

## American Heart Association Emergency Cardiovascular Care Program

### Instructor Monitor Tool

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**Instructions:** Training Faculty (TF) should 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.

*To be used in conjunction with the Instructor/TF Renewal Checklist.*

#### Role of the TF Observer:

The role of the TF observer for this monitoring is to observe only. Debriefing or correcting the instructor during the course should be avoided. If critical components are not being completed, contact the TC Coordinator or Course Director outside the classroom setting immediately.

#### Evaluating the Critical Actions:

The following questions are critical actions required for a successful course. Each item is written to maximize the objectivity and minimize the subjectivity of the evaluator. For each item, mark one of the following:

- Yes** for items present or completed if there are no required changes for improvement. There may be recommendations for improvement and comments but no required changes.
- Yes with req.** (Yes with requirements) for items that were completed but changes are required for full compliance. *Fill in the comment box with the required change and rationale.*
- No** if the required action was not done or was done incorrectly. *Fill in the comment box with the rationale.*
- Not Observed** for items the observer did not witness during monitoring.

<b>SECTION 1: General information for the individual and course being observed.</b>
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Instructor or instructor candidate name: \_\_\_\_\_

Instructor ID #: \_\_\_\_\_ Instructor card expiration date: \_\_\_\_\_

Course reviewed:  Heartsaver®  BLS  ACLS  ACLS EP  PALS  PEARS®  ASLS

Purpose of review:  Initial application  Instructor renewal  Remediation

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**SECTION 2: Instructor competencies and indicators. Observed by TF in a class setting.**

**Course Delivery:** Presents AHA course content as intended by using AHA course curricula and materials

2.1 Delivers all core content consistent with AHA published guidelines, Instructor Manual, Lesson Plans, and agenda

Yes       Yes with req       No       Not observed

2.2 Uses videos, checklists, equipment, and other tools as directed in the Instructor Manual

Yes       Yes with req       No       Not observed

2.3 Allows adequate time for content delivery, skills practice, and debriefing

Yes       Yes with req       No       Not observed

2.4 Promotes retention by reinforcing key points

Yes       Yes with req       No       Not observed

2.5 Delivers course in a safe and nonthreatening manner

Yes       Yes with req       No       Not observed

2.6 Relates course material to audience (prehospital or in-facility)

Yes       Yes with req       No       Not observed

2.7 Effectively operates technology used in the course

Yes       Yes with req       No       Not observed

2.8 Adapts terminology appropriate to location, audience, and culture

Yes       Yes with req       No       Not observed

2.9 Accommodates students who have disabilities and other special needs

Yes       Yes with req       No       Not observed

2.10 Provides timely and appropriate feedback to students

Yes       Yes with req       No       Not observed

2.11 Uses principles of effective team dynamics during small group activities

Yes       Yes with req       No       Not observed

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2.12 Facilitates debriefings after scenarios to improve individual and team performance

- Yes       Yes with req       No       Not observed

**Testing and Remediation:** Measures students' skills and knowledge against performance guidelines and provides remediation when needed to consolidate learning

2.13 Tests students by using AHA course materials according to instructions in the Instructor Manual

- Yes       Yes with req       No       Not observed

2.14 Provides feedback to students in a private and confidential manner

- Yes       Yes with req       No       Not observed

2.15 Provides remediation by directing students to reference material and by providing additional practice opportunities

- Yes       Yes with req       No       Not observed

2.16 Retests students when indicated

- Yes       Yes with req       No       Not observed

**Professionalism:** Maintains a high standard of ethics and professionalism when representing the AHA

2.17 Demonstrates professional behavior in physical presentation and teaching, including enthusiasm, honesty, integrity, commitment, compassion, and respect

- Yes       Yes with req       No       Not observed

2.18 Follows HIPAA, FERPA, and/or local guidelines maintaining confidentiality

- Yes       Yes with req       No       Not observed

2.19 Recognizes and appropriately responds to ethical issues encountered in training

- Yes       Yes with req       No       Not observed

2.20 Maintains student confidentiality when appropriate

- Yes       Yes with req       No       Not observed

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Overall comments from TF observer: 1000 character max.

Review completed:  Successful  Remediation needed  Unsuccessful

TF name: \_\_\_\_\_

TF signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 3: Review of candidate or instructor. To be completed by TC Coordinator.**

I have reviewed the Instructor Monitor Tool with my TC Coordinator, and my instructor status has been reviewed with me. Overall comments from monitored candidate or instructor: 300 character max.

Candidate or instructor name: \_\_\_\_\_

Candidate or instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

TC Coordinator name: \_\_\_\_\_

TC Coordinator signature: \_\_\_\_\_ Date: \_\_\_\_\_