



American
Heart
Association.

Heartsaver Instructor Essentials Course: The PAM

October 2024

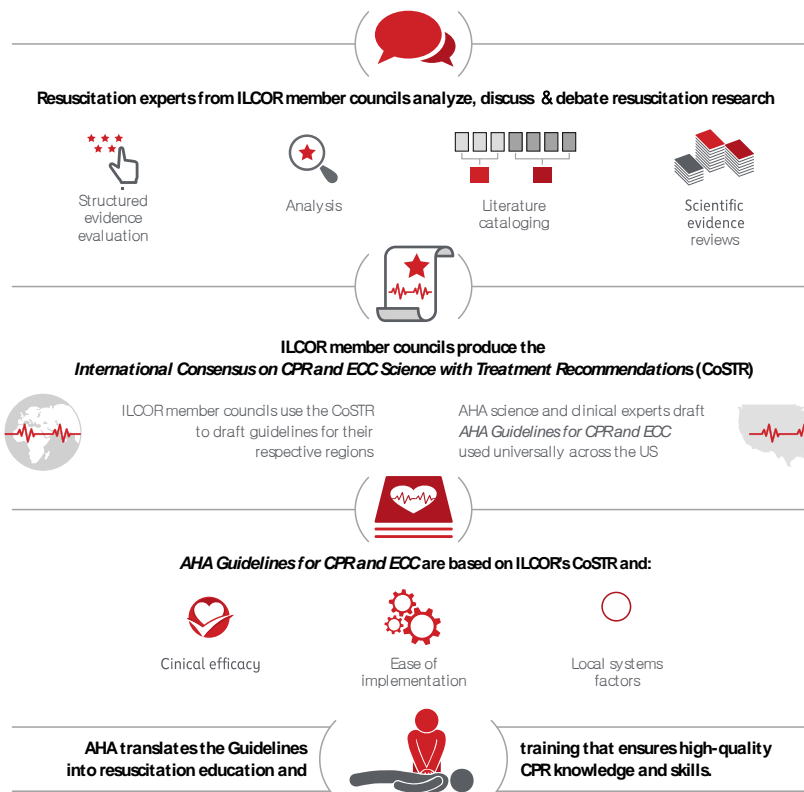
Resuscitation Guidelines



American Heart Association.



How Official Resuscitation Guidelines are Produced



Learn more at CPR.Heart.org

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American Heart Association

- The American Heart Association (AHA) is the nation's oldest and largest voluntary organization dedicated to fighting heart disease and stroke
 - Our mission is to build healthier lives, free of cardiovascular disease and stroke
 - We are a trusted leader in emergency cardiovascular care (ECC) and train people around the world in how to save lives with cardiopulmonary resuscitation (CPR) and first aid
 - AHA Global Training has set up International Training Centers (ITCs) to provide quality ECC training across the world
- AHA 2024 goal
 - Every person deserves the opportunity for a full, healthy life. As champions for health equity, by 2024, the AHA will advance cardiovascular health for all, including identifying and removing barriers to healthcare access and quality

AHA Mission Statement



To be a relentless force for
a world of longer,
healthier lives

Instructor Core Competencies

The AHA has defined 5 core competencies for all instructor candidates:

- Skills
- Course delivery
- Testing
- Professionalism
- Program administration

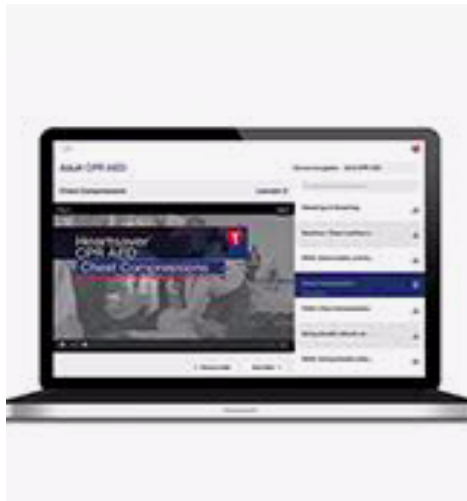
Skills

Instructors need to demonstrate mastery in all skills for the courses that they teach. This includes both cognitive and psychomotor skills.



Course Delivery

Instructors need to teach AHA materials correctly and as outlined in the appropriate instructor manual and lesson plans.



