

**American Heart Association (AHA) Training Center (TC) Administration Procedures
Lake EMS**

SUBJECT: Instructor Communications

EFFECTIVE DATE: January 6, 2017

PAGE: 1 of 1

SUPERSEDES: October 1, 2011

Policy Statement

American Heart Association training classes will be performed in a manner consistent with AHA guidelines. The AHA is constantly re-evaluating programs based on on-going evidence-based research. Subsequently, new information for instructors must be conveyed in the fastest and most efficacious method possible.

Procedure

Lake EMS will utilize work e-mail as a primary mode of direct communication. This work e-mail will be utilized to notify instructors of refresher meetings, memos, bulletins, and available classes. Face-to-face meetings will also take place when curriculum changes occur or on an annual basis.

Instructors can also find the most current ECC Program information at the Instructor Network.

Instructor Responsibility

Instructors must maintain a current and active work e-mail address. Changes to instructor's name, address, work e-mail, or contact information will be provided to the Training Center (TC) Coordinator within 30-days. Instructors will attend updates as contingent of the privilege of teaching under our TC.

TC Responsibility

Training updates, memos, and bulletins will be conveyed promptly via work e-mail to all instructors.

Training Site Responsibility

Training Site (TS) are responsible to disseminate AHA updates to their instructors.

Compliance is mandatory to remain an active instructor of this TC.