

THE FINAL STEP

(Adapted from the AHA Instructor Monitoring Tool)

A Training Center Faculty (TCF) will use the [AHA Monitoring Tool](#) to assess the competency of each instructor candidate and renewing instructors. For each competency, there are several indicators or behaviors that the instructor must exhibit to demonstrate competency.

BE PREPARED! This is your SKILLS TEST. If you are knowledgeable of course content and are familiar with, and follow, the course Lesson Plans during your monitoring session, you will succeed.

ROLE OF THE TCF MONITOR:

- The role of the TCF monitor for this monitoring session is to **observe only**.
- Debriefing or correcting the instructor during the course should be **avoided**.
- If critical components are not being completed, **the monitor will immediately stop your session and contact the Course Director regarding rescheduling your monitoring session.** (Monitoring fees are due for each monitoring session, regardless of successful completion.)

All items on the [monitoring tool](#) must be marked “yes” in order to successfully demonstrate competency. If any item on the form is not marked “yes”, then instructor candidate has not successfully completed the course and must be monitored again to complete the course.

EVALUATING THE CRITICAL ACTIONS:

All items on the form are critical actions required for a successful course.

Each item is written to **maximize the objectivity** and **minimize the subjectivity** of the monitor.

For each item, the monitor will mark one of the following:

- **Yes** for items present or completed if there are **no required changes** for improvement. There may be recommendations for improvement and comments but no required changes.
- **Yes with req.** (Yes with requirements) for items that were completed 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**.
- **Not Observed** for items the monitor did not witness during monitoring.

Prior to scheduling your monitoring session, we STRONGLY recommend you **observe a BLS course** taught by a certified instructor in order to prepare for your monitoring session. Here is a link to our schedule if you would like to observe one (or more) of our BLS courses (you must email me to request your date to observe):

<https://www.amerimedcpr.com/classes/categories/bls-for-providers/bls-provider-classroom-course/>

Pre-order and review the course DVD for the discipline you will be teaching when being monitored (BLS vs Heartsaver) and practice using it along with your lesson plans prior to your monitoring session. Knowing how to work a DVD player and a stopwatch are essential instructor skills.

- The **BLS DVD** may be purchased here: <https://www.worldpoint.com/bls-dvd-set-w-renewal-3-discs>
 - [BLS Provider Lesson Plans](#)
- The **Heartsaver DVD** may be ordered here: <https://www.worldpoint.com/hs-fa-cpr-aed-dvd-set>
 - [Heartsaver Lesson Plans](#)