

**American Heart Association Emergency Cardiovascular Care Programs  
Instructor Monitoring Tool**

Name of Instructor or Instructor Candidate: \_\_\_\_\_

Instructor ID#: \_\_\_\_\_

 Type of Course Monitored:  Heartsaver®  BLS  ACLS  ACLS EP  PALS  PEARS®

**Instructions:** Training Center Faculty (TCF) will 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.

**Key:**

Successful = Observed successful demonstration of this behavior

Needs Remediation = Observed the instructor fail to effectively or consistently demonstrate behavior

**Bold Items = Must be successfully demonstrated during monitoring**

Nonbold Items = Marked if observed during monitoring

Shaded Items = Best assessed by TC Coordinator or others outside the course monitoring

<b>AHA Instructor Competencies and Indicators</b>		
1. ECC/AHA Cognitive and Psychomotor Skills Definition (Goal): Maintains proficiency in provider-level cognitive and psychomotor skills; fulfills requirements for initial or renewal instructor certification	Successful	Needs Remediation
a. <b>Demonstrates proficiency in provider-level skills</b>	<input type="checkbox"/>	<input type="checkbox"/>
b. <b>Teaches at least the minimum number of classes per cycle</b>	<input type="checkbox"/>	<input type="checkbox"/>
c. <b>Is aligned on the Instructor Network</b>	<input type="checkbox"/>	<input type="checkbox"/>
d. <b>Completes the required provider and instructor updates</b>	<input type="checkbox"/>	<input type="checkbox"/>
e. <b>Achieves satisfactory rating during instructor monitoring</b>	<i>Overall recommendation at end of form</i>	
2. Course Delivery Definition (Goal): Presents AHA course content as intended by using AHA course curricula and materials	Successful	Needs Remediation
a. <b>Delivers content that is consistent with Lesson Maps and agenda</b>	<input type="checkbox"/>	<input type="checkbox"/>
b. <b>Uses videos, checklists, equipment, and other tools as directed in the Instructor Manual</b>	<input type="checkbox"/>	<input type="checkbox"/>
c. <b>Allows adequate time for content delivery, skills practice, and debriefing</b>	<input type="checkbox"/>	<input type="checkbox"/>
d. <b>Promotes retention by reinforcing key points</b>	<input type="checkbox"/>	<input type="checkbox"/>
e. <b>Delivers course in a safe and nonthreatening manner</b>	<input type="checkbox"/>	<input type="checkbox"/>
f. Uses student and Faculty feedback to improve teaching performance	<input type="checkbox"/>	<input type="checkbox"/>
g. Provides precourse instructions and resources to students before the course	<input type="checkbox"/>	<input type="checkbox"/>
h. Ensures equipment is in working order and available in sufficient quantity as recommended	<input type="checkbox"/>	<input type="checkbox"/>
i. Relates course material to practical events	<input type="checkbox"/>	<input type="checkbox"/>
j. Effectively operates technology used in the course	<input type="checkbox"/>	<input type="checkbox"/>
k. Adapts terminology appropriate to location, audience, and culture	<input type="checkbox"/>	<input type="checkbox"/>
l. Accommodates students who have disabilities and other special needs	<input type="checkbox"/>	<input type="checkbox"/>
m. Provides timely and appropriate feedback to students	<input type="checkbox"/>	<input type="checkbox"/>
n. Uses principles of effective team dynamics during small group activities	<input type="checkbox"/>	<input type="checkbox"/>
o. Secures and protects testing materials	<input type="checkbox"/>	<input type="checkbox"/>
p. Decontaminates/cleans equipment according to the manufacturer's instructions	<input type="checkbox"/>	<input type="checkbox"/>

3. Testing and Remediation Definition (Goal): Measures students' skills and knowledge against performance guidelines and provides remediation when needed to consolidate learning	Successful	Needs Remediation
a. Tests students by using AHA course materials according to instructions in the Instructor Manual	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides feedback to students in a private and confidential manner (observation and review of students' course evaluation forms)	<input type="checkbox"/>	<input type="checkbox"/>
c. Remediates by directing students to reference material and by providing additional practice opportunities	<input type="checkbox"/>	<input type="checkbox"/>
d. Retests students when indicated	<input type="checkbox"/>	<input type="checkbox"/>
e. Facilitates debriefings after scenarios to improve individual and team performance	<input type="checkbox"/>	<input type="checkbox"/>
4. Professionalism Definition (Goal): Maintains a high standard of ethics and professionalism when representing the AHA	Successful	Needs Remediation
a. Endorses the ECC Leadership Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>
b. Acknowledges the AHA Statement of Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>
c. Demonstrates professional behavior in physical presentation and teaching, including enthusiasm, honesty, integrity, commitment, compassion, and respect	<input type="checkbox"/>	<input type="checkbox"/>
d. Follows HIPAA, FERPA, and/or local guidelines maintaining confidentiality	<input type="checkbox"/>	<input type="checkbox"/>
e. Recognizes and appropriately responds to ethical issues encountered in training	<input type="checkbox"/>	<input type="checkbox"/>
f. Appropriately manages conflicts of interest	<input type="checkbox"/>	<input type="checkbox"/>
g. Maintains student confidentiality when appropriate (observation and review of students' course evaluation forms)	<input type="checkbox"/>	<input type="checkbox"/>
5. Program Administration Definition (Goal): Successfully manages available resources, including time, materials, space, and budget, to deliver high quality training in accordance with AHA guidelines	Successful	Needs Remediation
a. Completes postcourse records, including an accurate roster, grade report, and summary evaluation	<input type="checkbox"/>	<input type="checkbox"/>
b. Complies with the current, appropriate version of the <i>Program Administration Manual</i> (PAM)	<input type="checkbox"/>	<input type="checkbox"/>
c. Ensures that AHA course completion cards are issued in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Recommend Instructor Status:  Yes  No

Date: \_\_\_\_\_

TCF Name: \_\_\_\_\_

TCF Signature: \_\_\_\_\_