



## PALS ANNUAL REPORT

1. \_\_\_\_ PALS ANNUAL REPORT PAGE
2. \_\_\_\_ INSTRUCTOR LIST
3. \_\_\_\_ SATELLITE LIST
4. \_\_\_\_ LIST OF COURSES COMPLETED
5. \_\_\_\_ AGENDA FOR EACH COURSE
6. \_\_\_\_ 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**







## 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> |
|-----------------------|-------------------------|---------------------|
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**UNIT NAME:**

## PALS Instructor Course Agenda

| Time               | Lesson       | Event  |
|--------------------|--------------|--|
| 0800 – 0805        | Lesson 1     | Introduction   |
| 0805 – 0815        | Lesson 2     | PALS Course Orientation                              |
| 0815 – 0840        | Lesson 3     | PALS Science Update                                  |
| 0840 – 0900        | Lesson 4     | New PALS Course Design                               |
| 0900 – 0910        | Lesson 5     | Instructor Materials                                 |
| 0910 – 0920        | Lesson 6     | PALS Course Outline                                  |
| 0920 – 0935        | Lesson 7     | Lesson Maps  |
| 0935 – 0940        | Lesson 8     | Technology and Equipment                             |
| 0940 – 0950        | Lesson 9     | Room Setup   |
| 0950 – 0955        | Lesson 10    | Provider Course Prerequisites                        |
| 0955 – 1000        | Lesson 11    | PALS Start   |
| <b>1000 – 1010</b> | <b>Break</b> | <b>Break</b>   |
| 1010 – 1030        | Lesson 12    | BLS Skills Testing                                   |
| 1030 – 1050        | Lesson 13    | Respiratory Emergencies                              |
| 1050 - 1100        | Lesson 14    | Rhythm Disturbances / Electrical Therapy             |
| 1100 – 1135        | Lesson 15    | Role Play: Rhythm Disturbances / Electrical Therapy  |
| 1135 - 1150        | Lesson 16    | Vascular Access                                      |
| 1150 - 1230        | Lesson 17    | Role-Play: Vascular Access                           |
| <b>1230 – 1330</b> | <b>Lunch</b> | <b>Lunch</b>   |
| 1330 – 1345        | Lesson 18    | Resuscitation Team Concept                           |
| 1345 – 1400        | Lesson 19    | Core Case Simulations                                |
| 1400 – 1435        | Lesson 20    | Role Play: Core Case Simulations Cardiac Cases 1 & 2 |
| 1435 – 1445        | Lesson 21    | Overview of Pediatric Assessment                     |
| 1445 – 1455        | Lesson 22    | Overview of Core Case Discussions and Simulations    |
| <b>1455 – 1510</b> | <b>Break</b> | <b>Break</b>   |
| 1510 – 1545        | Lesson 23    | Role Play: Core Case Discussions Cardiac Cases 3 & 4 |
| 1545 – 1605        | Lesson 24    | Putting it All Together                              |
| 1605 – 1610        | Lesson 25    | Written Test   |
| 1610 – 1615        | Lesson 26    | Remediation  |
| 1615 – 1630        | Lesson 27    | Core Case Test 1                                     |
| 1630 – 1800        | Lesson 28    | Core Case Test 2                                     |
| 1800 – 1805        | Lesson 29    | Self Directed Learning and Blended Training          |
| 1805 – 1810        | Lesson 30    | Instructor Renewal                                   |
| 1810 – 1840        | Lesson 31    | Training Center Specifics                            |
| 1840 – 1855        | Lesson 32    | Course Monitoring                                    |

ADAPTED FROM THE AHA 2011 PALS MANUAL



**UNIT NAME:**

**PALS Provider Course Agenda**

12 Students, 2 PALS Instructors  
6:1 Student-Instructor Ratio for Each Station

**DAY 1**

0800-0810 Welcome/Introductions, and Course Administration  
0810-0815 **Lesson 1** – PALS Course Organization  
0815-0830 **Lesson 2** – Overview of PALS Science

|                                   |   |   |
|-----------------------------------|---|---|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 3</b><br>BLS Practice and<br>Competency Testing | <b>Lesson 4</b><br>Management of Respiratory<br>Emergencies |
| 0830-0930                         | Group 1   | Group 2   |
| 0930-0940                         | <b>Break</b>  | <b>Break</b>  |
| 0940-1040                         | Group 2   | Group 1   |

|                                   |   |                                    |
|-----------------------------------|---|------------------------------------|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 5</b><br>Rhythm Disturbances/<br>Electrical Therapy | <b>Lesson 6</b><br>Vascular Access |
| 1040-1110                         | Group 2   | Group 1                            |
| 1110-1140                         | Group 1   | Group 2                            |

