

**American Heart Association Emergency Cardiovascular Care Program
Training Center—Administrative Review**

Training Center (TC): _____ **Review Date:** _____

Location: _____ **Review Type:** _____
(Circle one: *initial, one-year, course initiated*)

Discipline: This administrative review may be used for more than one discipline.

Directions: Score 1 for every question marked **Yes** or **N/A**. Questions not in boldface type are for information only and are not part of the scoring guidelines throughout the document.

Note to reviewer: Some convenient references are made to the BLS, ACLS, and PALS Instructor’s Manuals and the Program Administration Manual (BIM, AIM, PIM, and PAM, respectively) for your evaluation criteria.

SECTION I

ORGANIZATION/ADMINISTRATION-FOCUSED FUNCTIONS

REVIEWER TIPS: The TC Coordinator must be present for the TC review for each discipline. If the TC Coordinator is not present, STOP THE REVIEW AND RESCHEDULE IT.	BLS	ACLS	PALS	
1. The TC Coordinator(s) for each discipline must be available during a TC administrative review to answer any questions from reviewers and ensure that the requirements are understood. (See PAM, Chapter 5)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
a. Was the TC Coordinator present and participating during the entire administrative review?				
2. Each TC must carry and maintain general liability insurance coverage or waiver. TCs covered under waivers, ie, sovereign immunity, must initiate and keep on file a letter stating such coverage. (See PAM, Chapter 5) (International is N/A)				
a. Does the TC have a <u>current certificate</u> for general liability insurance? (Check appropriate amount below) <input type="checkbox"/> \$5,000,000 for National TCs <input type="checkbox"/> \$1,000,000 for ACLS/PALS <input type="checkbox"/> \$300,000 for BLS	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
b. Does the TC have a <u>current letter</u> on file stating coverage by waiver, ie, sovereign immunity?				
REVIEWER TIPS: Question 2: TC must answer Yes to a or b to receive a positive score of 1. (Attach a current copy of appropriate document to send to Regional ECC staff.)				
3. Each TC may maintain its records in hard copy or electronically. All electronic files must be backed up on a regular basis. All records and backed-up information must be maintained for at least three years from issue date. All electronic files must be capable of printing as hard copy. TC records must be accessible during a TC review. (See PAM, Chapter 5)				
a. Can the TC document that it stores records, including TCF/Instructor files? (Put a checkmark by applicable answers below.) <input type="checkbox"/> Hard copy <input type="checkbox"/> Electronically—If stored electronically: Are files backed up on a regular basis? <input type="checkbox"/> Yes <input type="checkbox"/> No Can all electronic files be printed as hard copies? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
b. Can the TC show that all records are maintained for a minimum of three years from the date of issue?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
REVIEWER TIPS: Question 3b: Mark N/A for new TC applicants only and add a positive score of 1.				
REVIEWER TABULATION:	SECTION I Score summary of Page 1	<u> </u> of 4	<u> </u> of 4	<u> </u> of 4

