

NOTE to REGIONAL FACULTY: Submit the online Course Monitoring form *no later than 2 weeks after the class.*



Training Center & Course Information

TC ID# *(Auto Populate and Lock)*

Training Center Name *(Auto Populate and Lock)*

Street Address

City

State

Zip

TC Coordinator Name: _____

TC Coordinator Email Address: _____

Course Start Date ___/___/___

Course Start Time _____
(Select the time closest to the Course Scheduled Start Time)

Course End Date ___/___/___

Course End Time _____
(Select the time closest to the Course Scheduled Start Time)

1st Date class observed: ___/___/___

Your Arrival time: _____

Your Departure Time: _____

2nd Date class observed: ___/___/___

Your Arrival time: _____

Your Departure Time: _____

Type of ECC Course Reviewed (Please Select only one):

2016 ACLS Instructor Led Course

2016 Heartsaver CPR AED

2016 ACLS Instructor Led Update Course

2016 Heartsaver First Aid

2017 ACLS EP

2016 Heartsaver First Aid CPR AED

2016 BLS Instructor Led Course

2016 Heartsaver Pediatric First Aid CPR AED

2016 PALS Instructor Led Course

2016 HeartCode ACLS

2016 PALS Instructor Led Update Course

2016 HeartCode BLS

2016 HeartCode PALS

Name of Course Director/Lead Instructor _____

Number of assisting instructors _____

Number of students registered _____

Number of students attending _____

You must fill out the test box if you answered "No, see notation"

1.1 Was facility accessible to persons with a disability?

Notation: Score "No" ONLY if a student required access that was not available.

In the United States, public facilities must be compliant with the Americans with Disabilities Act. Outside the United States, facilities must be compliant with national and local regulations.

Yes

No.

No, see notation

1.1.a) Reviewer's comments:

1.2 Was there adequate floor and/or table space available to practice CPR?

Skill scenarios may be practiced on either a table or the floor. Ideally, practice should occur in the setting that the student would most likely perform the skill.

Yes

No

1.2.a) Reviewer's comments:

1.4 Were students given the opportunity to evaluate the course?

Note: If eCards are being distributed for a class, the eCard Survey constitutes an opportunity for the students to evaluate the course.

A course evaluation is required for every AHA course. If the sample AHA course evaluation form is not used, at a minimum the form used must include the AHA items, including space to evaluate the facility, the course and the instructor. Directions for contacting the Training Center or the AHA directly are included on the form.

Yes

No

1.4.a) Reviewer's comments:

1.4.b) Did evaluation form have all AHA required information?

Yes

No

1.4.c) Did the form give the student the opportunity to evaluate the instructor?

Yes

No

1.4.d) Were directions given for contacting the Training Center or AHA directly if desired?

Yes

No

1.7 Please provide any additional comments about the Facility/Class Structure.

Course Review

Evaluating the Critical Actions:

The following questions are critical actions required for a successful course. Each item is written to maximize the objectivity and minimize the subjectivity of the evaluator.

For each item, mark:

- Yes** for items present or done if there are no required changes for improvement. There may be recommendations for improvement and comments, but not required changes.
- Yes, with Req.** (Yes, with Requirements) for items that were done, but changes are required for full compliance. Fill in the Comment Box with the required change and rationale.
- No** if the required action was not done or was done incorrectly.
-

1.3 Did Student-Instructor ratio meet AHA guidelines?

The Student to Instructor ratio is given in the discipline-specific instructor manual. This ratio may not be exceeded for any reason unless additional time is added to the station as specified in the instructor manual.

Yes

No

1.3.a) Number of Students per station: _____

1.3.b) Number of Instructors per station: _____

1.3.c) Reviewer's comments:

2.1 Was the AHA core course content completely covered?

The course outline or agenda given in the instructor manual should be followed as much as possible. In the rare instance where deviation from the course outline or agenda is allowed, all core content must be completely covered.

Yes

Yes, with Req.

