

**American Heart Association (AHA) Training Center (TC) Administration Procedures  
Lake-Sumter EMS**

**SUBJECT** Training Site Relations  
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**EFFECTIVE DATE:** June 2008

**PAGE:** 1 of 2

**SUPERSEDES:** October 2004

**Policy Statement**

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Lake-Sumter EMS will strongly adhere to the Core Value of Integrity: We will maintain the highest ethical standards in every program in which we participate. We will provide maximum time for hands-on manikin skill practice and evaluation under the direct supervision of an instructor who will provide ongoing feedback of competency. This applies both to our Training Center (TC) and Training Site(s) (TS).

American Heart Association training classes will be performed in a manner consistent with AHA guidelines, as outlined in our refresher meetings, memos, bulletins, Program Administrative Manual, and associated instructor and provider manuals.

The TC is responsible for the quality and proper administration of ECC courses, as well as the day-to-day management of local training network. As such, the TS is to maintain its own records, QA program, and equipment. The TS is welcome to submit procedures for review and approval; procedures may be more restrictive, but not less than the Lake-Sumter EMS TC procedures. TS is not authorized to administer Instructor Candidate programs.

**TS Responsibility**

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TS must document the following:

- TS Coordinator
- Personnel authorized to complete course completion cards, as decided by the TS Coordinator
- How exams are safely secured
- Record management procedures
- How CURRENTS and copies of training bulletins are stored
- How AHA updates will be disseminated to their instructors

TS must provide the following:

- Projected calendar of programs and dates; minimum notice of 60-days
- Proof of active insurance and maintain general liability insurance of \$1,000,000
- List of current instructors in each discipline, updated every 6-months contingent on ECC Training report
- List of Training Center Faculty for specific disciplines
- Develop and demonstrate procedures regarding:
  - Card Maintenance and Issuance
  - Dispute Resolution
  - Instructor Communications
  - Quality Assurance
  - TC Equipment
  - Disclaimer usage ([PAM 4<sup>th</sup> Edition](#), page 22-3, for all flyers in which fees are charged)

Program files must contain the following information for a minimum of 4-years:

- Agenda complete with instructor's areas taught
- Completed instructor and participant roster, including written evaluation scores and dates of card distribution
- Completed written examinations on all NYC scores
- Completed skill sheets on all unsuccessful attempts
- Dispute situations and resolutions
- Evaluation summary or individual evaluations

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Instructor files must contain the following information for a minimum of 4-years:

- Name
- Job status
- CV/resume
- Mailing address
- E-mail address
- Phone No.: home, cellular, work, pager
- Current signed provider card copy
- Current signed instructor card copy
- Date of Core Instructor completion (only if instructor in new discipline after 2006)
- Initial recognition date (if known, mine is listed as 1982)
- Monitoring form, 1/yr
- Teaching activity

Compliance is mandatory to remain an active TS of this TC.