



## BLS ANNUAL REPORT

1. \_\_\_\_ BLS ANNUAL REPORT PAGE
2. \_\_\_\_ INSTRUCTOR LIST
3. \_\_\_\_ SATELLITE LIST
4. \_\_\_\_ AGENDA FOR EACH COURSE
5. \_\_\_\_ TRAINING SITE FACULTY FORMS–Copy Required for MTN Records

**If the Program Director has changed, Program Director's Training Site Faculty card has expired or expires during Annual Reporting period, please submit the following:**

7. \_\_\_\_ PROGRAM DIRECTOR NOMINATION FORM (New Nominations only)
8. \_\_\_\_ TRAINING SITE FACULTY NOMINATION FORM
9. \_\_\_\_ CURRICULUM VITAE FORM (Program Director only)
10. \_\_\_\_ COPY OF INSTRUCTOR ESSENTIALS COURSE CERTIFICATE (Program Director only)
11. \_\_\_\_ COPY OF AHA GUIDELINES UPDATE CERTIFICATE (Program Director only)
12. \_\_\_\_ COPY OF PROGRAM DIRECTOR'S SIGNED TSF OR PALS INSTRUCTOR CARD (Front and Back)

**If Program Administrator has changed:**

13. \_\_\_\_ PROGRAM ADMINSTRATOR APPOINTMENT FORM

**ALL FORMS MUST BE TYPED – MTN WILL NOT ACCEPT HANDWRITTEN FORMS**

**MILITARY TRAINING NETWORK BASIC LIFE SUPPORT (BLS)  
SEMI-ANNUAL / ANNUAL REPORT**

Submit report NLT March 31 (Semi-Annual) or September 30 (Annual) of the current Fiscal Year (FY). MTN cards are issued annually and semiannually. Submit only Page 1 for the Semi-Report and ALL pages for the Annual Report.

FY \_\_\_\_\_                      **Semi-Annual**                      **Annual**

<b>Unit Name:</b>		<b>Program Administrator (PA)</b>	
<b>Mailing Address for MTN Correspondence:</b>  <b>Unit/Office Shipping/Street Address City, State, Zip</b>		<b>PA Work Phone Number</b>	
		<b>PA Email</b>	
		<b>Program Director (PD)</b>	
		<b>PD Work Phone Number</b>	
		<b>PD Email</b>	
<b>Fax Number</b>		<b>PD TSF Card Exp Date</b>	
<b>Command Contact Information</b>	<b>Commander/CO Name</b>		
	<b>Dept. Head /SGN / SMO Name</b>		
	<b>Dept. Head /SGN / SMO Phone Number</b>		
	<b>Dept. Head /SGN / SMO Email</b>		

**Card Utilization for past 6 months (Semi-Annual = Oct – Mar; Annual = Apr – Sep)**

	<b>Issued</b>	<b>Destroyed</b>	<b>Current Balance</b>	<b>Projected Use for the next 6-months</b>
<b>Training Site Faculty</b>				
<b>BLS Instructor</b>				
<b>Healthcare Provider</b>				
<b>Heartsaver Instructor</b>				
<b>Heartsaver CPR AED</b>				

<b>Personnel Trained</b>					<b>Current TS Staff</b>
	<b>Semi-Annual Oct – Mar</b>	<b>Annual Apr - Sep</b>	<b>Total</b>	<b>Estimated No. of students next FY</b>	
<b>BLS Instructor</b>					<b>Total Number of TSF (including Satellites)</b>
<b>BLS Instructor Renewal</b>					
<b>Healthcare Provider</b>					<b>Total Number of BLS Instructors (including Satellites)</b>
<b>Healthcare Provider Renewal</b>					
<b>Heartsaver Instructor</b>					<b>Number of only HS Instructors at Facility/Satellites</b>
<b>Heartsaver CPR AED</b>					
					<b>Number of Satellites</b>

\_\_\_\_\_  
Program Director Full Name                      Program Director Signature                      Date

\_\_\_\_\_  
Commanding Officer Full Name                      Commanding Officer Signature                      Date

Commander's Contact Number \_\_\_\_\_                      Commander's Email: \_\_\_\_\_





## SATELLITE LIST

(Submit only if TS has satellites)

All satellites must be in the same geographic area (*within 100 mile radius*) as the Training Site.

