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MILITARY TRAINING NETWORK

22 May 2013

MEMORANDUM FOR MILITARY TRAINING NETWORK (MTN) PROGRAM DIRECTORS AND ADMINISTRATORS (BLS, ACLS, PALS)

SUBJECTS: 1. New 2013 AHA Instructor Course Requirements and Materials
2. Next Steps for MTN Training Sites

1. Purpose: The American Heart Association (AHA) has developed and launched new Instructor Course materials that will aid in providing quality and consistency in all instructor training. Each Instructor Course has 3 discipline-specific components: an Instructor Essentials online course, a classroom-based instructor course, and course monitoring. Effective August 30, 2013, only the new materials can be used for conducting all AHA Instructor Courses. The following memorandum outlines key information for MTN Training Sites (TS) to implement and teach the new Instructor Course materials.

2. Requirements: The following groups **must** complete the discipline-specific AHA Instructor Essentials online module:

- All MTN Program Directors, Training Site Faculty (TSF) and National Faculty. Must complete before teaching their first course with new materials or performing any course monitoring for courses taught with the new materials.
- All new Instructor candidates
- Current Instructors adding a new discipline, i.e., BLS Instructor becoming an ACLS Instructor

3. Instructor Essentials Courses: The discipline-specific AHA Instructor Essentials online courses can be purchased through OnlineAHA.org or any of AHA's three Distributors. File the certificate(s) of completion at the TS with the Instructor Folder. The Essentials courses are done individually and offer continuing education (CE) credit. The courses must be completed online; there are no other alternatives. The TS can elect to update its TSF as a group; however, the PD will have to make a certificate. Training Sites who experience difficulty accessing the AHA website should work directly with their local IT office for access. The discipline-specific Essentials courses replace the Core Instructor Course.

4. Distribution:

a. Instructor Course DVDs: MTN will provide each TS with one Instructor Course DVD for each respective MTN program the TS is approved to teach (BLS, HS, ACLS, and/or PALS, as applicable). To facilitate cost-effective delivery and distribution, MTN will bundle/mail the DVD(s) to the BLS Program Director (PD) at each TS, starting this week. MTN ACLS and PALS Program Directors are required to coordinate with the BLS PD at their location to obtain their DVDs. For tracking purposes, the package will include a receipt; fill out the receipt and e-mail or fax back to MTN to confirm DVDs were received. Additional DVDs can be purchased from the AHA distributors. DVDs are copyright protected; NO duplication is authorized.

b. Instructor Course Faculty Guides *and* Instructor Candidate Workbooks: The MTN Program Managers will e-mail digital copies of the associated Instructor Faculty Guides and Instructor Candidate Workbooks to their respective Program Directors/Administrators. The TS may make print copies. DO NOT post on an intranet or website.

c. Written exams: The 2013 AHA Instructor Courses each require a written exam. To request exams, e-mail your respective Program Manager. To expedite your request, in the subject line put your

site's name and the words "instructor exam" Example: "888th Med Group instructor exam". Army BLS sites should e-mail their request to the mtnreports@usuhs.edu link.

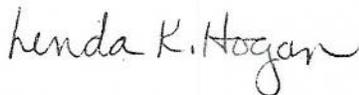
5. Announcement: New PEARS Instructor Role: The new role of PEARS Instructor is being introduced with the launch of AHA's new Instructor courses. To become a PEARS Instructor, candidates must complete the Instructor courses associated with the PEARS discipline. PEARS Instructors may teach PEARS courses only. NOTE: PALS Instructors DO NOT need to also become PEARS Instructors, as they are already approved to teach PEARS courses. There will be no stand-alone PEARS training sites. The TS must have a PALS program. Contact the MTN PALS Program Manager if you wish to add the new PEARS Instructor role at your PALS Training Site. PEARS Instructor Course materials will then be sent separately from other Instructor Course materials referenced in Item 4. MTN will also provide the TS with the new PEARS Instructor cards.

6. Requirements for Instructor Candidates (all disciplines): For successful completion, instructor candidates must:

1. Be accepted by an MTN Training Site before enrolling in an Instructor Course and have a completed Instructor Candidate Application on file with that Training Site
2. Have current AHA provider status in the discipline for that Instructor Course and be proficient in all the skills of that discipline
3. Successfully complete the discipline-specific Instructor Essentials online module and print the completion certificate
4. Successfully complete the discipline-specific classroom Instructor Course
5. Successfully be monitored teaching their first course within 90 days of completing the discipline-specific classroom Instructor Course (the PD can require additional monitoring if needed)

7. The TS may start teaching the new Instructor Courses once they have received their materials, exams, and discipline-specific AHA Instructor Essentials online courses; and the PD and TSF have completed the discipline-specific Essentials online course(s). The TS must begin teaching with the new 2013 AHA Instructor Courses materials NLT 30 Aug 2013.

8. Contact your respective MTN Program Manager at (301) 295-0964 for questions. Complete information can be found in the Faculty Guides, Instructor Candidate Workbooks, attached memos, and the AHA Instructor Network. Program Directors are responsible to ensure the TS is compliant with AHA/MTN guidance.



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Attachments:

1. AHA Trng Bulletin, 2013 Instructor Course Requirements, dtd 7 May 2013
2. 2013 AHA Instructor Essentials Courses FAQs, as of 7 May 2013