No

Not observed

2.1.a) Reviewer's comments:

2.2 During the course, did the instructor use only AHA material?

Customized material can be added before the course, after the course, or during the "Local Protocols Discussion", but must be disclaimed as not AHA developed materials and cannot be substituted for the material within the Lesson Plans. Additional material must not contradict AHA science guidelines or be used as substitutes for the required AHA material. An instructor may not add a customized PowerPoint or DVD presentation in place of the required course materials. All the material as presented in the Lesson

Plans must be used. Appropriate time changes need to be considered when the additional material is added.

Yes

No

2.2.a) Reviewer's comments:

2.2.d) Pick one:

Added content did not contradict AHA

Added content contradicted AHA

2.2.e) Describe the nature of the added content i.e., added scenarios, scope of practice specific, supplemental material, etc.

2.3 Was the skills practice time adequate according to the requirements of the Lesson Plans?

The Lesson Plans provide exact timing for skills practice. Additional practice time can be utilized freely as necessary.

Yes

Yes, with Req.

No

Not observed

2.3.a) Reviewer's comments:

2.4 Were AHA scenarios used throughout the course?

AHA case scenarios for BLS, ACLS and PALS Provider courses are not optional. The AHA case scenarios are specifically designed to encompass all of the core learning content. When the case scenarios are used, all of the core teaching points will be made and also skills evaluations will be more consistent. Instructors may vary the patient age (adult ages for ACLS), gender, or location to provide a scenario within the student's scope of practice.

Yes Yes, with Req. No Not observed

2.4.a) Reviewer's comments:

2.5 Was high quality CPR actually performed as necessary throughout the course?

The basis of the BLS, ACLS and PALS courses is high quality CPR. In a BLS course the students must take the practice seriously and perform to the best of their ability at all times. In ACLS and PALS courses, high quality CPR must be performed whenever CPR is required. Simulated CPR is not allowed except in environments that only have one or two students, such as skills tests for eLearning courses.

Yes Yes, with Req. No Not observed

2.5.a) Reviewer's comments:

2.6 *Informational Only: Is a CPR feedback device being used for Practice and Skills Testing?

Skills Testing Checklists indicate that use of a CPR Feedback Device for practice and Skills Testing is preferred, when available.

**This is an informational question only, DO NOT consider the response for this questions in your Reviewer's Overall Score.*

Yes No

7.6.a) Reviewer's comments:

2.7 Did the Instructor refrain from "lecturing" during the practice stations except as outlined in the Lesson Plans?

Studies have shown that students learn better by practicing than by listening to lecture.

Yes Yes, with Req. No

2.6.a) Reviewer's comments:

2.8 Did the instructor(s) or Course Director take corrective measures when students made mistakes during practice stations?

The corrective measures may be immediate, or during the debriefing as appropriate, but mistakes should be corrected during the learning or practice station debriefing time.

Yes Yes, with Req. No

2.7.a) Reviewer's comments:

3.1 Were the AHA Skills Testing Checklists used for skills evaluation?

The AHA Skills Testing Checklists must be used for all skills evaluations. It is acceptable to document on a single "master list" for the entire class.

Yes Yes, with Req. No Not observed

3.1.a) Reviewer's comments:

3.2 Did instructors **AVOID prompting students during skills testing?**

The instructor may not prompt any student in any way during skills testing. The instructor may only make remarks as listed on the Lesson Plans and Skills Testing Checklists.

Did not prompt Did not prompt, with Req. Prompted students Not observed

3.2.a) Reviewer's comments:

3.3 Did all instructors evaluate the students according to the Critical Skills Descriptors?

The critical skills descriptors provide the detail necessary to use the skills testing checklists. The skills testing checklists when used together with the critical skills descriptions will yield the best evaluation of skills performance.

Yes Yes, with Req. No Not observed

3.3.a) Reviewer's comments:

3.4 Were all students who needed remediation according to the critical skills descriptors identified, remediated, and reevaluated?

If the instructor passed any student who you would have recommended for remediation according to the skills testing checklists and the critical skills descriptors, this response should be marked "Yes, with required improvements" or "No". Reviewer's comments are required.

