

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 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.

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.

HS Instructor **Update** Course Agenda

Pre-requisites:

- I. Must have taught at least 4 courses in the past renewal period and enter in database or on the Profile form.
- II. To come with Monitoring Form completed from the past 2 year renewal period.

Classroom 3-4 hours

Introductions. Discuss Profile form contents.

- III. **Test out on the skills**, have them test out each other using the
 - HS Skills Checklists in the HS Instructor Profile packet.
- IV. Administer the HS Instructor Test and correct.
- V. Go over the AHA Training Center Faculty/Instructor **Update** form.
This is located on the MRTC website under BLS>Forms/Instructor Forms.
- VI. Answer students questions (eCards, Feedback manikin 2019 requirement).
- VII. Students complete HS Instructor Course evaluation form.
- VIII. Then check each HS Profile form at the end of class for completeness and send in all pages of the HS Profile packet including the monitoring form & dues payment, to the MnSCU MRTC.
Ok to scan/email form and pay dues online to expedite.
Keep the Profile forms if not complete (ex. Course Monitoring form not done).

HS Instructor Essentials & Renewal Course Agenda

Part One: Prerequisites

- I. The instructor candidate needs a **current** Heartsaver **provider card**. TCF should verify this before class;
- II. Instructor candidate to read & bring to class a HS Instructor Manual & HS Instructor Essentials Workbook (emailed to student by TCF);
- III. TCF or candidate to notify training center of alignment or for AHA Instructor Network registration assistance.
- IV. Candidate to register on the www.AHAInstructorNetwork.org and bring 11 digit AHA number to class (found on Dashboard page of Instructor Network site after registration approved by training center).
- V. *Candidate to take the HS Instructor Essentials on the <https://elearning.heart.org/course/27> site, the cost is \$30. Bring the certificate of completion to class or see together in class II. --below.
- VI. Renewing instructors: need to have taught 4 courses/2 yrs (enter in Database/or list on Profile form).

Part Two: Classroom Training—New Instructors

- I. Introduction: self, students. Discuss agenda of full course (prerequisites, classroom and course monitoring). All must be done to receive certification.
- II. *Show the Instructor Essentials Course DVD, the HS portion. Optional can be done before class.
- III. Show the HS Product & Course Orientation on the AHA Instructor Network (under Courses>HS>P&CO)
- IV. 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.

New and Renewing Instructors

- V. Intro of renewing instructors
- VI. Go over the AHA Instructor Update form
- VII. Hand-out HS Profile forms and go through how to complete.
- VIII. Skills testing: Instructor candidates test out each other using the HS Skills sheets in the Profile pkt.
- IX. Give the HS Instructor written exam and correct.
- X. Offer mentoring opportunities if possible. Set up plan for monitoring of first class— to be completed within 6 months of your classroom training, renewals have 2 years to complete.
- XI. 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.
Ok to scan/email Profile forms and pay dues online to expedite.
- XII. Answer Questions
- XIII. Students to complete HS Instructor Evaluation form.