Testing

Instructors must be able to test students effectively.

Heartsaver®
Adult CPR and AED
Skills Testing Checklist



Student Name _____ Date of Test _____

Scenario: "You arrive at the scene for a suspected cardiac arrest. No bystander CPR has been provided. You approach the scene and ensure that it is safe. Demonstrate what you would do next."

Assessment and Activation

- ☐ Checks responsiveness ☐ Shouts for help/Sends someone to phone 9-1-1 and get an AED
☐ Checks breathing

Once student shouts for help, instructor says, "Here's the barrier device. I am going to phone 9-1-1 and get the AED."

Cycle 1 of CPR (30:2)

Adult Compressions

- ☐ Performs high-quality compressions*:
- Hand placement on lower half of breastbone
 - 30 compressions in no less than 15 and no more than 18 seconds
 - Compresses at least 2 inches (5 cm)
 - Complete recoil after each compression

Adult Breaths

- ☐ Gives 2 breaths with a barrier device:
- Each breath given over 1 second
 - Visible chest rise with each breath
 - Gives 2 breaths in less than 10 seconds

*CPR feedback devices preferred for accuracy.

Cycle 2 of CPR (repeats steps in Cycle 1) Only check box if step is successfully performed

- ☐ Gives 30 high-quality compressions ☐ Gives 2 effective breaths

Instructor says, "Here is the AED."

AED (follows prompts of AED)

- ☐ Powers on AED ☐ Correctly attaches pads ☐ Clears for analysis ☐ Clears to safely deliver a shock
☐ Presses button to deliver shock ☐ Student immediately resumes compressions

AED trainer says, "The shock has been delivered."

Cycle 3 of CPR (repeats steps in Cycle 1) Only check box if step is successfully performed

- ☐ Gives 30 high-quality compressions ☐ Gives 2 effective breaths

STOP TEST

Instructor Notes

- Place a check in the box next to each step the student completes successfully.
- If the student does not complete all steps successfully (as indicated by at least 1 blank check box), the student must receive remediation. Make a note here of which skills require remediation (refer to instructor manual for information about remediation).

Test Results	Circle PASS or NR to indicate pass or needs remediation:	PASS	NR
Instructor Initials _____ Instructor Number _____ Date _____			

Professionalism

Instructors need to maintain a high standard of ethics and professionalism when teaching AHA courses.



Program Administration

Instructors need to be able to manage time, space, materials, and paperwork in compliance with AHA guidelines.

Emergency Cardiovascular Care

Program Administration Manual

Guidelines for Program
Administration and Training

International Version

Program Administration Manual: International Version

Emergency Cardiovascular Care

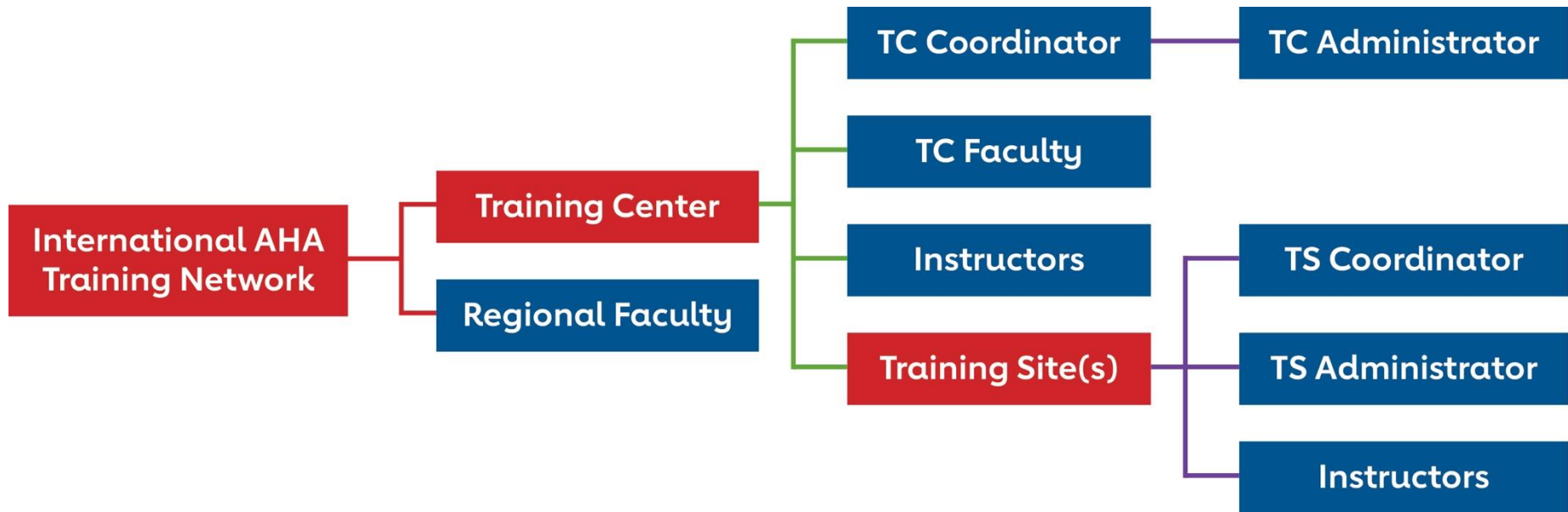
Program Administration Manual *Guidelines for Program Administration and* *Training*