Yes	Yes, with Req.	No	Not observed	No student needed remediation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.4.a) Reviewer's comments:

3.5 Was sufficient skill evaluation and written exam remediation provided to students who needed it?

Sufficient remediation varies with circumstances and although ideally results in a successful completion for the student, there may be instances where a student needs more remediation than time allows. In such circumstances sufficient remediation may mean asking the student to remediate at another time or retake the course.

Yes	Yes, with Req.	No	Not observed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.5.a) Reviewer's comments:

3.6 Were only the most recent and unaltered AHA written exams used?

Many AHA courses include written exams. The only authorized written exams are the most recent course-specific AHA written exams. The exams may not be altered in any way, including changing, adding, or subtracting questions.

All HS courses will be programmed "Yes"

Yes	Yes, with Req.	No	Not observed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.6.a) Reviewer's comments:

Informational Items

3.7.c) How many students scored less than 84% on the initial written exam? _____

3.7.e) Describe how students were remediated on the skills evaluations.

3.7.f) How many students did not pass the course? _____

Equipment / Materials

4.2 Did instructors use Instructor Manual / Lesson Plans during the course?

The Lesson Plans contain specific instructions and information that an instructor must reference during the course. The Instructor Manual and Lesson Plans must be in the instructor's possession and preferably open and ready to use.

Yes

Yes, with Req.

No

4.2.a) Reviewer's comments:

4.3 Were ALL appropriate AHA audiovisual materials used?

Studies have shown that video presentation is superior to lecture or demonstration. Use of the course DVDs is outlined in the Lesson Plans and is not optional. A "Yes" may be entered only if the course DVDs were used as outlined in the Lesson Plans and no DVD lessons were omitted.

Yes

Yes, with Req.

No

4.3.a) Reviewer's comments:

4.4 Was ALL the required equipment available and in sufficient quantity as listed in the Instructor Manual?

A list of the required equipment is available in the Instructor Manual for each discipline. While it is nice to have extra equipment and the newest equipment available, only the minimum equipment in working condition is required. The reviewer must exercise caution to avoid personal prejudice against a training center that uses equipment that is different or older.

Yes

Yes, with Req.

No

Not observed

4.4.a) Reviewer's comments:

4.5 Please list missing/unavailable equipment:

4.7 Were instructors familiar with equipment and able to perform any necessary troubleshooting?

An instructor must be familiar with the equipment being used at his or her station. It is not necessary for every instructor to be familiar with all equipment if a type of equipment is not being used in his or her station. The Course Director should be familiar with all of the equipment being used in the course. Even with the best preparation, equipment can develop problems. If problems developed with the equipment during the course, was the instructor able to handle the situation with a minimum disruption in the course either by changing equipment or by solving the problem?

Yes

Yes, with Req.

No

4.7.a) Reviewer's comments:

4.8 Were all students given the opportunity to use the AED?

AED usage is a requirement for all BLS, ACLS, and PALS courses, as well as some Heartsaver courses.

All HS courses will be programmed "Yes"

Yes

Yes, with Req.

No

Not observed

4.8.a) Reviewer's comments:

Additional Questions for ACLS & PALS only

5.1 Were all students given the opportunity to use the defibrillator?

Actual hands-on defibrillator usage is a requirement for all AHA ACLS and PALS courses. Manikins or simulators that allow actual energy discharge are most realistic and are preferred, but not required. Every student should be allowed enough practice with the defibrillator to develop competency.

Yes Yes, with Req. No Not observed

5.1.a) Reviewer's comments:

5.2 Were team roles consistently assigned by the team leader?

The Resuscitation Team Concept is an integral component in AHA ACLS and PALS courses. Each scenario should include the assignment of team roles very early in the scenario.

Yes Yes, with Req. No Not observed

5.2.a) Reviewer's comments:

5.3 Were all students engaged in each scenario?

The student learns valuable skills not only when playing the role of team leader, but also as a team member. The student will not learn if he or she is not engaged. Therefore, all students must be engaged in each scenario.

Yes Yes, with Req. No Not observed

5.3.a) Reviewer's comments:

5.4 Did each student serve as team leader as required?

The course design requires each student to take a turn as team leader, even if the student may not normally serve as a team leader in the clinical setting.