SECTION I: ORGANIZATION/ADMINISTRATION FUNCTIONS continued	BLS	ACLS	PALS
4. Each TC must maintain the following documents: TC Agreement, general liability insurance or waiver, official AHA correspondence, list of Training Sites and contacts, website agreement, and policies and procedures. (See PAM, Chapter 5) <u>Is there evidence that the TC maintains the following documents:</u> a. Original or copy of the current signed TC Agreement	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
b. Website agreement (if applicable)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
c. Documentation of any deficiencies identified during a review _____Corrective action taken?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
d. Current list of Training Sites and contact information	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
4.1 Copies of official correspondence from AHA: National and Regional? Can the TC show that there is a process for reviewing/distributing national and regional correspondence, ie, filed by date? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the TC have a process for timely distribution of information? <input type="checkbox"/> Yes <input type="checkbox"/> No Can the TC show that the timeline was followed? <input type="checkbox"/> Yes <input type="checkbox"/> No Can the TC show that the basic content of appropriate AHA correspondence was distributed to TCF/Instructors? <input type="checkbox"/> Yes <input type="checkbox"/> No Can the TC show that appropriate AHA correspondence was distributed to Training Sites if applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
REVIEWER TIPS: Question 4c: New TC applicants will answer N/A and receive a positive score. Question 4.1: Training Sites that are TC applicants should have copies of AHA correspondence on file.			
5. Each TC must have administrative policies and procedures (P&P) that address quality assurance, continuous quality (performance) improvement, internal dispute resolutions, equipment maintenance/decontamination, Training Site management/relations, and management of TCF/Instructor communication/updates. (See PAM, Chapter 5) <u>Does the TC have policies and procedures that address the following issues?</u> a. Written Quality Assurance Plan (updated annually)?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
b. Can the TC show evidence of continuous quality improvement activity? (Performance Improvement: data, trends, and outcomes)?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
c. Equipment maintenance/decontamination? _____Do policies and procedures address the cleaning of manikins and clothing if applicable?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
d. Internal dispute resolution? Has the TC had any internal disputes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If <i>Yes</i> , were outcomes successful? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
e. Management of TCF/Instructor communication/updates?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
f. Training Site management/relations? (May have contract in lieu of policies and procedures; N/A for new applicant TC)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
REVIEWER TIPS: Question 5: Should be reflected in paperwork.			
6. Each TC will support Chain of Survival initiatives within its resources, ie, mass training CPR, public access events, Operation Heartbeat/Operation Stroke initiatives through instructors, equipment, financial, manikins, or organizational support. (See PAM, Chapter 5) a. Is there evidence that the TC supports Chain of Survival initiatives? (Check all that apply.) _____Mass training CPR or _____public access events by: _____Instructors/TCF _____Equipment _____Financial _____Manikins _____Organizational support Other (be specific):_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
REVIEWER TIPS Question 6: TC must show evidence of participating in <u>one</u> event to answer <i>Yes</i> and get a positive score of 1.			
REVIEWER TABULATION:	SECTION I Score summary of Page 2	<input type="checkbox"/> of 12	<input type="checkbox"/> of 12

SECTION I: ORGANIZATION/ADMINISTRATION FUNCTIONS continued		BLS	ACLS	PALS												
7. Each TC will have administrative capability to support the functions of the Training Network, eg, issuance of cards, maintenance of records, submission of training reports, maintenance of Instructor/TCF files, etc. (See PAM, Chapter 5)																
a. Does the TC have the administrative capability to support the functions of the Training Network? <input type="checkbox"/> Issuance of cards <input type="checkbox"/> Maintenance of records <input type="checkbox"/> Submission of training reports <input type="checkbox"/> Maintenance of Instructor/TCF files		___Y ___N	___Y ___N	___Y ___N												
REVIEWER TIPS: Question 7: TC must meet all four components to answer Yes and get a positive score of 1.																
8. Each TC will use an AHA disclaimer on all marketing tools and use the ECC logo appropriately. Each TC will offer courses to the community unless prohibited by law or policy. (See PAM, Chapters 5, 8)																
a. Is the AHA disclaimer clear on all marketing tools where a course fee is indicated?		___Y ___N	___Y ___N	___Y ___N												
b. Is the authorized Provider logo used appropriately?		___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA												
REVIEWER TIPS: Question 8a: If law or policy prohibits the TC from offering community courses and there are no marketing materials or community courses, mark as a Yes for disclaimer use. Question 8b: If TC does not use the ECC Provider logo, mark N/A and score as 1.																
9. Each TC has a computer with Internet access to receive national and regional memos, exams, etc. (See PAM, Chapter 5)																
a. Does the TC have a computer with Internet access or is one available to the TC for its use?		___Y ___N	___Y ___N	___Y ___N												
b. Does the TC have access to a computer with external email? (Bulletin 10/02)		___Y ___N	___Y ___N	___Y ___N												
REVIEWER TIPS: Question 9: If the TC has difficulty receiving AHA correspondence/exams, confirm that it has the Adobe Acrobat Reader software, which is a free download. Offer to help with downloading the program.																
10. Each TC must maintain an adequate number of Instructors and TC Faculty to meet the needs of its customers. (See PAM, Chapter 5)																
a. Does the TC maintain an adequate number of Instructors and TC Faculty to meet the needs of its customers? (Please indicate total number of the following):		___Y ___N	___Y ___N	___Y ___N												
<table border="1"> <thead> <tr> <th></th> <th>BLS</th> <th>ACLS</th> <th>PALS</th> </tr> </thead> <tbody> <tr> <td>Instructors</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TC Faculty</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			BLS	ACLS	PALS	Instructors				TC Faculty						
	BLS	ACLS	PALS													
Instructors																
TC Faculty																
REVIEWER TIPS: Question 10: Suggested ratios: Number of Instructors to meet largest class size offered; suggested 48 as largest. BLS/ACLS/PALS 1 TCF and/or RF member to 8 Instructors, 1 Instructor to 8 students																
11. Each TC will appoint TC Faculty to ensure that the TC is able to conduct Instructor Courses. (See PAM, Chapter 5)																
a. Is there evidence that the TC has appointed TC Faculty?		___Y ___N	___Y ___N	___Y ___N												
REVIEWER TABULATION:																
SECTION I Score summary of Page 3		___of 7	___of 7	___of 7												