1140-1230 **Lunch**  
1230-1300 **Lesson 7** - Resuscitation Team Concept (One Large Group)  
1300-1310 **Lesson 8** - Overview of Pediatric Assessment  
1310-1320 **Lesson 9A-C** - Overview of Learning Stations  
1320-1340 **Lesson 9D** - Core Case Discussion: Respiratory Cases 1 & 2  
1340-1350 **Break**

|                                   |  |  |
|-----------------------------------|--|--|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 9D</b><br>Core Case Simulations<br>Respiratory Cases 1 & 2 | <b>Lesson 9D</b><br>Core Case Simulations<br>Respiratory Cases 1 & 2 |
| 1350-1430                         | Group 1  | Group 2  |

**One Large Group:**  
1430-1450 **Lesson 9D** - Core Case Discussion: Respiratory Cases 3 & 4

|                                   |  |  |
|-----------------------------------|--|--|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 9D</b><br>Core Case Simulations<br>Respiratory Cases 3 & 4 | <b>Lesson 9D</b><br>Core Case Simulations<br>Respiratory Cases 3 & 4 |
| 1450-1530                         | Group 1  | Group 2  |

**One Large Group:**  
1530-1550 **Lesson 9E** - Core Case Discussion: Shock Cases 5 & 6

|                                   |  |  |
|-----------------------------------|--|--|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 9E</b><br>Core Case Simulations<br>Shock Cases 5 & 6 | <b>Lesson 9E</b><br>Core Case Simulations<br>Shock Cases 5 & 6 |
| 1550-1630                         | Group 1  | Group 2  |

1630 **End of Day 1**



## DAY 2

0800-0815 Welcome and coffee

**One Large Group:**

0815-0835 **Lesson 9E** - Core Case Discussion: Shock Cases 7 & 8

| <i>Divide Class Into 2 Groups</i> | <b>Lesson 9E</b><br>Core Case Simulations<br>Shock Cases 7 & 8 | <b>Lesson 9E</b><br>Core Case Simulations<br>Shock Cases 7 & 8 |
|-----------------------------------|--|--|
| 0835-0915                         | Group 1  | Group 2  |

**One Large Group:**

0915-0935 **Lesson 9F** - Core Case Discussion: Cardiac Cases 9 & 10

| <i>Divide Class Into 2 Groups</i> | <b>Lesson 9F</b><br>Core Case Simulations<br>Cardiac Cases 9 & 10 | <b>Lesson 9F</b><br>Core Case Simulations<br>Cardiac Cases 9 & 10 |
|-----------------------------------|---|---|
| 0935-1015                         | Group 1   | Group 2   |

**One Large Group:**

1015-1025 **Break**

1025-1045 **Lesson 9F** - Core Case Discussion: Cardiac Cases 11 & 12

| <i>Divide Class Into 2 Groups</i> | <b>Lesson 9F</b><br>Core Case Simulations<br>Cardiac Cases 11 & 12 | <b>Lesson 9F</b><br>Core Case Simulations<br>Cardiac Cases 11 & 12 |
|-----------------------------------|--|--|
| 1045-1125                         | Group 1  | Group 2  |

| <i>Divide Class Into 2 Groups</i> | <b>Lesson 10</b><br>Putting it all Together | <b>Lesson 10</b><br>Putting it all Together |
|-----------------------------------|---|---|
| 1125-1225                         | Group 1                                     | Group 2                                     |