Yes Yes, with Req. No Not observed

5.4.a) Reviewer's comments:

5.6 Was debriefing performed as indicated in the Lesson Plans and consistently throughout the course?

Debriefing should occur for all scenarios and according to the time allotted in the Lesson Plans.

Yes Yes, with Req. No Not observed

5.6.a) Reviewer's comments:

Additional Questions for 2016 BLS, ACLS & PALS HeartCode only

7.1 Is this an Instructor Led Session of the 2016 HeartCode BLS, ACLS, or PALS Blended Learning?

Instructor Led Sessions of the HeartCode BLS, ACLS, or PALS Blended Learning are acceptable for course monitoring. Practice and Testing Sessions conducted with a Voice-Assisted Manikin (VAM) would not be allowed for course monitoring.

Yes No

7.1.a) Reviewer's comments:

7.2 Did the Instructor collect the online certificate?

Following successful completion of the HeartCode Online Training, students will receive a course completion certificate. Instructors need to collect this certificate and this should be kept with the session paperwork for the TC files.

Yes No

7.2.a) Reviewer's comments:

7.3 Was the date of completion of the online course verified to be within the last 60 days?

Completion of the HeartCode Practice and Testing portion must be within 60 days following completion of the online session. Instructors should verify the date of completion noted on the course completion certificate.

Yes

No

7.3.a) Reviewer's comments:

7.4 Did the Instructor follow all core content of the session as listed in the 2016 HeartCode Lesson Plans and Agenda within the Instructor's Manual?

The course outline or agenda given in the instructor manual should be followed as much as possible and all core content must be completely covered.

Yes

No

7.4.a) If not, what core content was not covered?

7.4.b) Additional Reviewer's comments:

7.5 Did the students practice the skills while watching the DVD?

Course Lesson Plans, agendas, and the course DVD include practice while watching skills sessions that the Instructor should use within the course.

Yes

No

7.5.a) Reviewer's comments:

7.7 Did the Instructor evaluate students according to the Critical Skills Descriptors and the discipline specific Skills Testing Checklist?

The Critical Skills Descriptors provide the detail necessary to use the Skills Testing Checklists. The Skills Testing Checklists when used together with the Critical Skills Descriptors will yield the best evaluation of skills performance. The AHA Skills Testing Checklists must be used for all skills evaluations. It is acceptable to document on a single "master list" for the entire class.

Yes

No

7.7.a) Reviewer's comments:

If the response is "No" list specifically the skills not evaluated that are listed on the Skills Testing Checklist.

Overall Assessment & Comments

If there are any issues you observed or questionable behaviors that might affect this Course Monitoring contact your VSS immediately.

6.1 Reviewer's overall comments:

Reviewer's Overall Score:

NOTE: Question 2.6 regarding feedback devices should not be included when calculating the Reviewer's Overall Score.

- Successful monitoring with Recommendations (All Yes scores)**
- Successful monitoring with Required Improvements (Scored mostly "Yes" with some "Yes, with Requirements"; no more than one "No" score)**
- Unsuccessful monitoring, Required Improvements Noted (2 or more "No" scores)**

NOTE to REGIONAL FACULTY: If the Course Monitor is scored as Unsuccessful, contact your VSS as soon as possible to begin the Quality Review Process with AHA.

When the Regional Faculty submits the report online, (s)he will have an opportunity to download a pdf file of the report. If the Regional Faculty does not download the pdf file, no copy will be sent to him/her. A pdf copy will be sent to the Training Center.

Your email and phone number are only associated with this report and will not be shared as a result of submitting it with this report.

Contact Information

- 6.7 Reviewer's Name: _____
- 6.8 Reviewer's Email Address: _____
- 6.9 Reviewer's Daytime Phone: ____-____-____ 6.14 Today's Date: __/__/____
- 6.10 Second Reviewer's Name: _____

The Regional Faculty agrees that to the best of their knowledge all statements and assessments included in the Monitoring Form are true.

Thank you for completing this survey.