SECTION I: ORGANIZATION/ADMINISTRATION FUNCTIONS continued	BLS	ACLS	PALS
12. Each TC will have a current list of instructors. (See PAM, Chapter 5)	___Y ___N	___Y ___N	___Y ___N
a. Can the TC show evidence of updated list of Instructors/TCF aligned with TC?			
b. Does the TC identify Instructors who <u>teach but are not aligned</u> with it?	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
c. Does the Instructor/TCF list include a minimum of the following information? Name* Address* Phone number* Discipline(s)* Instructor card renewal date* Email (optional)	___Y ___N	___Y ___N	___Y ___N
Items marked with an asterisk (*) must be included in each file reviewed to obtain a <i>Yes</i> score.			
13. TCs are responsible for the overall activities of <u>Training Sites (TS)</u>. (See PAM, Chapter 5)	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
a. Can the TC show evidence of TS administrative reviews?			
b. Can the TC show evidence of TS course reviews?	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
c. Can the TC show evidence of a current list of Training Sites?	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
d. Can the TC show evidence of conducting TS updates?	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
14. Each <u>TS</u> will comply with all AHA and TC policies and procedures. (See PAM, Chapter 5)	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
a. Is there evidence that the TS complies with all AHA policies and procedures?			
b. Is there evidence that the TS complies with all TC policies and procedures?	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
15. Each TC must document that the QA plan is operational and monitors course quality, TCF/Instructor performance, and TC administrative operations. (See PAM, Chapter 5)	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
a. Can the TC show evidence of documented QA activity?			
b. Can the TC show any documentation of continuous quality improvement? (Performance Improvement: data, trends, and outcomes)	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
REVIEWER TIPS: Question 15: Mark N/A for new TC applicants and add a positive score of 1 for each.			
16. Each TC has or will have the <i>Program Administration Manual</i> readily available for TCF/Instructors. (See TC Agreement)	___Y ___N	___Y ___N	___Y ___N
a. Does the TC have a current <i>Program Administration Manual</i> ?			
b. Is it easily accessible (in a common location) for use by TCF/Instructors?	___Y ___N	___Y ___N	___Y ___N
REVIEWER TIPS: Question 16: The TC only needs one PAM; however, manuals for all disciplines must be accessible.			
REVIEWER TABULATION:	SECTION I Score summary of Page 4	___ of 13	___ of 13
		___ of 13	___ of 13