International Version

Effective April 2022

Always refer to the most up-to-date international version

International AHA Training Network Structure



Abbreviations: TC, Training Center; TS, Training Site.

The Role of the International Training Center

ITCs are responsible for

- The administration and quality of all ECC courses, whether delivered directly by the ITC or aligned Training Sites (TS) and instructors, regardless of the course location
- Providing aligned instructors and TS with consistent and timely communication of any new or updated information that could potentially affect an instructor in carrying out their responsibilities
- Serving as the principal resource for information, support, and quality control for all AHA ECC Instructors aligned with the ITC
- The day-to-day management of the ITC, TS, and instructors

Training Center Coordinator (1 of 3)

- Represents the ITC and is selected by the ITC
- Serves as the primary contact between the ITC and AHA ECC Programs
- Does not need to be an AHA Instructor
- Has an understanding of ECC Programs

Training Center Coordinator (2 of 3)

- Handles the management and storage of ITC records
- Is responsible for the security and distribution of course completion cards
- Is responsible for the security and distribution of exams to instructors and TS

Training Center Coordinator (3 of 3)

- Manages instructors and TS for the ITC
- Manages instructor alignment on the AHA platform
- Manages the instructors and rosters on the AHA platform
- Appoints and manages all ITC Faculty for the ITC



Regional Faculty

- Are appointed volunteers who serve as science and curriculum experts to ITCs and instructors
- Conduct course monitoring on a routine basis and as requested by the AHA
- May monitor, update, coach, and mentor Training Center Faculty (TCF) and instructors upon request of the assigned ITC
- May conduct science and training updates in the region, as requested by AHA International

Note: The AHA reviews Regional Faculty assignments to avoid conflict of interest and has final authority in assignment decisions.

Training Center Faculty



Serve as quality assurance and educational leadership for the ITC



Conduct instructor courses and are responsible for monitoring, updating, and coaching instructors



Each ITC must appoint at least 1 TCF in each discipline it teaches; the recommended ratio is at least 1 TCF per 8 to 12 instructors.

Electronic Resources

- AHA online courses:
eLearning.heart.org

- AHA eBookstore:
ebooks.heart.org

- New platform:
atlas.heart.org

For Europe: ahainternational.eu.learning.laerdal.com

- Outside the United States, AHA International website:
international.heart.org
- To order products directly from the AHA:
ShopCPR.Heart.org

Refer to the PAM: International Version for other electronic resources.

Course Formats



Instructor-led



Blended learning

Course Formats: Heartsaver Online

Heartsaver® CPR AED Online

[HOME](#) ›

Welcome to Heartsaver® CPR AED Online

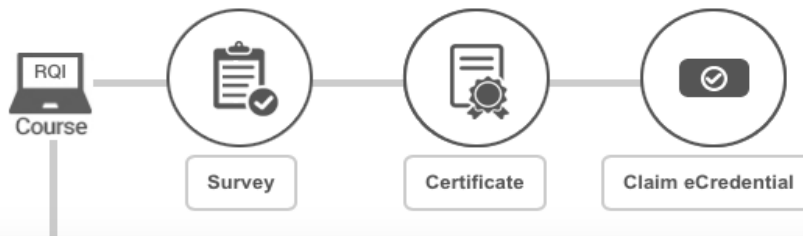
Important notice: Please note that all optional topics need to be completed **BEFORE** you claim your certificate. Once you have claimed your certificate, you cannot add any additional information or topics.

