



Military Training Network
American Heart Association Regional Training Center



The Director's Corner

Training sites must submit a Permission to Teach request to the MTN in order to teach the new 2015 AHA Guidelines by 30 April 2016. In addition to 75 percent of instructors completing the instructor update, training sites must obtain the following:

- 2015 AHA Guidelines for CPR and ECC
- 2015 Handbook of Emergency Cardiovascular Care for Healthcare Providers (*unit must purchase*)
- 2015 Guidelines Highlights
- Interim Training Materials

The products are available for download at heart.org or the MTN website. The 2015 Handbook of ECC for HCP can be purchased from one of the AHA-approved vendors.

Upon approval by the MTN director, written tests will be provided to the training site. Training sites that do not submit a request will be placed on suspension until approval is granted.

2015 AHA Instructor Update

The 2015 AHA Guidelines for CPR and ECC are here! All instructors are required to complete the discipline-specific instructor update by 30 April 2016. Each discipline (BLS, Heartsaver, ACLS, PALS and PEARS) has a stand-alone online course which takes approximately one hour to complete. The instructor update is free. **Please note, instructors must be aligned with a training site!** The MTN has sent out a “how-to” guide to help instructors register and access the instructor update. The instructor update is only available at ahainstructornetwork.org.

From the MTN Program Managers

Communication is Key

One role of the program manager is to support training site program directors, administrators, and faculty. We are able to answer questions or respond to concerns about a program. When in doubt, ask! Please remember to communicate changes that impact your training site to the MTN in a timely manner.

A Successful Turnover

When it is time to turn over program director or administrator roles and responsibilities, here are some key actions to take for success:

- Review the 2014 MTN Administrative Handbook
- Ensure nominations are submitted to the MTN 30 days prior to turnover
- Conduct a self-assessment with the incoming staff using the MTN Administrative Review Form
- Visit the MTN web site to access forms and information

MTN Due Dates

Post-Course Reports – Within 30 days of course date
Permission to Teach Request – 27 April 2016
BLS Semi-Annual Report - 31 March 2016
Annual Report - 30 September 2016

Contact us

Commercial: 210.808.4484
DSN: 420.4484
Email: mtnreports@usuhs.edu
Visit us at: www.usuhs.edu/mtn

Did you know?

The most common errors on annual and semi-annual reports are card count discrepancies.

The MTN recommends that you start a new tracker when you complete your card count and document the cut-off date for easier tracking. There are two electronic trackers available on the MTN web site to help account for card utilization.

MTN wallet cards must be typed.

Per ECC Course Card Reference Guide, AHA requires course cards to be complete and legible. MTN recommends all cards be stamped, typed or computer printed to reduce the risk of cards being duplicated or altered. Only the front may be legibly handwritten in blue or black ink. **The back of the card must be stamped, typed or computer printed.**

The answers to most questions can be found in the MTN Administrative Handbook.

Program directors and administrators are required to review the handbook upon appointment of position. Familiarization with the handbook helps address many common administrative issues. Contact the MTN when further clarification is needed.

Action items must be submitted to mtnreports@usuhs.edu.

MTN tracks all action items. Action items include: new affiliation requests, appointment nominations, post course reports, training site faculty nominations, additional card requests, disaffiliations, semi-annual and annual reports. Please courtesy copy (cc) your program manager on all action items. Address the subject line with the site, discipline, and a brief description (example: 77 MDG ACLS PCR 3-4 JAN). MTN action items are processed in the order received.

AHA 2015 Preliminary Product Release Dates

February 2016

BLS Resuscitation Quality Improvement (RQI™) (Module 2)
BLS Classroom 16 February 2016

March/April 2016

Heartsaver®First Aid CPR AED Classroom
Advanced Cardiovascular Life Support (ACLS) Classroom
HeartCode®ACLS

May/June 2016

Resuscitation Quality Improvement (RQI™)

July/August 2016

Pediatric Advanced Life Support (PALS) Classroom
HeartCode®PALS
Pediatric Emergency Assessment, Recognition and Stabilization (PEARS®)

MTN Staff Assistance Visits

MTN is required by AHA to conduct SAVs on 10 percent of training sites annually.

March
Tennessee
Kentucky

June
Alaska

July
New York

Dates are subject to change.

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