SECTION I: ORGANIZATION/ADMINISTRATION FUNCTIONS continued	BLS	ACLS	PALS
17. Each TC will ensure that TCF/Instructors have a current textbook to teach each level of course taught within the TC. Toolkits are available to TCF/Instructors to teach each level of course taught within the TC. (See PAM, Chapter 6) a. Can the TC demonstrate that TCF/Instructors <u>have</u> the most current and appropriate textbooks and toolkits are made <u>available</u> to teach? <input type="checkbox"/> Does the TC purchase all textbooks for each TCF member/Instructor? <input type="checkbox"/> Must TCF/Instructors purchase their own textbooks? <input type="checkbox"/> Do the TC and TCF/Instructors share the cost of textbooks?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
18. Each TC will submit required reports by stated deadline. (See PAM, Chapter 5) a. Can the TC show evidence of submitting reports by stated deadline? <input type="checkbox"/> Course/participant statistics	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
REVIEWER TIPS: Question 18: Mark N/A for new TC applicants and add a positive score of 1 for each.			
REVIEWER TABULATION:	SECTION I Total score: Add scores of previous summaries and above question.	<input type="checkbox"/> of 38	<input type="checkbox"/> of 38

PROGRAM ENHANCEMENT (NO SCORING)	BLS	ACLS	PALS
Does the TC use any AHA self-instructional learning system, eg, Heartcode?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the TC offer contact hours? <input type="checkbox"/> Training courses <input type="checkbox"/> Retraining courses <input type="checkbox"/> Nursing <input type="checkbox"/> Respiratory <input type="checkbox"/> Other; be specific: _____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the TC offer CME for physicians? <input type="checkbox"/> Training courses <input type="checkbox"/> Retraining courses	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the TC offer courses in a language other than English on a routine basis?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the TC offer courses in a language other than English on special request? <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Creole <input type="checkbox"/> Sign <input type="checkbox"/> Other; be specific: _____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the TC subscribe to the publication <i>Currents</i>? <input type="checkbox"/> Is there a process in place for storing <i>Currents</i> ? <input type="checkbox"/> Is there evidence that the TC encouraged its TCF/Instructors to subscribe to <i>Currents</i> ?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
It is recommended that each TC Coordinator maintain current Instructor status in at least one discipline. (See PAM, Chapter 5) a. Is there evidence that the TC Coordinator maintains Instructor status in at least one discipline?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
b. Is there evidence that the TC Coordinator attended <u>any</u> Instructor updates?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