**One Large Group:**

1225-1310 **Lunch**

1310-1315 **Lesson 11** - Course Summary and Testing Details

1315-1400 **Lesson 12** – Written Exam

| <i>Divide Class Into 2 Groups</i> | <b>Lesson 13</b><br>PALS Core Case Test 1<br>Cardiac Cases 9-12 | <b>Lesson 13</b><br>PALS Core Case Test 2<br>Respiratory Cases 1-4<br>Shock Cases 5-8 |
|-----------------------------------|---|---|
| 1400-1500                         | Group 1   | Group 2   |
| 1500-1600                         | Group 2   | Group 1   |

1600 **Course Ends**

1600 **Remediation**



## UNIT NAME:

### PALS Update Sample Course Agenda

(with optional lessons 4, 5, 6)

12 Students, 2 PALS Instructors

6:1 Student-Instructor Ratio for Each Station

0800-0810 Welcome, Introductions, and Course Administration  
 0810-0815 **Lesson 1** – PALS Course Organization  
 0815-0830 **Lesson 2** – Overview of PALS Science

|                                   |   |   |
|-----------------------------------|---|---|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 3</b><br>BLS Practice and Competency<br>Testing | <b>Lesson 3</b><br>BLS Practice and Competency<br>Testing |
| 0830-0930                         | Group 1   | Group 2   |

0930-0940 **Break**

|                                   |   |   |
|-----------------------------------|---|---|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 4</b><br>Management of Respiratory<br>Emergencies | <b>Lesson 4</b><br>Management of Respiratory<br>Emergencies |
| 0940-1040                         | Group 1   | Group 2   |

|                                   |  |  |
|-----------------------------------|--|--|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 5</b><br>Rhythm Disturbances/Electrical<br>Therapy | <b>Lesson 5</b><br>Rhythm Disturbances/Electrical<br>Therapy |
| 1040-1110                         | Group 1  | Group 2  |

|                                   |                                    |                                    |
|-----------------------------------|------------------------------------|------------------------------------|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 6</b><br>Vascular Access | <b>Lesson 6</b><br>Vascular Access |
| 1110-1140                         | Group 1                            | Group 2                            |

**One Large Group:**

1140-1210 **Lesson 7** - Resuscitation Team Concept  
 1210-1245 **Lunch**  
 1245-1305 **Lesson 8** - Coping with Death  
 1305-1315 **Lesson 9** – Overview of Pediatric Assessment

|                                   |   |   |
|-----------------------------------|---|---|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 10</b><br>Putting It All Together | <b>Lesson 10</b><br>Putting It All Together |
| 1315-1415                         | Group 1                                     | Group 2                                     |

**One Large Group:**

1415-1420 **Lesson 11** – Course Summary and Testing Details  
 1420-1505 **Lesson 12** – PALS Written Test

|                                   |   |  |
|-----------------------------------|---|--|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 13</b><br>Core Case Test<br>Cardiac Cases 1 – 4 | <b>Lesson 13</b><br>Core Case Test<br>Respiratory Cases 1 – 4<br>Shock Cases 1 – 4 |
| 1505-1605                         | Group 1   | Group 2  |
| 1605-1705                         | Group 2   | Group 1  |

1705 **Course Ends**  
 1705 **Remediation**

Note: Optional skills station lesson can be chosen from Lesson 4: Management of Respiratory Emergencies; Lesson 5: Rhythm Disturbances/Electrical Therapy; and Lesson 6: Vascular Access. The class is divided into 2 groups. The first optional session is 1 hour in length, while the next 2 sessions can be 30 minutes each.



**UNIT NAME:**

**PALS Update Course Sample Agenda**  
(without optional lessons)

**It is generally not recommended to omit the optional modules 12** Students, 2 PALS Instructors  
6:1 Student-Instructor Ratio for Each Station

0800-0810 Welcome, Introductions, and Course Administration  
0810-0815 **Lesson 1** – PALS Course Organization  
0815-0830 **Lesson 2** – Overview of PALS Science

|                                   |   |   |
|-----------------------------------|---|---|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 3</b><br>BLS Practice and Competency<br>Testing | <b>Lesson 3</b><br>BLS Practice and Competency<br>Testing |
| 0830-0930                         | Group 1   | Group 2   |

0930-0940 **Break**

(Lessons 4, 5, 6 are optional and not in this agenda)

