



**American Heart Association
Community Training Center
Memorial Hospital of Carbondale**

Operational Guidelines

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Managing CTC Instructors

- Instructors must maintain a current file which consists of:
 - A copy of their current Healthcare Provider card
 - A renewal form (or candidate application if new Instructor)
 - A monitoring form
 - Rosters from 3 classes in the last 2 years (not required for new Instructors).4/2006
 - By the end of 2006 all Instructors will be required to maintain an active email address on file with the TC.

- Instructors maintaining a current file may be issued an Instructor card.9/29/2005

- Instructor wishing to pick up CPR cards must provide documentation that they are current. Documentation should be in the form of their current Instructor card.9/29/2005

- Instructors providing classes for MHC staff should ask staff to include their department extension number on the rosters. These will be entered into the education database. 9/29/2005

- Monitoring of Instructors is restricted to Training Center Faculty who have been approved by the Training Center Coordinator. A current file must be maintained by the person monitoring. 9/29/2005

- Instructors who have been monitored by or received training from Training Center faculty of other Training Centers must present an Instructor/IT Course Completion Notice to Primary TC form before an Instructor card will be issued. 9/29/2005

- Incomplete renewal files will not be processed nor will an Instructor card be issued until the file is completed. The Instructor will be notified of any existing file deficits. 9/29/2005

- BLS Instructors will be required to teach one community course @ MHC every two years. Instructors will be monitored by a TCF or the TCC during this class.

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- Heartsaver First Aid Instructors are required to teach two First Aid course per 2 years to maintain their status.

- Training Center Faculty are required to participate in the monitoring of Instructors during community classes to maintain their status.

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Managing Instructor Files

- All renewal materials (renewal checklist, monitoring form, rosters, copies of cards and candidate forms are scanned into the computer system.

Hard copies of submitted forms are shredded after scanning to protect privacy. 4/2006

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Training Center Correspondence

- Correspondence to the Training Center should be addressed as:

AHA TC
405 West Jackson Street
PO Box 10,000
Carbondale, IL 62901

or

American Heart Association Training Center
405 West Jackson Street
PO Box 10,000
Carbondale, IL 62901