

**GEORGE E MOERKIRK EMERGENCY MEDICINE INSTITUTE  
AMERICAN HEART ASSOCIATION TRAINING CENTER  
INSTRUCTOR AGREEMENT**

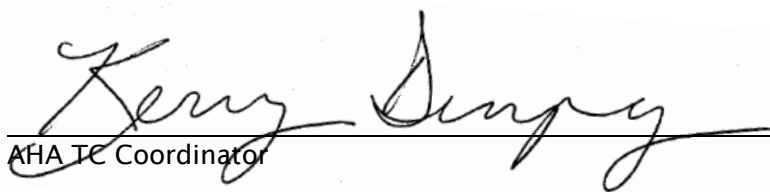
**GEORGE E MOERKIRK EMERGENCY MEDICINE INSTITUTE TRAINING CENTER (TC) and**

\_\_\_\_\_ (“Instructor”) agree:

1. The TC is approved by the American Heart Association. The TC will enter into an agreement with the Instructor to provide ECC training.
2. The TC will:
  - A. Ensure that all courses taught by the TC, Training Sites, and/or Instructors conform to the requirements of the Program Administration Manual and the curriculum set out in the applicable AHA Instructor manuals.
  - B. Act as a liaison to the AHA.
  - C. Maintain all records as required by AHA, including Instructor’s course rosters.
  - D. Update the Training Sites, and/or Instructors on current AHA standards as needed.
  - E. Provide the appropriate written and practical evaluations to Training Sites, and/or Instructors.
  - F. Monitor Training Sites, and /or Instructors as required.
  - G. Perform Quality Assurance activities.
  - H. Have available a TC Coordinator to assist Instructors as needed.
  - I. Issue course completion cards within 20 business days of receiving all course materials, equipment (if applicable), and fees.
  - J. Resolve complaints/problems related to the TC.
3. The Instructor will, in connection with the ECC training:
  - A. Be compliant with all responsibilities as stated in the corresponding AHA Instructor manuals.
  - B. Have a firm working knowledge of the current provider course materials, which is maintained by teaching on a regular basis and completing instructor updates as offered.
  - C. Maintain an in-depth knowledge of adult and/or pediatric ECC.
  - D. Instruct students concerning the objectives of the entire program and evaluate student’s progress toward objectives.
  - E. Train students according to AHA guidelines.
  - F. Maintain up-to-date knowledge of program discipline in accordance with current instructor manual and American Heart Association guidelines.
  - G. Teach a least four courses in two years.
  - H. If teaching for more than one TC, the instructor must submit rosters regarding training activities to the primary TC. Send appropriate paperwork on instructor status to primary TC with a signature on letterhead from the training site with course date.
  - I. Maintain TC’s equipment properly, if applicable, and return equipment promptly after course completion.
  - J. BLS instructors will return completed rosters, with appropriate fees, to the TC within ten working days of the completion of the course as per the **Roster Submission Policy** (See attached)

- K. Ensure all courses are taught in accordance to AHA standards, including appropriate instructor to student ratios (maximum 1:9).
  - L. Comply with the policies in the AHA PAM (full document available on the AHAInstructorNetwork.org under "Additional Tools" tab) on **Ethics Policy** and the **Relationship Disclosure and Conflict Resolution Policy** (both attached)
  - M. Comply with this TC's specific policies and procedures on Roster Submission.
4. This agreement will begin on the date signed by the TC and continue until terminated by either party giving notice in writing to the other party.
  5. This agreement may be terminated, by either party in writing at any time. Any class in progress at the time of termination, will continue until completion under this agreement.
  6. By signing below you acknowledge that you have read and understand all policies mentioned within and agree to comply accordingly.

\_\_\_\_\_  
Instructor Date: \_\_\_\_\_

  
\_\_\_\_\_  
AHA TC Coordinator Date: 6/30/2017