Steps to Complete the Course:

1. Access your course
2. Complete the course survey
3. Download your completion certificate by clicking on the 'Certificate' button
4. After completing the online portion of the Heartsaver blended course, you must complete a Hands-On session with an AHA Instructor to earn a Course Completion Card.

For convenient reference, the student workbook is available in the Resources section.

This course is not optimized for use with Internet Explorer 11 (IE11). Please see our course technical specifications [here](#).



Required Instructor Materials

All AHA Instructors are required to have their own current copy of instructor manuals and provider manuals or student workbooks for each discipline that they teach.



Course Equipment

- All courses are required to have feedback devices for adult CPR skills
- Feedback devices may include manikins that, at a minimum, provide audio or visual feedback on rate and depth of compressions
- Child and infant CPR feedback devices will be required as those devices become available

Course Cards

- Only a Training Center Coordinator (TCC) (or another authorized ITC representative designated by the TCC) can use the confidential security code to order eCards or course completion cards for approved disciplines
- Each student who successfully completes an AHA ECC course must be issued the appropriate course completion card unless prohibited by local or state statutes or regulations
- The ITC of the instructor who conducts the provider course is responsible for card issuance and security
- ITCs must issue eCards or course completion cards within 20 business days after receipt of completed paperwork

HEARTSAVER	
Heartsaver® CPR AED  <p>has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver CPR AED Program.</p> <p>Optional modules completed:</p> <p>Issue Date: _____ Renew By: _____ eCard Code: _____</p> <p>To keep up with changing standards and equipment, students should visit the AHA website for updates. Go to www.heart.org to access this information.</p>	<p>has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver CPR AED Program.</p> <p>Optional modules completed:</p> <p>Issue Date: _____ Renew By: _____ eCard Code: _____</p> <p>To keep up with changing standards and equipment, students should visit the AHA website for updates. Go to www.heart.org to access this information.</p>
<p>Training Center City, State: _____</p> <p>Training Center Phone Number: _____</p>	<p>Training Center City, State: _____</p> <p>Training Center Phone Number: _____</p>

HEARTSAVER	
Heartsaver® Instructor  <p>has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver Instructor Program.</p> <p>Issue Date: _____ Renew By: _____</p> <p>Training Center Alignment: _____ Instructor ID: _____</p> <p>Training Center ID: _____ eCard Code: _____</p> <p>Training Center City, State: _____</p> <p>Training Center Phone Number: _____</p>	<p>has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver Instructor Program.</p> <p>Issue Date: _____ Renew By: _____</p> <p>Training Center Alignment: _____ Instructor ID: _____</p> <p>Training Center ID: _____ eCard Code: _____</p> <p>Training Center City, State: _____</p> <p>Training Center Phone Number: _____</p>

HEARTSAVER	
Heartsaver® First Aid CPR AED  <p>has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver First Aid CPR AED Program.</p> <p>Optional modules completed:</p> <p>Issue Date: _____ Renew By: _____ eCard Code: _____</p> <p>To keep up with changing standards and equipment, students should visit the AHA website for updates. Go to www.heart.org to access this information.</p>	<p>has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver First Aid CPR AED Program.</p> <p>Optional modules completed:</p> <p>Issue Date: _____ Renew By: _____ eCard Code: _____</p> <p>To keep up with changing standards and equipment, students should visit the AHA website for updates. Go to www.heart.org to access this information.</p>

AHA Policies and Procedures

Use of AHA Materials: Textbook or Provider Manual

- **All** students must have a current, appropriate course textbook of their own readily available for use **before, during, and after the course**
- Textbooks are designed for individual use and are an integral part of the student's education. Students may reuse their textbooks during renewals or updates until new science guidelines are published

Managing Records

- ITCs must keep all required documents for at least 3 years after the date of action; for example, they must maintain records for 3 years past the last day of the course
- An ITC may store records at a TS as long as the records are available to the ITC and accessible, as requested by the AHA

