



American Heart Association Emergency Cardiovascular Care Programs

Instructor/Training Faculty Renewal Checklist

Instructions: This checklist may be used to document successful completion of instructor/Training Faculty (TF) renewal requirements and contact information. It is recommended that the TC keep the completed form in the instructor's file.

Complete 1 form per renewing discipline.

To be used in conjunction with the Instructor Monitoring Tool.

SECTION 1:

General information for the renewing instructor or TF member.

Renewing discipline:

- ☐ Heartsaver® ☐ BLS ☐ ACLS ☐ ACLS EP ☐ PALS ☐ PEARS®
- ☐ ASLS

Instructor ID#: _____ Expiration date of instructor card: _____

Primary TC name: _____ TC ID #: _____

TC Coordinator's name: _____

Instructor's or TF's name: _____

Mailing address: _____

City: _____ State: _____

Zip code: _____ Phone: _____

Email: _____

SECTION 2:

Instructor or TF member teaching, monitoring, and update activity for renewal.

☐ Instructor/TF monitoring completed successfully:

Course name: _____

Date: _____ TF observer name: _____



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☐ Instructor/TF update(s) attended:

Date: _____ Location: _____

Date: _____ Location: _____

Date: _____ Location: _____

☐ Instructor Essentials course completed (if applicable):

Date: _____ Location: _____

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- ☐ At least 4 provider courses taught in the past 2 years or waiver obtained (list classes below; additional classes may be attached or listed on the back of this form)

Course Name	Date	Location (TC or Site)	Station or Module

- ☐ If applicable (for TF), at least 1 instructor/instructor renewal course taught in the past 2 years (list courses below)

Course Name	Date	Location (TC or Site)	Station or Module

SECTION 3:

Administrative Review of Conflict of Interest and Code of Conduct. Reviewed by TC Coordinator with instructor.

Professional Behavior: The *Program Administration Manual* provides specific guidelines regarding code of conduct and conflict of interest for all representatives of the AHA as leaders in the community. Instructors need to comply with these AHA guidelines because they represent the AHA while they are conducting courses.

- ☐ Endorses the ECC Leadership Code of Conduct

Date of review: _____

- ☐ Acknowledges the AHA Statement of Conflict of Interest

Date of review: _____

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SECTION 4:

Administrative Competencies and Indicators. Observed by TC Coordinator through regular teaching activities

Cognitive and Psychomotor Skills: Maintains proficiency in provider-level cognitive and psychomotor skills; fulfills requirements for initial or renewal instructor certification

- ☐ Demonstrates proficiency in provider-level skills
- ☐ Teaches at least the minimum number of classes per cycle
- ☐ Is aligned on the Instructor Network
- ☐ Completes the required provider and instructor updates
- ☐ Provides precourse instructions and resources to students before the course
- ☐ Uses student and Faculty feedback to improve teaching performance
- ☐ Ensures equipment is in working order and is available in sufficient quantity, as recommended
- ☐ Secures and protects testing materials
- ☐ Decontaminates/cleans equipment according to the manufacturer's instructions

Program Administration: Successfully manages available resources, including time, materials, space, and budget, to deliver high-quality training in accordance with AHA guidelines

- ☐ Completes postcourse records, including an accurate roster, grade report, and summary evaluation
- ☐ Complies with the current, appropriate version of the *Program Administration Manual*
- ☐ Ensures that AHA course completion cards are issued in a timely manner

Overall comments from TC Coordinator:



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Overall comments from instructor/TF:

Review of Renewal Checklist is acknowledged by instructor/TF:

TCC name: _____ Instructor/TF name: _____

TCC signature: _____ Instructor/TF signature: _____

Date: _____ Date: _____

☐ New instructor card issued

Date: _____

☐ TF status maintained

Date: _____

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Instructor Monitor Tool

Instructions: Training Faculty (TF) should use this form to assess the competencies of instructor candidates and renewing instructors. For each competency, there are several indicators or behaviors that the instructor may exhibit to demonstrate competency.