<u>Satellite Name</u>	<u>Complete Address</u>	<u>Phone Number</u>



**UNIT NAME:**

## BLS Agenda

*(with optional lessons included)*

**12 Students, 2 BLS Instructors**

**Student-instructor ratio 6:1; student-manikin ratio 3:1; Total time: 4½ hours**

	<b>Lesson 1: Course Introduction</b>
	<b>Lesson 1A: Life is Why Activity (Optional)</b>
	<b>Lesson 2: 1-Rescuer Adult BLS Part I:</b> Adult Chain of Survival Part II: Scene Safety and Assessment Part III: Adult Compressions Part IV: Pocket Mask Part V: 1-Rescuer Adult BLS
	<b>Lesson 3: AED and Bag-Mask Device</b> Part I: AED Part II: Bag-Mask Device
	<b>Lesson 4: 2-Rescuer Adult BLS</b>
	<b>Lesson 5: Team Dynamics</b> Part I: Team Dynamics Part II: Successful Resuscitation Teams
	<b>Lesson 6: High-Performance Teams Activity</b>
	<b>Lesson 6A: Local Protocols Discussion (Optional)</b>
	<b>Break</b>
	<b>Lesson 7: Child BLS</b> Part I: Pediatric Chain of Survival Part II: Child BLS Part III: 2-Rescuer Child CPR
	<b>Lesson 8: Infant BLS</b> Part I: Infant BLS Part II: Infant Compressions Part III: Bag-Mask Device for Infants Part IV: 2-Rescuer Infant BLS Part V: AED for Infants and Children Less Than 8 Years of Age
	<b>Lesson 9: Special Considerations</b> Part I: Mouth-to-Mouth Breaths Part II: Rescue Breathing Part III: Breaths With an Advanced Airway Part IV: Opioid-Associated Life-Threatening Emergency
	<b>Lesson 10: Adult and Child Choking</b> Part I: Relief of Choking in a Responsive Adult or Child Part II: Relief of Choking in an Unresponsive Adult or Child
	<b>Lesson 11: Infant Choking</b> Part I: Relief of Choking in a Responsive Infant Part II: Relief of Choking in an Unresponsive Infant
	<b>Lesson 12: Conclusion</b>
	<b>Lesson 13: Exam</b>
	<b>Lesson 14: Adult CPR and AED Skills Test</b>
	<b>Lesson 15: Infant CPR Skills Test</b>
	<b>Lesson 16: Remediation</b> Part I: Skills Testing Remediation Part II: Exam Remediation



**UNIT NAME:**

## **Heartcode BLS Agenda**

*(with optional lessons included)*

**12 Students, 2 BLS Instructors Student-instructor ratio 6:1; student-manikin ratio 3:1**

**Total time: 3 hours**

	<b>Lesson 1: Course Introduction</b>
	<b>Lesson 1A: Life is Why Activity (Optional)</b>
	<b>Lesson 2: 1-Rescuer Adult BLS</b> Part I: Adult Chain of Survival Part II: Scene Safety and Assessment Part III: Adult Compressions Part IV: Pocket Mask Part V: 1-Rescuer Adult BLS
	<b>Lesson 3: AED and Bag-Mask Device</b> Part I: AED Part II: Bag-Mask Device
	<b>Lesson 4: 2-Rescuer Adult BLS</b>
	<b>Lesson 5: Team Dynamics</b> Part I: Team Dynamics Part II: Successful Resuscitation Teams
	<b>Lesson 6: High-Performance Teams Activity</b>
	<b>Lesson 6A: Local Protocols Discussion (Optional)</b>
	<b>Break</b>
	<b>Lesson 7: Child BLS</b> Part I: Pediatric Chain of Survival Part II: Child BLS Part III: 2-Rescuer Child CPR
	<b>Lesson 8: Infant BLS</b> Part I: Infant BLS Part II: Infant Compressions Part III: Bag-Mask Device for Infants Part IV: 2-Rescuer Infant BLS Part V: AED for Infants and Children Less Than 8 Years of Age
	<b>Lesson 9: Special Considerations</b> Part I: Rescue Breathing
	<b>Lesson 10: Adult and Child Choking</b> Part I: Relief of Choking in a Responsive Adult or Child Part II: Relief of Choking in an Unresponsive Adult or Child
	<b>Lesson 11: Infant Choking</b> Part I: Relief of Choking in a Responsive Infant Part II: Relief of Choking in an Unresponsive Infant
	<b>Lesson 12: Conclusion</b>
	<b>Lesson 14: Adult CPR and AED Skills Test</b>
	<b>Lesson 15: Infant CPR Skills Test</b>
	<b>Lesson 16: Remediation</b> Part I: Skills Testing Remediation