Copyright/Copying of AHA Material

- The AHA owns the copyrights to AHA textbooks, manuals, and other ECC training materials. These materials may not be copied, in whole or in part, without the prior written consent of the AHA
- To request permission to reprint, copy, or use portions of ECC textbooks or materials, submit a written request to the AHA
- For more information, refer to the copyright information page on the AHA website: <https://www.heart.org/en/about-us/statements-and-policies/copyright-permission-guidelines>

Trademarks

- The AHA's stylized name and heart-and-torch logo are trademarks of the American Heart Association, Inc, and are registered with the US Patent and Trademark Office. Only the AHA may use these trademarks
- The trademarks symbolize the identity of the AHA and, when placed on publications, materials, and other items, serve to distinctly identify the materials as having originated from the AHA

Not Approved



**American
Heart
Association.**

Approved



AHA Disclaimer

The AHA strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

Refer to the disclaimer in the Course Fees section of the PAM: International Version.

Instructor Essentials Course

Prerequisites

- Currently have or obtain a provider card in the discipline(s) the candidate is interested in teaching and be proficient in all skills
- Identify ITCs accepting new instructors before enrolling in an instructor program (the ITC hosting the course may not necessarily be the same as the primary designated ITC).
- Complete an Instructor Candidate Application to be on file with the accepting primary ITC
- Successfully complete the appropriate discipline-specific online Instructor Essentials course with a certificate of completion brought to the classroom for a hands-on session conducted by TCF
- Successfully be monitored teaching within 6 months after successful completion of the appropriate Instructor Essentials course with a Course Monitor Form documented by TCF (ITCs may require additional monitoring, if needed)

Instructor Candidate Application



American Heart Association Emergency Cardiovascular Care Programs

Instructor Candidate Application

Instructions: To be completed by the instructor candidate with appropriate signatures. Complete 1 application for each discipline.

Application for Instructor Status: Select the discipline you are applying for (select only 1):

☐ Heartsaver® ☐ BLS ☐ ACLS ☐ ACLS EP ☐ PALS ☐ PEARS® ☐ ASLS

Renewal date of provider card: _____

Candidate's name: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

Instructor Commitment: As an AHA Instructor, I agree to

- ☐ Teach at least 4 courses in 2 years in accordance with the guidelines of the AHA
- ☐ Maintain a current provider card
- ☐ Strengthen and support the Chain of Survival and the mission of the AHA in my community
- ☐ Conduct myself in accordance with the ECC Leadership Code of Conduct
- ☐ Avoid any perception of conflict of interest in accordance with the AHA Statement of Conflict of Interest

Signature of instructor candidate: _____ Date: _____

Verification of Instructor Potential: I verify that this instructor candidate has achieved a score of 84% or higher on the provider written examination in the discipline for which he or she is applying and has completed *at least 1* of the following options:

- ☐ Has been identified as having instructor potential during performance in a provider course
- ☐ Has demonstrated instructor potential during a screening evaluation
- ☐ Has demonstrated exemplary performance of provider skills under my direct observation

Signature of Training Center (TC) Faculty/Course Director: _____
(circle appropriate title)

Date: _____

TC Alignment and Instructor Network Verification: TC Coordinator of aligning TC has verified the following:

- ☐ I approve this application and grant alignment with this TC for this applicant. I agree to all responsibilities for this instructor as outlined in the current *Program Administration Manual*.
- ☐ I verify that this instructor is registered on the Instructor Network and has been approved as an instructor in this discipline and is aligned with this TC.

Instructor ID #: _____ Renewal Date: _____

TC Name: _____ TC ID #: _____

Signature of TC Coordinator: _____ Date: _____

Instructor Monitoring

- An instructor card is issued by the ITC once the instructor candidate has completed the discipline-specific requirements
- Instructors must register on the AHA platform and be accepted and approved by the primary ITC for issuance of an instructor ID number from the Instructor Network, which must be used to issue course completion cards/eCards
- Instructors can teach for more than 1 ITC, but they
 - Can be aligned with only 1 ITC
 - Can teach as a “guest” for other ITCs
- The instructor card is valid for 2 years

Instructor Monitor Tool

American Heart Association Emergency Cardiovascular Care Program Instructor Monitor Tool



Instructions: Training Faculty (TF) should use this form to assess the competencies of instructor candidates and renewing instructors. For each competency, there are several indicators or behaviors that the instructor may exhibit to demonstrate competency.

