5. Course instructors
6. Media coverage
7. Confirmation that the standard 2-day programme was delivered
8. Summary of MCQ & confidence matrix scores before and after the course
9. Confirmation that the standard 1-day instructor course was delivered,
10. PTC Instructor course participants
11. PTC Faculty Training Team
12. Evaluation of the success and relevance of the visit
13. Observations and recommendations
14. Acknowledgments and thanks