

Tidewater Center For Life Support
Community Training Center
Training Site Evaluation

Site Coordinator/Course Director completes the following and left-hand column below before the site review, then submits to site reviewers:

TS Name: _____ Mailing Address of TS: _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____ Web: _____

Pre-Review submitted by: _____ for (circle discipline): BLS ACLS PALS Contact phone #'(s): _____

Pre-Review submitted by: _____ for (circle discipline): BLS ACLS PALS Contact phone #'(s): _____

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Date of Site Review: _____ Time: _____ Site review to be conducted by: _____

Training Site Coordinator Contact: _____ Phone: _____ Fax: _____ E-Mail: _____

for TS: BLS Inst.: _____ BLS Inst. Trainers: _____ BLS TC Faculty _____ ACLS Inst.: _____ ACLS Course Dir.: _____ ACLS TC Faculty _____

PALS Inst.: _____ PALS Course Dir.: _____ PALS TC Faculty _____

	This column to be completed before On-Site by Site Coordinator or CD			This Column to be Completed by On-Site Reviewers		
	YES	NO	COMMENTS	YES	NO	Comments
I. RECORD REVIEW						
Documentation and training of Instructors comply with the current AHA guidelines for each discipline.			Please have a list of all Instructors/IT's/C.D. and Co-Dir available. All Instructor records will need to be accessible.			Review 25 files or 5% of Instructor records. _____ Review All of the I.T records. _____ Review All of the CD/Co-Dir records. _____ Files maintained for min of 3 years _____
Documentation supports per instructor teaching of 4 AHA courses in 2 years and current provider status.						
Documentation supports monitoring of Instructors						
Documentation of Instructor updates when required.						
Documentation supports new instructors monitored within 3						

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	YES	NO	COMMENTS	YES	NO	Comments
months of attending an AHA Instructor course						
New Instructors are monitored by I.T's/ CD/Co-Dir, TC or Reg. Faculty as appropriate.						
Instructor cards are issued for a two (2) year period and copies are on file						
II. Quality Assurance of programs conform to AHA guidelines			Please have all student materials available for review: Texts, written evaluations, handouts, agenda's objectives, student letters, brochures, etc. for each discipline			<input type="checkbox"/> Materials list <input type="checkbox"/> Fee disclaimer, who to notify for complaints <input type="checkbox"/> Health risk statement. <input type="checkbox"/> No smoking <input type="checkbox"/> Agenda and objectives follow AHA standards <input type="checkbox"/> Course time frames meet standards
AHA cards and tests are most current and are kept in a locked secure location						
List personnel who have access to AHA cards for distribution						
Who reviews rosters for completeness prior to distribution of course completion cards.			Please have past 12 months course rosters with evaluations or eval. summaries available. Be prepared to show files for past 3 years.			Pull 25 or 5% of rosters for each discipline, Verify: Completeness and signatures Rosters maintained for 3 years Evaluations attached or summarized. Original evals indicating potential problems kept on file. Review pass/fail of students and test scores Ratios for Instructor/student/equipment Cards issued within 30 days
How are unsuccessful participants remediated?						
Who completes and distributes AHA cards? (each discipline)						
Do provider cards comply with AHA guidelines for completion prior to distribution?						Review copies of cards on file for Instr/I.T./C.D./Co-Dir. Inquire on how cards are filled out prior to distribution for provider courses.
How do you assure that your instructors maintain security of AHA written Tests?						
What is your mechanism for						

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	YES	NO	COMMENTS	YES	NO	Comments
investigating/resolving poor instructor evaluations or complaints?						
How do you communicate course evaluations to all instructors involved in the course offering?						
III. Course content and monitoring			Please have all student and admin. materials available for review: Texts, handouts, agenda's objectives, student letters etc. for each course discipline.			<input type="checkbox"/> Verify current AHA TC Admin Manual on site <input type="checkbox"/> Verify current CTS policies manual on site
Materials are available to students and instructors						<input type="checkbox"/> Are AHA texts available before, during and after course? <input type="checkbox"/> Are Toolkits available to instructors?
How does the CTS keep Instructors updated						<input type="checkbox"/> CTC Newsletter <input type="checkbox"/> Revised materials <input type="checkbox"/> Meetings or other
Do you utilize the ACLS pre-test and/or post-test?						
Equipment clean and functional						
Does a CTS representative participate in 75% of CTC/CTS meetings?						Verify past year attendance from minutes
Are quarterly reports turned in on time?						Verify with TC Coordinator
Are course approved for CEU credits? If yes with what agency and discipline						

Reviewers Comments:

Recommendation by Reviewers: 6 months 1 Year 2 years

TS presents reviewers with a signed copy of the CTC/TS site agreement. This signed agreement must be submitted prior to final approval of the on-site.

Verify signed CTC/TS Site agreement attached: Comments: _____

Lead Reviewer Signature: _____ date: _____ Assisting Reviewer: _____ date: _____

Assisting Reviewer: _____ date: _____

TS Coordinator Comments:

I am aware of the information in this document and the date of review/approval for TS status. The recommendations will not be finalized until the Training Site committee approves this training site evaluation.

Signature TS Coordinator: _____ date: _____

TS Committee Approval: 6 months 1 Year 2 years Next site Review date: _____

TS Committee Chairperson/Vice Chair Signature: _____ date: _____

CTC Coordinator Signature: _____ date: _____