To be used in conjunction with the Instructor/TF Renewal Checklist.

Role of the TF Observer:

The role of the TF observer for this monitoring is to observe only. Debriefing or correcting the instructor during the course should be avoided. If critical components are not being completed, contact the TC Coordinator or Course Director outside the classroom setting immediately.

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 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 observer did not witness during monitoring.

SECTION 1:

General information for the individual and course being observed.

Instructor or instructor candidate name: _____

Instructor ID #: _____ Instructor card expiration date: _____

Course reviewed: ☐ Heartsaver® ☐ BLS ☐ ACLS ☐ ACLS/EP ☐ PALS ☐ PEARS® ☐ ASLS

Purpose of review: ☐ Initial application ☐ Instructor renewal ☐ Remediation

SECTION 2:

Instructor competencies and indicators. Observed by TF in a class setting.

Course Delivery: Presents AHA course content as intended by using AHA course curricula and materials

- 2.1 Delivers all core content consistent with AHA published guidelines, Instructor Manual, Lesson Plans, and agenda

Yes
☐

Yes with req.
☐

No
☐

Not observed
☐

Reviewer's comments:

Instructor Renewal

Meet the following requirements:

- Be renewed by a TCF
- Maintain current provider status
- Earn 4 credits during each 2 years of instructor recognition by doing any combination of the following:
 - Teach an instructor-led Heartsaver course. Each course counts as 1 credit
 - Conduct the hands-on skills session of a Heartsaver blended-learning course. Each day of a hands-on sessions counts as 1 credit
 - Facilitate a Family & Friends® class. Each class counts as 1 credit

Instructor Renewal *(continued)*

Meet the following requirements:

- Attend updates as required within the previous 2 years
- Be monitored while teaching before instructor status expiration. The first monitoring after the Instructor Essentials Course does not satisfy this requirement

The AHA is a global company, and in some countries, local laws apply that are beyond the AHA's decisions.

American Heart Association Emergency Cardiovascular Care Programs
Instructor/Training Center Faculty Renewal Checklist

Instructions: This checklist may be used to document successful completion of instructor/Training Center Faculty (TCF) renewal requirements and contact information. It is recommended that the TC keep the completed form in the instructor's file.

Complete 1 form per renewing discipline.

 *To be used in conjunction with the Instructor Monitoring Tool.*

SECTION 1:

General information for the renewing instructor or TCF member.

Renewing discipline:

☐ Heartsaver[®] ☐ BLS ☐ ACLS ☐ ACLS EP ☐ PALS ☐ PEARS[®] ☐ ASLS

Instructor ID#: _____ Expiration date of instructor card: _____

Primary TC name: _____ TC ID #: _____

TC Coordinator's name: _____

Instructor's or TCF's name: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____ Phone: _____

Email: _____

SECTION 2:

Instructor or TCF member teaching, monitoring, and update activity for renewal.

☐ Instructor/TCF monitoring completed successfully:

Course name: _____

Date: _____ TCF observer name: _____

☐ Instructor/TCF update(s) attended:

Date: _____ Location: _____

Date: _____ Location: _____

Date: _____ Location: _____

☐ Instructor Essentials course completed (if applicable):

Date: _____ Location: _____

Instructor/ Training Center Faculty Renewal Checklist

Instructor Records Transfer Request

Instructions: When an instructor wants to transfer to a different Training Center (TC), this form must be completed by the instructor, the transferring TC Coordinator (TCC) and the accepting TCC. The transferring TCC returns the completed form with the instructor's records to the accepting TCC. The accepting TCC contacts the instructor when the transfer is complete.



SECTION 1:

To be completed by the TCC of the accepting TC and sent or given to the transferring instructor.

Our TC is willing to accept the instructor named below as an instructor at our TC.

Instructor's name: _____ Instructor ID#: _____

We agree to keep and maintain all instructor records in accordance with our TC Agreement with the AHA and the *Program Administration Manual*.