**One Large Group:**

0940-1010 **Lesson 7** - Resuscitation Team Concept **Lesson 8**  
1010-1030 - Coping with Death  
1030-1040 **Lesson 9** – Overview of Pediatric Assessment

|                                   |   |   |
|-----------------------------------|---|---|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 10</b><br>Putting It All Together | <b>Lesson 10</b><br>Putting It All Together |
| 1040-1140                         | Group 1                                     | Group 2                                     |

**One Large Group:**

1140-1145 **Lesson 11** – Course Summary and Testing Details  
1145-1230 **Lunch**

**One Large Group:**

1230-1330 **Lesson 12** – Written Test

|                                   |   |  |
|-----------------------------------|---|--|
| <i>Divide Class Into 2 Groups</i> | <b>Lesson 13</b><br>Core Case Test<br>Cardiac Cases 1 – 4 | <b>Lesson 13</b><br>Core Case Test<br>Respiratory Cases 1 – 4<br>Shock Cases 1 – 4 |
| 1315-1515                         | Group 1   | Group 2  |
| 1415-1515                         | Group 2   | Group 1  |

1515 **Course Ends**  
1515 **Remediation**



**UNIT NAME:**

**PEARS Provider Course Agenda**

12 Students, PEARS Instructors

6:1 Student-to-Instructor Ratio for Each Station

(1 additional instructor needed for Lesson 3)

- 0800-0815 **Course registration**
- 0815-0820 **Start** – Welcome/Introductions
- 0820-0830 **Lesson 1** - PEARS Course Organization
- 0830-0840 **Lesson 2** - Overview of Science

|                                   |   |  |
|-----------------------------------|---|--|
| <b>Divide class into 2 groups</b> | <b>Lesson 3</b><br>CPR/AED Practice and<br>Competency Testing | Lesson 3<br>CPR/AED Practice and<br>Competency Testing |
| 0840-0940                         | Group 1   | Group 2  |

- 0940-0955 **Break**
- 0955-1000 **Lesson 4** - Overview of Pediatric Assessment
- 1000-1005 **Lesson 5** -Pediatric Assessment: Airway and Breathing
- 1005-1045 **Lesson 6** - Respiratory Case Discussions

|                                   |   |   |
|-----------------------------------|---|---|
| <b>Divide class Into 2 groups</b> | <b>Lesson 7</b><br>Respiratory Skills Station | <b>Lesson 7</b><br>Respiratory Skills Station |
| 1045-1130                         | Group 1                                       | Group 2                                       |

- 1130-1135 **Lesson 8** -Pediatric Assessment: Circulation, Disability, and Exposure
- 1135-1155 **Lesson 9** -Shock Case Discussions
- 1155-1225 **Lunch**

|                                   |  |  |
|-----------------------------------|--|--|
| <b>Divide class Into 2 groups</b> | <b>Lesson 10</b><br>Circulatory Skills Station | <b>Lesson 10</b><br>Circulatory Skills Station |
| 1225-1250                         | Group 1  | Group 2  |

- 1250-1305 **Lesson 11** - Resuscitation Team Concept

|                                   |  |  |
|-----------------------------------|--|--|
| <b>Divide class into 2 groups</b> | <b>Lesson 12</b><br>Team Dynamics Practice<br>(Cardiac Arrest Cases 1-2) | <b>Lesson 12</b><br>Team Dynamics Practice<br>(Cardiac Arrest Cases 1-2) |
| 1305-1335                         | Group 1  | Group 2  |

- 1335-1410 **Lesson 13** - Putting It All Together Case Discussions (Cases 1-6)
- 1410-1430 **Break**

|                                   |   |   |
|-----------------------------------|---|---|
| <b>Divide class Into 2 groups</b> | <b>Lesson 14</b><br>Putting It All Together Case<br>Simulations (Cases 1-6) | <b>Lesson 14</b><br>Putting It All Together Case<br>Simulations (Cases 1-6) |
| 1430-1530                         | Group 1   | Group 2   |

- 1530-1535 **Lesson 15** - Course Summary and Testing Details
- 1535-1605 **Lesson 16** - Written Test
- 1605 **Remediation**

ADAPTED FROM THE AHA 2011 PALS INSTRUCTOR MANUAL, TIMES  
ARE ACTUAL, AGENDA REFLECTS PROPER SEQUENCE