

Instructor-Director Assessment Tool: IDAT

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. If the Instructor/Director does not show improvement on re-evaluation, or for issues concerning the ENA Course Administrative Guidelines, this evaluation and review will be directed to the ENA Course Operations Department for further assistance.

Criteria for Conducting Assessment <i>Check all that apply</i>	
<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
<input type="checkbox"/>	Random Selections

FOR USE IN RATING SECTION:

4	No action required
3	Coached appropriately
2	Recommend re-monitoring
1	Referred to State Committee

Pre-Course Administration Tasks Audit			
Audit Filter	Survey Guideline for Faculty	Rating	Comments
The 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 the course.	Interview participants Review pre-course records		
Instructors received lecture and psychomotor skill station assignments four weeks prior to the course.	Interview instructors Review pre-course records		
Availability of appropriate equipment is arranged pre-course.	Are there enough adult and pediatric manikins? Are traction splints, chest tube equipment, backboards and cervical collars available?		

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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 one (1) lecture and taught and tested at least four (4) participants with 1:1 mentoring by an appropriately qualified instructor.		

Schedule Audit			
Audit Filter	Survey Guideline for Faculty	Rating	Comments
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 correcting 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 preapproved.		

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Lecture Audit			
Audit Filter	Survey Guideline for Faculty	Rating	Comments
The 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		

Skill Station Audit			
Audit Filter	Survey Guideline for Faculty	Rating	Comments
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 provided.	Equipment was supplied according to guidelines in instructor manual		
Day 1 demonstration and return demonstration were 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 was 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.		

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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.		

Virtual Courses Audit			
Audit Filter	Survey Guideline for Faculty	Rating	Comments
Courses registered appropriately through the ENA LMS.			
Courses were taught using the current version of ENA presentation materials.			
The proper course format was adhered.			
An appropriate mechanism was utilized for small group discussions.			
An appropriate mechanism was utilized for individual skill station testing.			

Post Course Activities Audit			
Audit Filter	Survey Guideline for Faculty	Rating	Comments
Participants who did not successfully complete the written test or psychomotor skills stations are given the opportunity to retest, if appropriate, in accordance with the Administrative Procedures.	Course Director follows rules for eligibility to retest.		
Summary Performance Report completed.	Observation		
Final Faculty Roster	Instructors were added to the LMS		

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Course Director Recommended Actions			
COURSE DIRECTOR	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 recommends observing another course and then repeating audit process.			
Faculty recommends that Course Director be commended for excellence in Course Integrity and Course Operations			

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Instructor Recommended Actions			
INSTRUCTOR	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 Signature	
Director Signature	

Comments: