



## AHA TRAINING SITE

No More Stolen Lives

### Guidelines and Procedures

Revised for the TS Office as of February 2009

The following is an overview of the procedures that instructors affiliated with Life Rescue Training Inc. (TS) will be expected to follow when coordinating or conducting an American Heart Association (AHA) course. The following information is included:

- ❑ Terminology
- ❑ Pre course Registration and Paperwork
- ❑ Course rosters,
- ❑ Course evaluations,
- ❑ Renewal course students
- ❑ Course card issuance and processing fees
- ❑ Post course procedures
- ❑ Instructor potential candidates
- ❑ AHA instructor courses
- ❑ Monitoring process/initial certification
- ❑ Instructor renewal
- ❑ ACLS/PALS Provider Course Guidelines
- ❑ ACLS/PALS Course Compliance
- ❑ Equipment rental from the TS
- ❑ ECC Materials
- ❑ AHA Resources
- ❑ Written Exams for Courses
- ❑ Good Samaritan Law
- ❑ Dispute Resolution
- ❑ Sample Disclaimer
- ❑ Forms

***Please review this information and keep with your files for future reference.***

It is the intent of this document to simplify your responsibilities as an instructor/coordinator and ensure consistency and continuity in the information provided to all instructors – **It will be your responsibility to review the information and comply with the guidelines outlined.**

**This document is to replace ANY document you have received dated prior to January 2009**

**Remember –**

- ❑ **smoking is prohibited in and during all AHA ECC training programs**
- ❑ **please always use the AHA disclaimer for any courses that students are charged**

## **I. Terminology**

The following is a partial list of acronyms and their meaning to assist you in reading and comprehending this document.

1. AHA = American Heart Association
2. ACLS = Advanced Cardiac Life Support
3. ARC = American Red Cross
4. BLS = Basic Life Support
5. ECC = Emergency Cardiovascular Care
6. FA = First Aid
7. HCP = Health Care Provider
8. HS = Heart Saver
9. IT = Instructor Trainer
10. MO = money order
11. Satellite = a training site authorized to teach BLS/ACLS/PALS courses and train instructors
12. TC = Training Center
13. TCF = Training Center Faculty
14. PALS = Pediatric Advanced Life Support
15. RF= Regional Faculty
16. NF= National Faculty

## II. Pre-Course Registration and Paperwork:

### A. Basic Life Support (BLS) Courses:

It is not required to register BLS courses prior to delivery. It is strongly recommended, however to provide the TS with a schedule of upcoming BLS class information (including dates, location and course costs) for sites that offer classes on a regular basis which are open to the public. The TS receives daily CPR course inquiries and would like to have referrals available for interested individuals. **Also, the AHA requires that each instructor be monitored once every two years.**

### B. Heartsaver (HS) First Aid (FA) Courses:

It is not required to register HS First Aid courses prior to delivery. It is strongly recommended, however, to provide the TC with a schedule of upcoming HS and FA class information (including dates, location and course costs) for sites that offer classes on a regular basis which are open to the public. The TS receives daily CPR course inquiries and would like to have referrals available for interested individuals.

### C. Advanced Cardiac Life Support/Pediatric Advanced Life Support (ACLS/PALS) Courses:

**Pre-course registration paperwork will be required**, as always, for these classes. Pre-course agreements must be on file in accordance with course policies prior to the start of the course. **Only Training Center Faculty (TSF) Lead ACLS /PALS Instructors can conduct a class** – other instructors will assist them in teaching the class. The **TSF Leads** are responsible for the entire class and must be in attendance for the full class time. Directors must be **AHA ACLS/PALS Physician Instructors** or a **TSF Lead** who has contact via phone, beeper or other means with a physician who is an **ACLS/PALS Instructor**. **Please attach a copy of your class agenda to the pre course agreement form when it is mailed or faxed to the TS.**

## III. Course Rosters:

Enclosed is the master roster to be used by all disciplines. You will notice that there are some changes to the rosters. You **MUST** mark the appropriate course on the roster for the particular class you are instructing. . As you will note on the roster, there is a typed return address for your convenience. ***Please do not put more than one course on a single roster – Each course must be put on a separate roster.*** This information is very important to include, as AHA requires the classes to be reported in

this fashion. **ONLY instructors are listed on the front of the roster.** Students are listed on the BACK of the roster. If you do not have enough room, please use a second roster, not just plain paper.

All BLS/First Aid courses have an initial instructor to student ratio of 6:1 and experienced instructor ration of 9:1. Any more than 6 or 9 students require an additional instructor.

Please make sure the names **are clearly printed or typed** in order for the cards to be processed correctly. If the name cannot be read, the roster will be returned to the instructor for clarification. The cards will not be sent to you to distribute to the students until the roster is corrected. If a card is typed wrong due to the spelling or writing of the student and it has to be retyped, the student or instructor will have to pay for the replacement card. Any lost or destroyed cards will have to be paid for when replaced. If the error is on the part of the TS, the cards will be reprinted at no charge. All necessary information **MUST** be included on the rosters. The rosters need to have the:

- ❑ **Date,**
- ❑ **Location,**
- ❑ **Number of students,**
- ❑ **Type of class,**
- ❑ **Primary TS affiliation of instructors and addresses.**

**All portions of the roster MUST be filled out.** The TS cannot and will not guess at the missing information. Please make sure that the address on the roster for the lead instructor is complete. **Cards will not be mailed to the students.**

Submit the **ORIGINAL** roster to the TS office for processing. It is required that rosters be received in the TS no later than 30 days after completion of the course. Be sure to include the correct payment with the roster. **Make your payment to Ina Braxton.** Before you submit the original, be sure to make a copy for your records, the original will not be mailed back to you. It is kept in your instructor record folder in the TS to monitor the number of classes you teach.

If, for any reason, the lead instructor/coordinator of the class needs to add information to the roster after the original has been submitted to the TS office, please do the following:

- ❑ submit a copy with the additional information included,
- ❑ Submit a written explanation of the need to add the information

For example, if it is discovered that a student's name was accidentally omitted from the roster, the coordinator **MUST** submit:

- ❑ A copy of the roster with the student's name added on,
- ❑ A letter verifying student participation and successful course completion

Prepare to submit written and/or practical evaluation documentation as proof if requested.

**Remember AHA Manuals must be provided to students in any class** taught under AHA guidelines. Reproductions of AHA material are not allowed. All students must have the current appropriate AHA course textbook for their individual use **BEFORE, DURING AND AFTER** the course. The only exception to this policy from AHA is the student who is a healthcare professional who will have access to the textbook for individual study reference before, during and after the course at his/her facility. A library/archive for healthcare professionals is acceptable but does not meet the requirements for lay programs.

#### **IV. Course Evaluations:**

Enclosed is the master course evaluation. AHA requires that all courses have this evaluation completed and sent in with the roster for the TS to monitor the quality of the courses. Please make sure that your students receive this evaluation and that you return it to the TS with the roster and card payment.

#### **V. Renewal Course Students:**

Students who hold **current BLS HCP/ACLS/PALS** provider cards may attend a renewal course in lieu of attending a full provider course. The student must show proof of current status before being admitted into a renewal course. Expired AHA cards will require the student to attend a full provider course for any AHA program. There is no grace period of 30 days.

## VI. Course Card Issuance and Processing Fees:

AHA states – each student who successfully completes and **AHA ECC** course **MUST** be issued the appropriate course card that bears the AHA logo. Cards are valid for two years. Enclosed is the price list for all AHA Life Rescue Training Inc. TS fees for materials and services.

**Payment for card processing must accompany the roster and course evaluation form**, unless specific billing arrangements have been made, payment must accompany the roster at the time it is mailed to the TS. The TS accepts check, money order or cash. **Do not mail cash to the TS.** The coordinator/instructor will submit one check (personal or business) or money order for the total number of students, along with the roster. Please have all checks, made payable to Life Rescue Training. Cards will be printed and mailed to the instructor listed at the address indicated on the face of the roster. **It is the responsibility of the coordinator/instructor to distribute the cards to the students.** If the coordinator/instructor will have to mail cards to students, it is recommended to collect a self-addressed, stamped envelope from each student prior to the end of the course, to help save you time and money.

Per the TS guidelines, instructors who are teaching free community classes should teach the Family & Friends Course. It has a completion card in the back of the book the students receive. This is **not** a certification card and not a card any person who performs patient care of any type can use for their job requirements.

**To define this clearly, community classes are Family & Friends classes that are delivered to non- medical participants.**

Healthcare professionals, public safety officers, or any other professional whose job/profession requires a Healthcare Provider Course in order to maintain licensure, certification or meet professional qualification standards are required to take and pay the processing fee for the Healthcare Provider Card.

**B. Card Processing Fee:**

**This is cost PER card**

<b>BLS Heartsaver –Adult, Child, Infant</b>	<b>\$5.00</b>
<b>BLS Heartsaver AED</b>	<b>\$5.00</b>
<b>BLS Heartsaver CPR</b>	<b>\$5.00</b>
<b>BLS CPR in the School</b>	<b>\$5.00</b>
<b>BLS Heartsaver First Aid</b>	<b>\$5.00</b>
<b>Heartsaver Instructor</b>	<b>\$5.00</b>
<b>BLS Health Care Provider</b>	<b>\$6.00</b>
<b>BLS Instructor</b>	<b>\$6.00</b>
<b>ACLS Provider</b>	<b>\$7.00</b>
<b>ACLS Instructor</b>	<b>\$7.00</b>
<b>ACLS EP Provider</b>	<b>\$7.00</b>
<b>PALS Provider</b>	<b>\$7.00</b>
<b>PALS Instructor</b>	<b>\$7.00</b>

**VII. Instructor Potential Candidates**

**A. BLS Instructor, Heartsaver Instructor, First Aid Instructors Candidates-**

To qualify for admission into any of the AHA BLS Instructor courses, the instructor-candidate must possess a current AHA Healthcare Provider card and have received from their CPR Course a form recommending them for Instructor Potential after having met the qualifications.

First Aid Instructor candidates must be either a HS or BLS instructor first, and be either a health professional, or recognized FACTS instructor or ARC FA instructor, or completed an AHA HS FA provider course, including the Environmental module.

American Red Cross Reciprocity – An ARC instructor who wishes to become an AHA instructor must present a valid ARC instructor card and documentation of at least one course taught as an ARC instructor. To receive designation as an AHA Instructor, the ARC instructor must:

- (1) Become affiliated with an AHA TS
- (2) Receive the TS guidelines and procedures packet
- (3) Competently demonstrate skills performance
- (4) Successfully teach a monitored AHA course

After completion of these steps, the TS will issue the appropriate Instructor card with the date of these completed requirements. For more information, please refer to [Americanheart.org/cpr](http://Americanheart.org/cpr), ECC-CPR and then BLS Instructor for the memos.

#### **B. ACLS and PALS Candidates-**

Current ACLS and PALS providers must receive a letter of recommendation from an AHA TCF, RF, or NF in order to attend an ACLS or PALS instructor course.

#### **C. TCF Candidates- BLS/ACLS/PALS**

A Training Center Faculty position is appointed by the TC Coordinator in cooperation with Training Site Representatives. Any previous IT that is not a TCF will continue to hold an Instructor card.

### **VIII. AHA Instructor Courses:**

**All Instructor Course plans must be submitted to the TS for approval and can ONLY be conducted by a TSF Lead Instructor.** All instructor courses will be delivered in accordance with AHA guidelines and **MUST BE APPROVED THROUGH THE TS OFFICE.** Therefore, if you are interested in offering an AHA Instructor Course of any discipline, and you are an appointed TSF, you **MUST** discuss this with, and receive approval from, the TS manager. Instructor courses set-up and delivered without TS approval will not be awarded credit and the students taking the course will not be allowed to be instructors. The TS manager will come to each instructor course and make a presentation to the new instructors about the TS. The TS Manager will answer questions about what a TS is, what they, as new instructors can expect from the TS and what the TS expects from them as instructors. At that time, paperwork will be given to each of the instructor students and affiliation forms can be completed.

## **IX. Monitoring Process/Initial Certification:**

The AHA Instructor Course Process, regardless of the discipline, is twofold:

- ❑ The student must successfully complete the AHA Instructor Course
- ❑ The student **MUST** be monitored by the appropriate representative of AHA

If the instructor candidate is not adequately prepared, or does not demonstrate a strong and competent performance during the initial monitoring process, they will be re-monitored before being issued full instructor status.

The monitoring process should be reviewed during the instructor course. The student must fully understand what is expected of them during the monitoring process. The top portion of the monitoring form must be completed during the instructor course. The student must be given information on how to contact the appropriate AHA representative to make arrangements to be monitored.

Students are also to receive information about the TS and be made aware that they can affiliate with any TS they choose, but they are not to hop between TS's. If they decide to change TSs, they need to be informed of the appropriate paperwork needed for proper transfer of their records. All students need to be aware that the TS can refuse to affiliate them in their facility.

It is recommended that each instructor course student be allowed adequate time between the instructor course and the monitor session to be fully prepared. After two unsuccessful monitoring opportunities, it is recommended that the instructor candidate repeat the instructor course and attempt the monitoring at a later date.

**New Instructors must be monitored with 90 days of the Instructor Course per this TS.**

During the monitor session, the appropriate AHA representative will observe the new instructor during:

- ❑ at least one lecture-style delivery of information
- ❑ at least one teaching station and
- ❑ during the evaluation station

If the new instructor has performed to the satisfaction of the evaluator, the evaluator will complete the bottom section of the monitor form and review the evaluation with the new instructor at the end of the course. The newly upgraded instructor should keep copies of the evaluation and course roster for their own files. The course coordinator will be required to submit a copy of the evaluation to the TS office with the course roster and required post-course documents.

The new instructor will receive his/her Instructor Card directly from the TS office upon receipt of the course roster, the monitor and affiliation forms and the appropriate monies for the cards.

**Instructor Cards will be processed through the TS only. Satellites/TS will not be allowed to process AHA Instructor Cards.**

**Appropriate AHA Representative for monitoring-**

**New instructors can be monitored by any AHA card-carrying TCF, RF, or NF in their discipline. If the TCF, RF, or NF is not affiliated with Life Rescue Training Inc., they must submit a front and back copy of their TCF, RF, or NF card along with the monitoring form.**

## **X. Instructor Renewal:**

The length of card issuance is two years and the expiration date is indicated on the individual instructor's card. **All Instructor cards regardless of discipline will expire on June 2005 and every two years after that time. All instructors will be required to attend an update to maintain their status as well as having taught 4 courses in 2 years and be monitored – and two courses in First Aid if you are a first aid instructor. NO GRACE PERIODS will be allowed, regardless of personal circumstances, unless dictated by the Regional or National office. During nationally mandated instructor updates, each instructor will be required to participate in skills evaluation/and written test for the discipline in which they maintain instructor status. (This verifies competency at the provider level.) If the instructor desires a provider level card, they must request a separate card and pay for it. Separate cards will not automatically be provided.**

Instructors will be personally responsible for the instructor card-processing fee.

If an instructor has an outstanding balance with the TS, processing of cards will be withheld until the unpaid balance is corrected. The TS has the right to communicate with other TS Offices about individual instructors regarding outstanding balances, complaints and non-compliance, requests for transfer or other AHA related issued. The TS and the Regional Office have the right to refuse to recertify or the right to decertify AHA instructors if the situation and documentation suggests doing so.

The TS will be required to maintain current records and communicate on a regular basis with all instructors regarding AHA programs, course deliver and instructor status issues. Remember that it is the responsibility of the instructor to make sure the appropriate rosters and paperwork is sent to the TS to keep their records current. If you are affiliated with a satellite, make sure you get a copy of your roster and that the satellite is sending in your rosters for record keeping. If you find they are not, the TS needs to be notified.

All Instructors are responsible for making sure they are monitored once in a two-year period beginning July 1, 2009. If a Training Center Faculty or Regional Faculty has not monitored you, you need to contact your TS and make arrangements to be monitored. This is an AHA requirement to maintain your instructor credential. If you are a BLS Instructor – you need to have taught 4 CPR courses and be monitored – if you are a First Aid Instructor – you need to have taught two first aid courses and one of those if it includes the HS AED portion will count as one of your four CPR course requirements. If you only teach HS First Aid with CPR – you are still required to have 3 other CPR classes – HCP, HS, HS AED, CPR in the Schools or Family & Friends. Only ONE of the First Aid courses with CPR will count towards the required 4 classes.

If you are an ACLS instructor, you must have taught 4 courses and be monitored and if you are Pals, you must have taught 4 courses and be monitored. The monitor forms are to be mailed to the TS office for your files.

## **XI. ACLS/PALS Provider Course Guidelines:**

The American Heart Association has developed standards and teaching guidelines for Advanced Cardiac Life Support Courses. Many professional associations and governmental agencies have accepted these guidelines. It is the goal of the AHA to continue to update the standards and to assist those agencies and organizations involved in teaching to implement the programs to these standards. Georgia's ACLS Subcommittee has developed the following guidelines for groups wishing to conduct their own ACLS Courses:

1. Any cooperative program planning to have cards issued by AHA must submit a pre-course agreement form to the TS office at least 30 days prior to the start date of the course along with a copy of the course agenda.

The Course Director must be a physician who is a current ACLS Instructor or an appointed TSF Director who has contact with a physician instructor at all times during the course. It is recommended that at least 50% of the faculty members be current ACLS instructors. All members of the faculty selected by the course director must be proficient in the specific skill area taught and effective educators in the scientific area taught. The Lead Instructor must be a Training Center Faculty Member or a Regional Faculty in ACLS and must be in attendance the entire course time.

2. The scheduling of equipment, registering of participants, securing faculty and ordering of necessary manuals is the responsibility of the teaching organization.
3. Eligible participants must be a healthcare provider (medical, Paramedics, nurses or allied health professionals) whose daily occupations or volunteer activities demand proficiency in the knowledge and skills of adult advanced cardiac life support. Others may attend an ACLS provider course at the discretion of the course Director.
4. Registrants must be proficient in BLS but do not have to have a current card.
5. Pre-course materials should be distributed to the participants at least 15 days prior to the course, 30 would be better, to allow adequate preparation time.
6. The Course Director/Lead Instructor will ensure that the core objectives are met during the course and the students are provided with an in-depth review of ACLS cases 1 – 10. Also that the proper videos will be used and scenario based teaching is done. Lecturing is at a minimum – hands on is maximum.
7. Successful completion is achieved when the student can manage the first 10 minutes of a witnessed, adult VF cardiac arrest. The Course coordinator will ensure that “reasonable remediation” occurs for those students having difficulty answering questions or completing scenarios correctly. AHA does require that **all students must pass the AED Testing station.**

8. The AHA reserves the right to withdraw co-sponsorship at any point if presenting institutions does not adhere to agreed upon guidelines. Any deviation from the above guidelines must be approved through the TS office and the Regional Faculty members involved in the course.

## **XII. ACLS/PALS Course Compliance Process:**

In order to ensure AHA approval for your ACLS/PALS course, the following directions are provided:

**A. Pre Course Agreement** – This agreement, signed by the course director, indicating the exact date, location and contact person for the course **must be submitted to the TS office at least 30 days prior to the start date of the course. A phone call will not suffice. Written notice needs to be received. This can be in email form as well. Please attach a copy of the agenda for the course with the pre course agreement.**

**B. Registration Materials** – The following material must be returned to the TS office no later that 30 days following the completion of the course:

- ❑ One Course Summary sheet signed by the course director
- ❑ One Course Roster signed by the course director with an evaluation summary on the bottom of the roster
- ❑ One Monitor Form for each new instructor being monitored

**C. Course Director** – The course director may be a physician who is an instructor or a non-physician, who is currently recognized by the AHA as an instructor in ACLS/PALS. If the course director is a non-physician they must be an appointed TSF Director of ACLS/PALS and have available a physician AHA instructor of the course discipline throughout the course to answer questions if needed. It is recommended that physician instructors and AHA ACLS Regional Faculty be involved in the planning and delivery of ACLS/PALS courses, although it is not required.

**D. Lead Instructor**-Lead Instructors **must** be a Training Center Faculty Member and will be at the course the entire time. They are responsible for the integrity of the class and the ability of the instructors involved in assisting the class. Any problems or questions are to be addressed to the Lead. They will in turn use the Medical Director to answer questions or concerns that they are unable to identify. Lead Instructors will have contact at all times via a phone, beeper, email, etc. with the Director if they are not at the class.

**E. Course Completion Cards-**Provider cards will be distributed through the Training Center or approved satellite office only. Course Directors are required to complete the post course paperwork and submit it to the TS office within 30 days of the completion of the course. ACLS Provider cards will be processed and sent back to the course director/lead instructor for distribution to the course participants. A processing fee will be charged for each card processed.

**F. Test Questions-**The AHA will be the repository for test questions. Individual instructors are not permitted to develop their own written evaluation tool.

### **XIII. Equipment Rental from the TS:**

Any equipment rented by an individual from the TS at Life Rescue Training Inc. must be returned within the specified time limit (1 days). Rented equipment must be returned cleaned and ready for reissue. Coordinators/instructors are responsible for all repair and replacement costs associated with the use of this equipment during the period specified on the rental agreement; so, all equipment should be inspected by the coordinator/instructor before rental. It is required that coordinators/instructors call and reserve the equipment at 404-734-1380 to ensure they are available for the date you desire. Manikin lungs are provided for the number of students in the class and one for the instructor. Manikins are to be cleaned and decontaminated. If the TS has to clean the manikins, the coordinator/instructor will not be allowed to rent them again and will be charged a \$20.00 cleaning fee.

The rental charge is \$5.00 per piece of equipment per day. If the manikins are picked up on Friday, there will be no charge for Saturday or Sunday since the school is closed and they cannot be returned. However, if they are not returned before noon on the Monday after the weekend, there will be another day's charge for the manikins. Rental of equipment is allowed only during TS hours of operation. Please call 404-734-1380 for current hours of operation. The TC does not provide books for individual classes they must be ordered from either the vendor list or the TC, we current have books and manuals for sale. The TC does not rent mouth barriers, pocket mask, books or first aid kits, you may purchase them. Please check the product price list for product cost.

Paperwork for the classes can be downloaded from the TS website.

### **A. Manikin Decontamination Policy-**

At Atlanta Technical College, all manikins are to be cleaned after each use, even the manikins who have disposable lungs. Faces, which can be taken off the manikins, are to be cleaned in ¼ bleach and 1 gallon of water. They are to be soaked for at

least 10 minutes and then rinsed in clear water and air dry. Manikins that have disposable lung units must have these units changed after each class.

Simulaid Manikins (adult, infant and child) with disposable face shields and lung combinations must have their faces washed and their chest cleaned after each class.

All Bag Valve Masks and AEDs should be wiped down with Clorox Wipes after the class. It is recommended that all manikins be wiped down with Clorox wipes prior to use to ensure they are clean before the class begins. Cleaning must be done before the manikins are put back in their carry case and placed back in storage.

Actar heads can be placed in the dishwasher for cleaning. If this is not feasible, then they too are cleaned with Clorox.

#### **XIV. ECC Materials:**

To help in the distribution of ECC materials, the AHA has partnered with three companies that provide the highest quality of customer service and support. To order, call or fax the numbers below:

Channing L. Bete Co. Inc.  
200 State Rd  
South Deerfield, Ma 01373  
1-800-611-6083  
1-800-499-6464 fax  
[www.channing-bete.com](http://www.channing-bete.com)

WorldPoint ECC  
1326 S Wold Road  
Wheeling, IL 60090  
1-888-322-8350  
1-312-649-4080 fax  
[www.worldpoint-ecc.com](http://www.worldpoint-ecc.com)

Laerdal Medical Group  
167 Myers Corners RD  
PO Box 1840  
Wappingers Falls, NY 12590  
1-888-562-4242  
1-800-227-1143 fax  
[www.laerdal.com](http://www.laerdal.com)

Currents is a free publication from AHA. Please download it from [www.currentsonline.com](http://www.currentsonline.com) for your information. Also view [www.ecc-cpr.org](http://www.ecc-cpr.org) for ongoing updated AHA information.

## XV. AHA Resources:

### A. Service Center 888.CPR.LINE (277.5463)

<p>Drenda Roberson, Service Center Manager 888.352.3824, ext. 2010 678.385.2010 <a href="mailto:drenda.roberson@heart.org">drenda.roberson@heart.org</a></p> <p>Lindsey Bruce, Administrative Associate 888.352.3824, ext. 2056 678.385.2056 <a href="mailto:lindsey.bruce@heart.org">lindsey.bruce@heart.org</a></p> <p>Address: 1101 Northchase Parkway, Ste 1 Marietta, GA 30067</p>	<ul style="list-style-type: none"><li>• All general questions on the operations of your training center</li><li>• All questions regarding administrative site visits, TS Agreements, records, maintenance of current business, and day-to-day issues</li><li>• Questions on products, courses and materials</li><li>• Information on meetings, TS Forums, TS Coordinator Orientations</li><li>• Changes in TS status, address or Coordinator information</li><li>• Changes in website information</li><li>• Extranet username &amp; password</li><li>• Clarification on ECC Communications</li><li>• TS or Instructor complaints</li><li>• Site Visit Information</li><li>• Regional Faculty Applications</li><li>• General inquiries</li></ul>
<p>Kim Nichols, Region Manager Georgia 678.385.2048 <a href="mailto:kim.nichols@heart.org">kim.nichols@heart.org</a></p>	<ul style="list-style-type: none"><li>• Training growth, resources and support</li><li>• TS business development</li><li>• Management of volunteer committees &amp; task forces</li><li>• EMS, Healthcare professionals and other key relationships</li><li>• Commercial opportunities (i.e. AED program development “sales” calls)</li></ul>

