

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

SUBJECT: Quality Assurance

EFFECTIVE DATE: January 6, 2017

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SUPERSEDES: October 1, 2011

Policy Statement

American Heart Association training classes will be performed in a manner consistent with AHA guidelines, as outlined in our refresher meetings, memos, bulletins, Program Administrative Manual, and associated instructor and provider manuals. We will use our assigned Regional Faculty as a resource to assist with our quality assurance and education needs.

We will strongly adhere to the Core Value of Integrity: We will maintain the highest ethical standards in every program in which we participate. We will provide maximum time for hands-on manikin skill practice and evaluation under the direct supervision of an instructor who will provide ongoing feedback of competency.

Lake EMS Training Center (TC) Coordinator

- Sheryl Drew

Procedure

Participants will have the current AHA textbook available before, during, and after the course. Core content will be taught and the TC staff will approve program outlines. Current AHA examinations will be administered in all classes. Course cards will be issued to all successful participants within 30-days.

Instructor Responsibility

Training updates, memos, and bulletins will be conveyed via work e-mail to all instructors. Instructors must maintain a current and active work e-mail address. Changes to instructor's name, addresses, or contact information will be made to the TC Coordinator within 30-days. ***Instructors teaching privileges are contingent upon attending updates and will teach 2 classes per, calendar year January 1 to December 31, for our TC/TS to remain active with our TC. Compliance is mandatory to remain an active instructor of this TC.***

Instructors who fail to act in accordance with AHA course policy and our TC procedures will have their alignment privilege revoked. The Regional ECC Committee will evaluate if the instructor is eligible for active instructor status within the region if they fail to act in accordance with AHA course policy.

TC Responsibility

TC will maintain examinations, course completion cards, and records in an organized manner and in a secure area. Files will be completed within 30-days of course completion. Training Sites (TS) will adhere to all associated TC procedures.

TCF are responsible for performing duties in a manner consistent with the AHA's mission and guidelines. TCF will ensure all associated procedures are strictly followed. TCF, TC/TS Coordinators, or the TC Director will monitor instructors annually.