**UNIT NAME:**

***BLS Interim Instructor Agenda***

**Student-instructor ratio 7:1; student-manikin ratio 3:1**

**Approximate Duration: 5 to 7.5 hours**

	<p><b>Lesson 1: Welcome and Introduction</b> Part I:          AHA Mission          Part II: Global Mission          Part III: ECC Mission          Part IV: Overview of Instructor Competencies</p>
	<p><b>Break</b></p>
	<p><b>Lesson 2: Additional Resources</b>          Part I: Program Administration Manual/MTN Administrative Handbook Part          II: Instructor Network          Part III: Training Site Specific Policies</p>
	<p><b>Break</b></p>
	<p><b>Lesson 3: 2015 Guidelines Science Instructor Updates</b> Part I:          BLS Science Updates          Part II: Heartsaver Science Updates (optional)</p>
	<p><b>Lunch</b></p>
	<p><b>Lesson 4: BLS Product and Course Orientation</b> Part          I: Life is Why Activity          Part II: High-Performance Teams Activity          Part III: Skills Testing Checklist and Remediation Part          IV: Heartsaver Courses          Part V: Instructor Exam</p>
	<p><b>Break</b></p>
	<p><b>Lesson 4A: Instructor Course DVD (Optional)</b>          Part I: Effective Instructor Behaviors          Part II: Poor Instructor Behaviors</p>



**UNIT NAME:**

## ***Heartsaver CPR AED Course Agenda***

*(with optional lessons included)*

**12 Students, 2 Heartsaver Instructors Student-instructor ratio 6:1; student-manikin ratio 3:1**

**Total time: Approximately 4½ hours**

	<b>Lesson 1: Course Introduction</b>
	<b>Lesson 1A: Life Is Why Activity (Optional)</b>
	<b>Lesson 2: Adult CPR</b> Part I: Scene Safety and Assessment Part II: Chest Compressions Part III: Giving Breaths (Mouth-to-Mouth) Part IV: Giving Breaths (With a Mask)
	<b>Lesson 3: Use an AED (Adult)</b> Part I: AED Part II: Putting It All Together
	<b>Lesson 4: Help From Others</b>
	<b>Lesson 5: Adult CPR AED Summary</b>
	<b>Lesson 6: Adult CPR and AED Skills Test</b>
	<b>Lesson 7: Naloxone</b>
	<b>Lesson 8: Adult Choking</b>
	<b>Break</b>
	<b>Lesson 1: Child CPR AED Introduction</b>
	<b>Lesson 2: Child CPR</b> Part I: Scene Safety and Assessment Part II: Chest Compressions Part III: Giving Breaths (Mouth-to-Mouth) Part IV: Giving Breaths (With a Mask)
	<b>Lesson 3: Use an AED (Child)</b> Part I: AED Part II: Putting It All Together
	<b>Lesson 4: Help From Others</b>
	<b>Lesson 5: Child CPR AED Summary</b>
	<b>Lesson 6: Child CPR Skills Test</b>
	<b>Lesson 7: Child Choking</b>
	<b>Lesson 1: Infant CPR Introduction</b>
	<b>Lesson 2: Infant CPR</b> Part I: Scene Safety and Assessment Part II: Chest Compressions Part III: Giving Breaths (Mouth-to-Mouth) Part IV: Giving Breaths (With a Mask) Part V: Putting It All Together
	<b>Lesson 3: Infant CPR Summary</b>
	<b>Lesson 4: Infant CPR Skills Test</b>
	<b>Lesson 5: Infant Choking</b>
	<b>Lesson 6: Course Conclusion</b>



**UNIT NAME:**

***Heartsaver Interim Instructor Agenda***  
**Student-instructor ratio 7:1; student-manikin ratio 2:1**  
**Approximate Duration: 7.5 hours**

	<p><b>Lesson 1: Welcome and Introduction</b> Part I:          AHA Mission          Part II: Global Mission          Part III: ECC Mission          Part IV: Overview of Instructor Competencies</p>
	<b>Break</b>
	<p><b>Lesson 2: Additional Resources</b>          Part I: Program Administration Manual/MTN Administrative Handbook Part          II: Instructor Network          Part III: Training Site Specific Policies</p>
	<b>Break</b>
	<p><b>Lesson 3: 2015 Guidelines Science Instructor Updates</b> Part I:          Heartsaver Science Updates</p>
	<b>Lunch</b>
	<p><b>Lesson 4: Heartsaver Product and Course Orientation</b> Part          I: Life is Why Activity          Part II: Heartsaver Course          Part III: Instructor Package Overview          Part IV: Instructor Manual Overview          Part V: Naloxone          Part VI: Skills Testing Checklist and Remediation          Part VII: Lesson Plans          Part V: Instructor Exam</p>
	<b>Break</b>
	<p><b>Lesson 4A: Instructor Course DVD (Optional)</b>          Part I: Effective Instructor Behaviors          Part II: Poor Instructor Behaviors          Part III: Practice While Watching</p>