## B. ECC Directors

<p>Madison Campbell Southeast Territory Director <b>678.385.2023</b> <a href="mailto:madison.campbell@heart.org">madison.campbell@heart.org</a></p> <p>Tim Williams Eastern District Director 518.869.4045 <a href="mailto:tim.williams@heart.org">tim.williams@heart.org</a></p>	<ul style="list-style-type: none"> <li>• Manage and support Territory staff</li> <li>• Coordinating training and Customer opportunities in multiple states</li> <li>• Relationship management with Key Partners</li> </ul>
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## B. Web Resources

<p>American Heart Association <a href="http://www.americanheart.org">http://www.americanheart.org</a></p>	<ul style="list-style-type: none"> <li>• AHA related issues from Advocacy to Science &amp; Research</li> <li>• Find AHA events happening in your area</li> <li>• Fundraising Events</li> <li>• Prevention Educ, Diet, Blood Pressure, Physical Activity, Nutrition</li> </ul>
<p>Emergency Cardiovascular Care (Instructors Website) <a href="http://www.americanheart.org/cpr">http://www.americanheart.org/cpr</a></p>	<ul style="list-style-type: none"> <li>• Locate a training center</li> <li>• Up to date Instructor information</li> <li>• Electronic view of 2004 <i>Program Administration Manual</i></li> </ul>
<p>ECC Extranet (TS Coordinators website) <a href="http://extnet.heart.org">http://extnet.heart.org</a> *password protected</p>	<ul style="list-style-type: none"> <li>• Up to date information on ECC programs and courses</li> <li>• Course card completion template</li> <li>• Training Memos &amp; Updates</li> <li>• Course Matrix</li> </ul>

## **XVI. Written Exams for Courses**

### **Current Written Exams for American Heart Association ECC Courses**

The following written exams are available for American Heart Association courses. The exam release date and available translations are noted.

#### **Advanced Cardiovascular Life Support**

ACLS Provider Version A, August 2006

ACLS Provider Version B, August 2006

*ACLS Translations: Spanish, Portuguese, German*

#### **Basic Life Support for Healthcare Providers**

Basic Life Support for Healthcare Providers Version A, February 2006

Basic Life Support for Healthcare Providers Version B, February 2006

*BLS HCP Translations: Spanish, Portuguese, German, Japanese*

#### **Pediatric Advanced Life Support**

Pediatric Advanced Life Support Version A & B, Revised September 2007

*PALS Translations: Spanish*

All written exams are distributed through approved Training Centers. Instructors needing exams are to contact their Training Center Coordinator for assistance. Training Center Coordinators may contact the ECC Customer Support Center to obtain the exams.

#### **Copying and Distributing exams**

Written tests are secured items and copyrighted by the American Heart Association. Unauthorized copying of exams, in whole or in part, or use outside of an American Heart Association course is a violation of the copyright. Tests may not be posted on Internet or intranet sites accessible by persons not authorized to receive the tests, or retained by students after courses.

Training Centers may distribute exams only to instructors (including Training Center Faculty and Regional Faculty Members) in the same discipline the exam is used in; the instructor must be aligned with the Training Center. Written tests may be copied by the Training Center staff or instructors as needed to conduct courses. Training Centers may distribute exams in the original and complete Adobe PDF format via electronic communications, i.e., e-mail, to instructors aligned with the Training Center for use in American Heart Association courses.