SECTION II
COURSE-FOCUSED FUNCTIONS

	BLS	ACLS	PALS
1. Each TC or its TS must offer classes open to the community unless prohibited by law or institutional policy. (See PAM, Chapter 5)	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
a. Is there evidence that the TC/TS offers classes to the community?			
REVIEWER TIPS: Question 1: If the TC is prohibited by law to open classes to the community, check NA and score as a Yes.			
2. Each TC shall have an agenda for each course taught. (See BIM, Part 2, Chapter 5; AIM, Part 2, Chapter 5)	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
a. Does the TC have an agenda for each course taught?			
b. If the agenda has been adapted for the individual needs of the TC, does the agenda reflect required core content?	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
c. Do the agendas for Instructor Courses reflect qualified faculty?	___Y ___N	___Y ___N	___Y ___N
REVIEWER TIPS: Question 2: Program agendas are used to allow both the instructor and students to know the format of the course taught within that TC.			
3. The TC conducting the course is responsible for card issuance and security. (See PAM, Chapter 5; Extranet)	___Y ___N	___Y ___N	___Y ___N
a. Does the TC use current AHA cards?			
b. Is there evidence of a process in place for securing cards?	___Y ___N	___Y ___N	___Y ___N
c. Is there evidence of a process in place for issuing cards for a two-year period?	___Y ___N	___Y ___N	___Y ___N
d. Can the TC show evidence of controlling the access of the security number for ordering cards?	___Y ___N	___Y ___N	___Y ___N
e. Can the TC demonstrate that it issues cards within 30 days of receipt of paperwork?	___Y ___N	___Y ___N	___Y ___N
f. Can the TC show evidence that cards are completed correctly (eg, date: month/year)?	___Y ___N	___Y ___N	___Y ___N
4. Each TC must maintain course documents. (See PAM, Chapter 5; Appendix C)			
<u>Does the TC maintain the following in its course files?</u>	___Y ___N	___Y ___N	___Y ___N
a. Agendas			
b. Completed roster	___Y ___N	___Y ___N	___Y ___N
c. Written exam for students who are “not yet complete”	___Y ___N	___Y ___N	___Y ___N
d. Psychomotor skills evaluations for students who are “not yet complete”	___Y ___N	___Y ___N	___Y ___N
e. Dispute resolutions if applicable (attached to roster)	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
f. Instructor Candidate Application (Instructor Courses only)	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
REVIEWER TIPS: Question 4: Review 10 or 5%, whichever is greater. If the section you are reviewing is missing from any course files, that section would score a No. Due to the volume of courses, there may be a master agenda for the files and not one in each course roster for BLS. This should be reviewed as appropriate.			
Question 4f: If the TC has not held an instructor course, check NA and count as a Yes for the score.			
REVIEWER TABULATION:	SECTION II Score summary of Page 6	___ of 16	___ of 16
		___ of 16	___ of 16

SECTION II: COURSE-FOCUSED FUNCTIONS continued	BLS	ACLS	PALS
5. Each TC will use a Course/Instructor evaluation tool for every participant in each course taught. (See PAM, Chapter 6)	___Y ___N	___Y ___N	___Y ___N
a. Can the TC produce the course/instructor evaluation form?	___Y ___N	___Y ___N	___Y ___N
b. Is there evidence that the TC uses this form for every class?	___Y ___N	___Y ___N	___Y ___N
c. Is there evidence that the Course/Instructor evaluation tool is summarized?	___Y ___N	___Y ___N	___Y ___N
d. Summary of Course/Instructor evaluations maintained in course files and individual evaluations maintained for those with potential issues/problems?	___Y ___N	___Y ___N	___Y ___N
e. Is there evidence that individual Instructors are evaluated?	___Y ___N	___Y ___N	___Y ___N
___ Is there evidence that the TC used the information on the Course/Instructor evaluation tool for improvement?	___Y ___N	___Y ___N	___Y ___N
___ Is there evidence that the overall TC program administration is evaluated, ie, course structure, overall management, etc?	___Y ___N	___Y ___N	___Y ___N
REVIEWER TIPS: Question 5e: Both items listed must be present for a <i>Yes</i> and positive score.			
6. Each TC is responsible for providing the current exam to its TCF/Instructors, maintaining exam security, and communicating the importance of maintaining security to TCF/Instructors. (See PAM, Chapters 5, 6; PIM, Part 1, Chapter 3)	___Y ___N	___Y ___N	___Y ___N
a. Does the TC use current exams?	___Y ___N	___Y ___N	___Y ___N
___ Is the precourse exam given before the course? (Only <u>required</u> in PALS)	___Y ___N	___Y ___N	___Y ___N
b. Is there evidence of a process in place for securing exams?	___Y ___N	___Y ___N	___Y ___N
c. Is there evidence of a process in place for who has access to exams?	___Y ___N	___Y ___N	___Y ___N
d. Is there evidence of a process in place for distributing the exams to TCF/Instructors?	___Y ___N	___Y ___N	___Y ___N
e. Is there evidence that course exams are issued to students and proctored?	___Y ___N	___Y ___N	___Y ___N
7. Each TC will complete a roster meeting AHA guidelines at the close of the course and retain it for a minimum of three years. (See PAM, Appendix A, TC Agreement; Appendix C)	___Y ___N	___Y ___N	___Y ___N
a. Does the TC use rosters with AHA guidelines for all courses?	___Y ___N	___Y ___N	___Y ___N
b. Is there evidence that rosters are used for every class?	___Y ___N	___Y ___N	___Y ___N
c. Are all areas of the roster completed?	___Y ___N	___Y ___N	___Y ___N
7-1. <u>Whether an AHA roster is used or not, are all of the following components included?</u>	___Y ___N	___Y ___N	___Y ___N
a. Name of organization (TC and TS if applicable)	___Y ___N	___Y ___N	___Y ___N
b. Type of course	___Y ___N	___Y ___N	___Y ___N
c. Instructors listed and their station or position Was a physician instructor available (ACLS/PALS only)?	___Y ___N	___Y ___N	___Y ___N
d. Number of participants	___Y ___N	___Y ___N	___Y ___N
e. Number of participants remediated	___Y ___N	___Y ___N	___Y ___N
f. Number of participants incomplete	___Y ___N	___Y ___N	___Y ___N
REVIEWER TABULATION:	SECTION II Score summary of Page 7	___ of 19	___ of 19
		___ of 19	___ of 19

