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

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

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	☐	☐
b. Provides feedback to students in a private and confidential manner (observation and review of students' course evaluation forms)	☐	☐
c. Remediates by directing students to reference material and by providing additional practice opportunities	☐	☐
d. Retests students when indicated	☐	☐
e. Facilitates debriefings after scenarios to improve individual and team performance	☐	☐
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	☐	☐
b. Acknowledges the AHA Statement of Conflict of Interest	☐	☐
c. Demonstrates professional behavior in physical presentation and teaching, including enthusiasm, honesty, integrity, commitment, compassion, and respect	☐	☐
d. Follows HIPAA, FERPA, and/or local guidelines maintaining confidentiality	☐	☐
e. Recognizes and appropriately responds to ethical issues encountered in training	☐	☐
f. Appropriately manages conflicts of interest	☐	☐
g. Maintains student confidentiality when appropriate (observation and review of students' course evaluation forms)	☐	☐
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	☐	☐
b. Complies with the current, appropriate version of the *Program Administration Manual* (PAM)	☐	☐
c. Ensures that AHA course completion cards are issued in a timely manner	☐	☐

Comments:

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Recommend Instructor Status: ☐ Yes ☐ No   Date: _____

TCF Name: _____

TCF Signature: _____

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