## **BLS Heartsaver Courses - Testing Rationale**

Subject: Written Exams for Heartsaver Courses

### **Why is the Written Test for CPR and AED in Heartsaver Courses Eliminated?**

The 2005 AHA Guidelines and the new course materials are based on scientific evidence. They emphasize acquisition of the skills that can improve survival from cardiac arrest. There is evidence that prompt and effective CPR and use of an AED can improve survival from sudden cardiac arrest. As a result, AHA courses are structured to provide effective teaching of CPR and AED skills and adequate practice and skill evaluation time to promote student mastery of these skills. During the evidence evaluation process experts found no evidence of a link between performance on a written test and student performance of CPR and AED skills. In addition, the AHA staff and volunteers could find no regulation that mandates a written test for credentialing of CPR and AED skills at the Heartsaver level. As a result, completion of a written test is no longer required for the CPR and AED portions of the Heartsaver courses. This change will increase the time available for practice and evaluation of student CPR and AED skills. The goal of this change is to help ensure that students can perform these skills rather than just answer questions about them in a test.

As a result, the cognitive written test has been eliminated for the CPR and AED portions of all Heartsaver classes including Heartsaver CPR, Heartsaver AED, and Heartsaver CPR in the Schools courses. If there is a state regulation requiring a written test for HeartSaver CPR & AED courses that can be documented, please provide that documentation to the ECC Service Center at 1-888-CPR-LINE.

In Heartsaver First Aid and Heartsaver Pediatric First Aid, CPR & AED skills will be tested, but there will be no written test for those areas. First Aid knowledge will be tested in the following manner:

- There are true/false and fill-in-the-blank questions at the end of each section of the Heartsaver First Aid and Heartsaver Pediatric First Aid student workbooks
- There are less than 30 questions in all
- The instructor pauses the video at the end of each section and instructs the students to answer the questions for that section in their workbook
- The instructor then reviews the correct answers from an annotated answer key, explaining the correct answer
- The instructor will not grade the tests and will not collect the answer sheets from the students

## **XVII. Good Samaritan Law:**

### **Good Samaritan Law**

The Statutes posted are current through the 2001 Regular Session of the General Assembly. However, the Statutes posted from the 2001 Regular Session may not yet be in effect. Users of this service should note that the effective date of the Statutes are not listed on this service and are advised to verify the effective date of any Statutes posted on this Web Site. Any person or entity that relies on information obtained solely from this Site does so at his or her own risk.

#### **51-1-29 G**

\*\*\* CODE SECTION \*\*\* 12/03/01

#### **51-1-29.**

Any person, including any person licensed to practice medicine and surgery pursuant to Article 2 of Chapter 34 of Title 43 and including any person licensed to render services ancillary thereto, who in good faith renders emergency care at the scene of an accident or emergency to the victim or victims thereof without making any charge therefore shall not be liable for any civil damages as a result of any act or omission by such person in rendering emergency care or as a result of any act or failure to act to provide or arrange for further medical treatment or care for the injured person.

## **DISPUTE RESOLUTION POLICY**

### **General Policy**

It is the policy of the Training Site (TS) under the auspices of Life Rescue Training, Atlanta Technical College and the American Heart Association (AHA) to manage all disputes, complaints, or allegations, in a clear, respectful, impartial, and organized fashion, consistent with the ethics, values, policies, and procedures the TS, TC, ATC, and AHA. It is optimal that all disputes, complaints, or allegations be resolved at the lowest level of the network.



### **AHA disclaimer**

The American Heart Association promotes knowledge and proficiency in BLS, ACLS, PALS and First Aid and has developed instructional materials for this purpose.

Use of these materials in an educational course does not represent course sponsorship by the AHA and any fees charged for such a course does not represent income to the association.

### **ATC disclaimer**

The Atlanta Technical College does not discriminate on the basis of race, color, national origin, gender or disability. Please contact the Equity Coordinator (Harriet Ferrell, 404.225.4463, [hferrell@atlantatech.edu](mailto:hferrell@atlantatech.edu)), Section 504 Coordinator (James Askew, 404.225.4462, [jaskew@atlantatech.edu](mailto:jaskew@atlantatech.edu)) or Senior Research Analysis/Technical College System of Georgia (Barbara Landay, 404.679.1664, [blanday@tcs.org](mailto:blanday@tcs.org)) for clarification.



I have received and read the contents of this packet.

To confirm my affiliation with the Training Site at Life Rescue Training, I agree to abide by the guidelines and procedures that are enclosed.

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

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

Please sign, date, and return this agreement and instructor affiliation form page to Life Rescue Training Inc. Thank you