SECTION II: COURSE-FOCUSED FUNCTIONS continued	BLS	ACLS	PALS
g. Instructor-student-manikin ratio (determine from number of participants/instructors listed)	___Y ___N	___Y ___N	___Y ___N
h. Total hours of instruction (start and finish times)	___Y ___N	___Y ___N	___Y ___N
i. Signed and dated by Lead Instructor or Course Director	___Y ___N	___Y ___N	___Y ___N
j. Test scores (optional) REVIEWER: Do not score this question.	___Y ___N	___Y ___N	___Y ___N
REVIEWER TIPS: Question 7-1: Review 10 or 5%, whichever is greater. If any aspect is missing, per the roster, that section becomes a <i>No</i> .			
8. Each TC will have adequate space for courses that is conducive to learning. (<i>See BIM, Part 2, Chapter 5</i>)			
a. Does the TC have adequate space to conduct courses? Does the TC consistently use one facility? Yes ___ No ___ Does the TC use multiple facilities? Yes ___ No ___	___Y ___N	___Y ___N	___Y ___N
If using multiple facilities, how does the TC ensure that the atmosphere is conducive to learning?			
REVIEWER TIPS Question 8: Review rosters for average number of participants. Note criteria in <i>BIM: Adult Learning</i> . Questions not in boldface type are for information only.			
9. Each TC will have a textbook available for each participant before, during, and after each course. (<i>See PAM, Chapter 5</i>)	___Y ___N	___Y ___N	___Y ___N
<u>Is there evidence that the TC provides access to textbooks:</u>			
a. Prior to the course	___Y ___N	___Y ___N	___Y ___N
b. During the course	___Y ___N	___Y ___N	___Y ___N
c. After the course	___Y ___N	___Y ___N	___Y ___N
d. Does the TC have an adequate supply of appropriate textbooks for courses offered?	___Y ___N	___Y ___N	___Y ___N
REVIEWER TIPS: Question 8: Review rosters for average number of participants. Note criteria in <i>BIM: Adult Learning</i> . Questions not in boldface type are for information only.			
REVIEWER TABULATION: SECTION II Total score: Add scores for all questions in this section.	___ of 44	___ of 44	___ of 44

