



**TNCC / ENPC :**  
**Instructor-Director Assessment Tool (IDAT)**  
**V 6: Updated 4/2022**

**Criteria for Conducting Assessment**

*Check all that apply*

<input type="checkbox"/>	Random Selections
<input type="checkbox"/>	New Programs
<input type="checkbox"/>	Programs without faculty in the area
<input type="checkbox"/>	Upon request of instructor or course director
<input type="checkbox"/>	Consistently low performance of provider candidates
<input type="checkbox"/>	Consistently low instructor evaluation scores
<input type="checkbox"/>	Written concerns from another instructor, faculty member or course participant to the Trauma and/or Pediatric Chairperson regarding performance

**Pre-Course Administration Tasks**

<b>Audit Filter</b>	<b>Survey Guideline for Faculty</b>	<b>RATING</b>	<b>Comments</b>
Course was appropriately registered	Each course should be registered through the national office of ENA. Evidence verified by Course # and verification through course operations		
Participants received manuals 30 days prior to course	Accomplish this by interviewing participants or looking at pre-course records		
Instructors received lecture and psychomotor skill station assignments four weeks prior to course	Accomplish this by interviewing instructors or looking at pre-course records		
Availability of appropriate equipment is arranged pre-course	Are there enough adult and Pedi manikins? Are traction splints, chest tube equipment, backboards and cervical collars available?		
Course schedules are posted or participants have access to the course schedule	Course schedules should be accessible to participants and instructors prior to course		
Qualifications of Instructors were verified prior to course.	Instructor qualifications are verified through instructor numbers.		
Instructor-Instructor Candidate mix was appropriate	For any individual course, no more than 50% of the TNCC/ENPC instructors may be instructor candidates. ICs were assigned at least 1 lecture and taught and tested at least 4 participants with 1:1 mentoring by appropriately qualified instructor		

**FOR USE IN RATING SECTION:**

**4: No action required; 3: Coached appropriately; 2: Recommend Re-monitoring; 1: Referred to State Committee**



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**Schedule Audit**

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All required lectures and skills stations are listed.	Classes should not be cut short by omission or reduction of required course content or lectures		
Directives are followed for time frames of each schedule.	It is important to plan to give each lecture the appropriate time frame. Course directors are responsible for managing unexpected problems and correct them throughout the course.		
Participants and Instructors are kept informed of schedule changes and adjustments.	Observation		
Alternative Schedule formats were pre-approved by Course Operations	ENA courses follow an approved format. Alterations to courses and ratios are pre-approved.		

**Lecture Audit**

<b>Audit Filter</b>	<b>Survey Guideline for Faculty</b>	<b>RATING</b>	<b>Comments</b>
Course Director is available during the entire course to ensure instructors are prepared, utilize current materials, and maintain time schedules for lectures and psychomotor skills stations and assist with problems.	Observation		
Course Director maintains professionalism and course integrity.	Observation		
Course Director verified current provider status of all reverification course participants	Observation. Confirm with course records		

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**Skill Station Audit**

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Extra time was added to schedules in situations where there were more than 4 providers per skills station.	Each participant should be allowed 20-30 minutes to maneuver through skills activity.		
Student – Instructor ratios did not exceed 6:1.	Ratios at skills stations should be 4:1, but may be increased to 5:1 or 6:1. Unless pre-approved.		
Appropriate equipment and space was provided	Equipment was supplied according to guidelines in instructor manual		
Day 1 demonstration and return demonstration was clearly separated from testing.	The time set aside for demonstration and return demonstration should not be combined with testing.		
Instructors allowed hands-on practice with manikins and equipment	Practice at skills stations should be an opportunity to practice the specific skill.		
Demonstration of Key course content were required in practice.	The intent of the TNCC/ENPC course is to learn the standards and content of the course. Participants should be required to devote time at stations to learning these principles		
Course Material presented was current	Instructors should be teaching with the most updated material available		
Sufficient space and privacy were provided for Skills Station Evaluation	Testing stations should be arranged for privacy. Appropriate equipment should be provided		
Appropriate processes were followed for re-testing of skills stations	Participants who do not successfully complete the skill station evaluation may be re-evaluated in only one skill station. The participant should be coached (if desired) and reviewed by one of the instructors and then allowed to re-test.		

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**In addition to the above criteria: VIRTUAL COURSES**

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Courses registered appropriately through the ENA LMS.			
Courses were taught using the current version of ENA presentation materials.			
Proper course format was adhered to.			
An appropriate mechanism was utilized for small group discussions.			
An appropriate mechanism was utilized for individual skill station testing.			

**Post Course Activities**

<b>Audit Filter</b>	<b>Survey Guideline for Faculty</b>	<b>RATING</b>	<b>Comments</b>
Participants who did not successfully complete written test or psychomotor skills stations are given the opportunity to retest if appropriate in accordance with the admin. procedures	Course Director follows rules for eligibility to retest.		
Summary Performance Report Completed	Observation		
Final Faculty Roster	Instructor were added to the LMS		

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Recommended Actions; **COURSE DIRECTOR**

<b>COURSE DIRECTOR</b>	Target Date <i>Some actions may occur on site the day of the audit.</i>	Comments <i>(Faculty Member Comments)</i>	Final Completion
Coaching session with faculty member regarding pre-course criteria.			
Coaching session with faculty member regarding scheduling component of course.			
Coaching session with faculty member regarding lecture component of course.			
Coaching session with faculty member regarding skills station component of course.			
Coaching session with faculty member regarding testing practices of course.			
Faculty Member recommends observing another course and then repeating audit process.			
Faculty Member recommends that Course Director be commended for excellence in Course Integrity and Course Operations			

Recommended Actions; **INSTRUCTOR**

<b>INSTRUCTOR</b>	Target Date <i>Some actions may occur on site the day of the audit.</i>	Comments <i>(Faculty Member Comments)</i>	Final Completion
Faculty Member recommends monitoring based on SWOT analysis			
Faculty Member recommends re-take of TNCC/ENPC instructor course.			
Faculty Member recommends re-take of TNCC/ENPC provider course.			
Faculty Member recommends that Instructor be commended for excellence in Course Integrity and Course Operations			

DATE \_\_\_\_\_ Evaluator Signature \_\_\_\_\_ Instructor / Director Signature \_\_\_\_\_

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Instructor / Director Comments:

Upon completion, this evaluation will be submitted to the TNCC / ENPC State Chair. As needed, a committee of 5 faculty members may be convened with creation of a SWOT analysis. This will list the candidates Strengths, Weaknesses, opportunities, and Threats, in addition to an opportunity to be re-evaluated.

After further evaluation and improvement in the deficiencies, the Instructor / Director will be considered counseled. In the event that the Instructor / Director does not show improvement on re-evaluation, or for Issues concerning the National Course Administrative Guidelines, this evaluation and review will be directed to the National Course operations Department for further assistance.

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