

## COMPLETING AND SUBMITTING ROSTERS

Make sure it is the most current roster for the course you are teaching. It is best to not have a bunch printed off but to go to the AHA Instructor Network, log in, go to COURSES, and print off the most current roster for the class you are instructing. This way you know it is the most up to date form. (I advise to do this with all forms for your class.)

<b>Course Information Section</b>
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√ the appropriate box for what type of course you are Lead Instructor for.

√ all the boxes that you taught the curriculum for (example are found on first aid, CPR courses wherein you need to check if you taught child CPR, Infant CPR, and/or gave written exam)

√ the appropriate box for if it is an Instructor or Provider course (if it is on form). Reminder: only faculty members can teach an Instructor Level course with the Training Center Coordinator's prior approval.

**Lead Instructor:** **Your Name**

**Lead Instructor ID #:** **Found on instructor card or on AHA Instructor Network**

**Status Renewal Date:** **When does your instructor card expire?**

**Training Center:** **ROBERT PACKER HOSPITAL (RPH)**

**Training Center ID#** **PA20843**

**Training Site Name (if applicable): ONLY USED IF UNDER TRAINING SITE**

A Training Site is a place that maintains a separate set up records while forwarding paperwork on to Robert Packer Hospital Training Center. If you give your paperwork to another person besides me to complete then you are under a Training Site that needs to be listed here. The training sites are the following:

**Montrose Minute Men (MMM)** – if you give your paperwork to Vincent Birchard

**DNER** – if you give your paperwork to Nikki Wasielewski

**GVEMS** – if you give your paperwork to Erin Covey

**LOS** – if you give your paperwork to Jeffrey Rosenheck

**TMH** – if you give your paperwork to Deb Martin

If you send your paperwork directly to me to complete the cards, then you do not list a training site in this section – it is left blank.

**Address:** **ONE GUTHRIE SQUARE** (This is to be the address of Training Center)

**City, State Zip:** **SAYRE, PA 18840**

**Course Location:** **(Place where class was held) EXAMPLE RPH - CSL**

**Course Start Date/Time:** **Self explanatory**

**Course End Date/Time:** **Self explanatory**

**Total Hours of Instruction: Self explanatory**

Different courses take different length of time to teach (Per AHA Standards) all of the following times are based on a 12 student- 2 instructor ratio:

COURSE	TIME
BLS for Healthcare Providers	4 hours.
Heartsaver® CPR/AED	4 1/4 hours.
Heartsaver® First Aid	2 1/2 hours.
ACLS originals	15 hours 20 minutes
ACLS renewals	8 hours 25 minutes
PALS originals	14 hours 10 minutes
PALS renewal	6 hours 20 minutes

**No. of Cards Issued:** This is the number of students who completed the course successfully.

**Student-Manikin Ratio:** This should never exceed 3-1 ratio per AHA standards. Make sure you have enough supplies and instructors when teaching a class. Optimal student-instructor ratio is 6-1 with a maximum being 9-1 as an instructor is to only monitor a maximum of 3 manikins at a time during practice while watching time.

**Issue Date of Cards:** Leave blank unless handing out cards at class – then put the date.

<b>Assisting Instructors Section</b>
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**Names and Instructor IC #**

**Card Expiration Date:**

The lead instructor does **not** have to put their name a second time. This section is only for assisting instructors.

If the assisting instructor is not aligned with this Training Center, they can assist you with the class but a copy of their card has to be attached to the roster in order for me to process the cards. As long as an individual has a valid AHA Instructor Card in the discipline they are assisting with teaching, then can instruct with you.

<b>Remainder of the Roster</b>
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Fill in the **Date, Course, Lead Instructor, Lead Inst. ID #** on the top of the second and all remaining pages.

Have the student sign in on the roster. Please note spelling of individuals names so that you can send me a typed list of correct spellings with your roster. Many times, even though you may be able to read the name, it may non-legible to me. You can sometimes read it because you are aware of the person's name and know the person; therefore it looks legible to you but is not to the person typing up the cards.

At the end of class make sure to enter the student as **Complete/Incomplete** – this can be done with a **C** or and **I**. If it is a **Complete**, then all I need is the roster and the course evaluations. All written tests must be passed with an 84% or higher. If they failed the written and had to be remediated and then passed the second written test then you must note the **date** of such re-testing in the **Remediation/Date Completed** section of the form and put a **C** in the **Complete/Incomplete** section. This would also be the case for someone who did not pass the skills-testing first time through but did the second time. . If it is an **Incomplete** (wherein they failed any portion of the class and were not remediated or did not pass remediation), then you would note the date of the remediation in the **Remediation/Date Completed** section and forward on a copy of that students answer sheet from the test and skills sheets showing the students failure to complete the course.

### SUBMITTING ROSTER FOR ISSUANCE OF CARDS

Make sure the roster is completely filled out. The only section that you will not be able to fill out is **Issue Date of Cards**. If the roster is not complete, the Training Site Coordinator and/or Training Center Coordinator have the option of sending the roster back to you to complete prior to issuing cards for that class. It is the instructor's responsibility to complete the roster as you were the one present at the class to attest to the details of that class.

1. Attached the Course Evaluation Forms directly to the roster. The only time this is not the case is when the students do the course evaluations through Healthstream® (RPH nurses) rather than on paper, or a student decides they want to send their course evaluation directly to the Instructor's Training Center (see the lower right hand corner of course evaluation for details).
2. Attached to the roster should be a typed list of names (as some people do not write legibly) along with the address where the cards are to be mailed. When sending in rosters for eLearning Skills sessions, a typed list is not needed as the individuals names will be legible on the Part 1 certificates that must be attached to the roster – please note on the Part 1 certificate your validation of such.
3. Payment for cards, if applicable. For cost of cards, see RPH-TC Fee Schedule.
4. **If a student fails a class**, then (and only then) you must attach the students answer sheet from any written exams and also their skills testing sheets, showing what failed that student.
5. A course agenda does not have to be submitted if using the AHA provided course agenda and teaching exactly from the instructor manual. **If the course is altered**, then a course agenda needs to be submitted with the roster.