TC name: _____ TC ID#: _____

TC address: _____

City: _____ State: _____ Zip code: _____ Phone: _____

Signature of TCC: _____ Date: _____

SECTION 2:

To be completed by the instructor who is transferring and sent or given to the transferring TCC.

I, _____, Instructor ID# _____, authorize the transfer of my instructor records for ☐ Heartsaver® ☐ BLS ☐ ACLS ☐ ACLS EP ☐ PALS ☐ PEARS® ☐ ASLS

from TC name: _____ TC ID#: _____

to TC name: _____ TC ID#: _____

Instructor's home address: _____

City: _____ State: _____ Zip code: _____

Home phone: _____ Work phone: _____

SECTION 3:

To be completed by the current TCC and sent with the records being transferred.

Note: All applicable instructor records, as outlined in the Program Administration Manual, must be transferred. The transferring TC must keep copies of all transferred records for 3 years.

TC name: _____ TC ID#: _____

TC address: _____

TC address: _____

City: _____ State: _____ Zip code: _____ Phone: _____

Signature of TCC: _____ Date: _____



Instructor Records Transfer Request

Notice to Primary Training Center of Instructor Teaching Activity



American Heart Association Emergency Cardiovascular Care Program

Notice to Primary Training Center of Instructor Teaching Activity

Instructions: When an instructor teaches a course at a Training Center (TC) other than his or her primary TC, this form is to be completed and sent to the instructor's primary TC. A letter with the same information or a copy of the course roster (without scores) may also meet this requirement.

SECTION 1:

Instructor Information

Instructor name: _____ Instructor ID#: _____

Instructor ID #: _____ Instructor card expiration date: _____

Discipline: ☐ Heartsaver® ☐ BLS ☐ ACLS ☐ ACLS EP ☐ PALS ☐ PEARS® ☐ ASLS

SECTION 2:

Primary TC Information

TC name: _____ TC ID#: _____

TC address: _____

City: _____ State: _____ Zip code: _____ Phone: _____

TCC name: _____ Phone: _____

SECTION 3:

Sponsoring TC and Course Information

This confirms that the above-named instructor has taught the following course:

TC name (sponsoring course): _____ TC ID#: _____

Training Site (if applicable): _____

TC address: _____

City: _____ State: _____ Zip code: _____ Phone: _____

TC Coordinator name: _____ Phone: _____

Date of course: _____ Location: _____

Type of course taught: _____

Modules/stations taught: _____

Course Director/Lead Instructor name: _____ Instructor ID#: _____

Signature of Course Director/Lead Instructor: _____ Date: _____

Instructor Course Completion Notice to Primary TC



American Heart Association Emergency Cardiovascular Care Program Instructor Course Completion Notice to Primary TC

Instructions: This form is to be used when an Instructor candidate completes an Instructor Course sponsored by a TC other than his/her primary TC. Upon completion of the Instructor Course the TC Faculty member completes this form and sends it to the candidate's primary TC with originals of the candidate's skills evaluation and written examination. (Copies of originals are to be kept with course records.)

Name of Instructor Candidate: _____

Signature of Instructor Candidate: _____ Date: _____

This is to confirm that the above-named candidate has successfully completed an Instructor Course sponsored by:

Name of TC: _____

TC Site (if applicable): _____

Date of course: _____ Location: _____

Discipline: ☐ Heartsaver® ☐ BLS ☐ ACLS ☐ ACLS-EP ☐ PALS ☐ PEARS® ☐ ASLS

Name of TCF Member: _____

Signature of TCF Member: _____ Date: _____

Signature of TC Coordinator: _____ Date: _____

This form is to be sent to the candidate's primary TC for monitoring and issuance of an Instructor card.

Name/address of Primary TC: _____

Name of Primary TC Coordinator: _____

Signature of TC Coordinator: _____ Date: _____

Requirements for Instructor Alignment

- No fees are paid to the AHA for this alignment
- The TCC may require a meeting and monitoring of the instructor applicant before acceptance
- ITCs may revoke the alignment privilege of any instructor who fails to act in accordance with AHA course policy or ITC policy
- ITCs are not obligated to accept all instructors who apply for alignment



AHA Instructor Cycle

- Prepare
- Teach
- Test and remediate
- Close
- Keep current



Thank You!

