

## HS Instructor Essentials Course Agenda

### **Part One: Prerequisites**

- I. The instructor candidate needs a **current provider card**, in the discipline they want to instruct, TCF should verify this before class;
- II. Instructor candidate to read & bring to class a HeartSaver Instructor Manual & Instructor Essentials Workbook (workbook emailed to student by TCF);
- III. Candidate to register on the [www.AHAInstructorNetwork.org](http://www.AHAInstructorNetwork.org) and notify training center of alignment or for registration assistance. Instructor candidate to bring 11 digit AHA number to class (found on Dashboard page of Instructor Network site after registration approved by training center).
- IV. Candidate to take the HS Instructor Essentials on the <https://elearning.heart.org/course/26> site, cost is \$30. Bring the certificate of completion to class. This may be viewed as a group in class.

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### **Part Two: Classroom Training**

- I. Introduction: self, students. Discuss agenda of full course (prerequisites, classroom and course monitoring). All must be done to receive certification.
- II. Hand-out HS Profile forms and go through how to complete.
- III. Show the Instructor Essentials Course DVD, the HS portion.
- IV. Skills testing: Instructor candidates test out each other using the HS Skills sheets in the Profile pkt.
- V. Give the HS Instructor written exam and correct.  
  
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- VI. Show the HS Product & Course Orientation on the AHA Instructor Network (under Courses>Heartsaver>P&CO)
- VII. Review, discuss and answer questions about all sections of Instructor manuals (HS CPR/AED & FA) Spend time on agenda (how to teach the course) and equipment list.
- VIII. Go over the AHA Instructor Update form
- IX. Offer mentoring opportunities if possible. Set up plan for monitoring of first class— to be completed within 6 months of your classroom training.
- X. Candidate or TCF to keep HS Instructor Profile forms until monitoring is done. Then send in Profile form & dues payment to the MnSCU MRTC address on the packet.
- XI. Answer Questions and cover any questions about eCards and feedback manikins.
- XII. Students to complete HS Instructor Evaluation form.