**SECTION III
INSTRUCTOR-FOCUSED FUNCTIONS**

	BLS	ACLS	PALS
1-1. Each TC must maintain a current file on TCF/Instructors in all disciplines. (<i>See PAM, Chapter 5; Appendix D; Extranet</i>)	___Y ___N	___Y ___N	___Y ___N
a. Is there evidence of a file for each TCF member/Instructor?			
REVIEWER TIPS Question 1: Review 10 or 5%, whichever is greater. Review ALL TCF files. If any aspect is missing, per folder, that section becomes a <i>No</i> .			
1-2. All files should be complete. Note the following criteria:	___Y ___N	___Y ___N	___Y ___N
a. Name			
b. Job status (eg, MD, RN, EMT-P, etc)	___Y ___N	___Y ___N	___Y ___N
c. Mailing address ___ Email addresses optional	___Y ___N	___Y ___N	___Y ___N
d. Phone number	___Y ___N	___Y ___N	___Y ___N
e. Copy of card	___Y ___N	___Y ___N	___Y ___N

Reviewer Tabulation:	SECTION III Score summary of Page 8	___of 6	___of 6	___of 6
SECTION III: INSTRUCTOR-FOCUSED FUNCTIONS Continued		BLS	ACLS	PALS
f. Initial recognition date		___Y ___N	___Y ___N	___Y ___N
g. Renewal date		___Y ___N	___Y ___N	___Y ___N
h. Instructor Monitoring Form every two years for renewal instructors and within 1 year of Instructor Course for Instructor candidates		___Y ___N	___Y ___N	___Y ___N
i. Instructor Renewal Checklists: ___ Written exam ___ Psychomotor skills ___ Provider card (optional)		___Y ___N	___Y ___N	___Y ___N
j. Instructor Activity Notice to Primary TC (if teaching outside primary TC)		___Y ___N	___Y ___N	___Y ___N
k. Instructor Candidate Letters of Alignment with a TC on file		___Y ___N	___Y ___N	___Y ___N
l. Instructor Course Completion letter to Primary TC		___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
m. Records Transfer Requests ___ Were records transfer requests completed within 30-day time frame?		___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
2. Each TC will maintain documentation of TCF/Instructors' teaching activity (four courses in a two-year period). (See PAM, Chapter 5)				
a. Is there evidence of teaching activity for TCF/Instructors? ___ Individual Instructor file ___ Master list ___ Both		___Y ___N	___Y ___N	___Y ___N
3. Each TC will ensure an adequate number of courses each year to allow all TCF/Instructors to maintain their status. (See PAM, Chapter 5)				
a. Is there evidence of an adequate number of provider courses?		___Y ___N	___Y ___N	___Y ___N
b. Is there evidence that the TC has conducted any Instructor Courses?		___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
4. Each TC will update TCF/Instructors with the latest information on AHA courses, science guidelines, policies and procedures, and training bulletins. (See PAM, Chapter 5)				
Is there evidence that appropriate faculty attended required AHA updates? (Use most current required update as documentation of evidence)		___Y ___N	___Y ___N	___Y ___N
a. AHA courses				
b. Science guidelines		___Y ___N	___Y ___N	___Y ___N
c. Policies and procedures		___Y ___N	___Y ___N	___Y ___N
d. Training bulletins		___Y ___N	___Y ___N	___Y ___N
e. Is there evidence that the TC updates TS with the latest information?		___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
REVIEWER TIPS: Question 4d: Training sites applying for TC status should have copies of AHA correspondence on file.				
REVIEWER TABULATION:	SECTION III Total score: Add scores for all questions in this section.	___of 22	___of 22	___of 22