To be used in conjunction with the Instructor/TF Renewal Checklist.

Role of the TF Observer:

The role of the TF observer for this monitoring is to observe only. Debriefing or correcting the instructor during the course should be avoided. If critical components are not being completed, contact the TC Coordinator or Course Director outside the classroom setting immediately.

Evaluating the Critical Actions:

The following questions are critical actions required for a successful course. Each item is written to maximize the objectivity and minimize the subjectivity of the evaluator. For each item, mark one of the following:

- Yes** for items present or completed if there are no required changes for improvement. There may be recommendations for improvement and comments but no required changes.
- Yes with req.** (Yes with requirements) for items that were completed but changes are required for full compliance. *Fill in the comment box with the required change and rationale.*
- No** if the required action was not done or was done incorrectly. *Fill in the comment box with the rationale.*
- Not Observed** for items the observer did not witness during monitoring.

SECTION 1: General information for the individual and course being observed.

Instructor or instructor candidate name: _____

Instructor ID #: _____ Instructor card expiration date: _____

Course reviewed: ☐ Heartsaver® ☐ BLS ☐ ACLS ☐ ACLS EP ☐ PALS ☐ PEARS® ☐ ASLS

Purpose of review: ☐ Initial application ☐ Instructor renewal ☐ Remediation

Instructor Monitor Tool

SECTION 2: Instructor competencies and indicators. Observed by TF in a class setting.

Course Delivery: Presents AHA course content as intended by using AHA course curricula and materials

2.1 Delivers all core content consistent with AHA published guidelines, Instructor Manual, Lesson Plans, and agenda

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.2 Uses videos, checklists, equipment, and other tools as directed in the Instructor Manual

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.3 Allows adequate time for content delivery, skills practice, and debriefing

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.4 Promotes retention by reinforcing key points

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.5 Delivers course in a safe and nonthreatening manner

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.6 Relates course material to audience (prehospital or in-facility)

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.7 Effectively operates technology used in the course

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.8 Adapts terminology appropriate to location, audience, and culture

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.9 Accommodates students who have disabilities and other special needs

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.10 Provides timely and appropriate feedback to students

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.11 Uses principles of effective team dynamics during small group activities

☐ Yes ☐ Yes with req ☐ No ☐ Not observed

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2.12 Facilitates debriefings after scenarios to improve individual and team performance

- ☐ Yes ☐ Yes with req ☐ No ☐ Not observed

Testing and Remediation: Measures students' skills and knowledge against performance guidelines and provides remediation when needed to consolidate learning

2.13 Tests students by using AHA course materials according to instructions in the Instructor Manual

- ☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.14 Provides feedback to students in a private and confidential manner

- ☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.15 Provides remediation by directing students to reference material and by providing additional practice opportunities

- ☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.16 Retests students when indicated

- ☐ Yes ☐ Yes with req ☐ No ☐ Not observed

Professionalism: Maintains a high standard of ethics and professionalism when representing the AHA

2.17 Demonstrates professional behavior in physical presentation and teaching, including enthusiasm, honesty, integrity, commitment, compassion, and respect

- ☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.18 Follows HIPAA, FERPA, and/or local guidelines maintaining confidentiality

- ☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.19 Recognizes and appropriately responds to ethical issues encountered in training

- ☐ Yes ☐ Yes with req ☐ No ☐ Not observed

2.20 Maintains student confidentiality when appropriate

- ☐ Yes ☐ Yes with req ☐ No ☐ Not observed

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Overall comments from TF observer:

Review completed: ☐ Successful ☐ Remediation needed ☐ Unsuccessful

TF name: _____

TF signature: _____ Date: _____

SECTION 3: Review of candidate or instructor. To be completed by TC Coordinator.

I have reviewed the Instructor Monitor Tool with my TC Coordinator, and my instructor status has been reviewed with me. Overall comments from monitored candidate or instructor:

Candidate or instructor name: _____

Candidate or instructor signature: _____ Date: _____

TC Coordinator name: _____

TC Coordinator signature: _____ Date: _____