**SECTION IV
EQUIPMENT-FOCUSED FUNCTIONS**

	BLS	ACLS	PALS
1. Each TC is responsible for ensuring that appropriate equipment in sufficient quantity is available and in good working order at each course. (See PAM, Chapter 6)	___Y ___N	___Y ___N	___Y ___N
a. Can the TC produce a list of training equipment for courses taught?	___Y ___N	___Y ___N	___Y ___N
b. Is there a sufficient amount of equipment available for each course?	___Y ___N	___Y ___N	___Y ___N
c. Is the equipment in good working order?	___Y ___N	___Y ___N	___Y ___N
2. Each TC is responsible for ensuring that equipment is appropriately cleaned/decontaminated. (See PAM, Chapters 5, 6)	___Y ___N	___Y ___N	___Y ___N
a. Does the TC provide records showing that training equipment was cleaned?	___Y ___N	___Y ___N	___Y ___N
b. Are enough AED trainers available?	___Y ___N	___Y ___N	___Y ___N
c. Is there evidence that the TC has inspected course equipment in their Training Site(s)?	___Y ___N ___NA	___Y ___N ___NA	___Y ___N ___NA
REVIEWER TIPS:			
Question 2: If the TC does not maintain Training Sites, c will have to be scored as an NA. Count the NA as a Yes.			
Reviewer Tabulation:	SECTION IV Total score: Add scores for all questions in this section.		
	___ of 6	___ of 6	___ of 6

NOTE: The following is a basic list of equipment necessary for a successful course. For specific equipment requirements, refer to the Instructor Manual in the appropriate discipline.			
REVIEWER: This is general information. There is no score for this section.			
	BLS	ACLS	PALS
Manikins: Number of manikins: ____ Adult ____ Child ____ Infant ____ Are manikins accessible for inspection? ____ If manikins are available, are they in good working order? ____ Adequate space for storage?	____ Y ____ N	____ Y ____ N	____ Y ____ N
AEDs: ____ Number of AED trainers available.	____ Y ____ N	____ Y ____ N	____ Y ____ N
Defibrillators/simulators (ACLS/PALS): ____ Number of defibrillators ____ Number of simulators	____ Y ____ N	____ Y ____ N	____ Y ____ N
Airway equipment: ____ Number of masks ____ Number of valves ____ Number of bag masks Intubation equipment (ACLS/PALS): ____ Number of handles/blades ____ Tracheal tubes (assorted sizes) ____ Combitubes (ACLS only) ____ Laryngeal mask airways	____ Y ____ N	____ Y ____ N	____ Y ____ N
Intraosseous needles for PALS (ACLS optional): ____ Number of needles ____ Bones or simulations for intraosseous access	____ Y ____ N	____ Y ____ N	____ Y ____ N

TRAINING CENTER SCORING			
	BLS	ACLS	PALS
SECTION I	____ of 38 = ____ % =	____ of 38 = ____ % =	____ of 38 = ____ % =
Rating (1-4)			
SECTION II	____ of 44 = ____ % =	____ of 44 = ____ % =	____ of 44 = ____ % =
Rating (1-4)			
SECTION III	____ of 22 = ____ % =	____ of 22 = ____ % =	____ of 22 = ____ % =
Rating (1-4)			
SECTION IV	____ of 6 = ____ % =	____ of 6 = ____ % =	____ of 6 = ____ % =
Rating (1-4)			
TOTAL	____ of 111 = ____ % =	____ of 111 = ____ % =	____ of 111 = ____ % =
Rating (1-4)			

RATING	COMPLIANCE	REQUIREMENTS
1 (95%-100%)	Assessment provides evidence of excellent compliance.	Compliant, no requirements, best practice for total score.
2 (80%-94%)	Assessment provides evidence of acceptable compliance.	Compliant, no requirements.
3 (70%-79%)	Assessment does not provide evidence of acceptable compliance.	Noncompliant, additional documentation within 30 days.
4 (<70%)	Assessment does not provide evidence of acceptable compliance.	Noncompliant, additional documentation within 30 days and a focused administrative review within 90 days.

A score of 70% to 79% (rating of 3) in any individual section will result in the TC supplying additional documentation within 30 days.

A score of less than 70% (rating of 4) in any individual section will result in additional documentation and a focus review within 90 days.

Comments:

Regional Faculty: _____ _____ Date: _____
Print Signature

Regional Faculty: _____ _____ Date: _____
Print Signature

Regional Faculty: _____ _____ Date: _____
Print Signature

AHA Staff: _____ _____ Date: _____
Print Signature

TC Coordinator: _____ _____ Date: _____
Print Signature