



Oswego County Opportunities, Inc.

AHA Training Programs
239 Oneida Street
Fulton, NY 13069

INSTRUCTOR AGREEMENT

I, _____, in consideration as a candidate for OCO's American Heart Association Instructor Training program, am willing to commit to and be held accountable for the following terms and conditions:

PREREQUISITES

I will maintain BLS for Healthcare Providers certification, and renew every two years, as indicated on my card.

I will complete the online Instructor Essentials Course, and acknowledge that if I do not successfully complete this training program, I will not be allowed to teach CPR courses. (Candidate will need to re-apply and attend a subsequent Instructor Certification training program.)

I agree to teach a minimum of **two** CPR courses per year, for Oswego County Opportunities, Inc. At least **one** will be for new certification of first-time students.

I acknowledge that I may be required to teach additional courses, as needed by my sponsoring service department or program.

I agree to strengthen and support the Chain of Survival and the mission of the American Heart Association in my community, by accepting non-OCO employee participation in the courses I teach, and by participating in OCO or AHA sponsored community education events.

I have discussed my intention to become a certified AHA Instructor for OCO with my supervisor, and he/she will allow me to teach CPR courses as part of my regular work schedule. (A signed *Request to Attend an Internal Training* form is required.)

EQUIPMENT MAINTENANCE/DECONTAMINATION

I will ensure that manikins and other reusable equipment are clean, in working order, and are decontaminated as described in OCO's Manikin/Equipment Maintenance Policy. I will notify the Training Center Coordinator if equipment is damaged or needs replenishment.

INTEGRITY OF COURSE & SECURITY

I will use only AHA approved course materials and follow the lesson maps for each course, without deviation.

I will protect the integrity of all written exams by conducting testing in a proctored setting (BLS courses). I am responsible for the answer keys and copies of the exam. I must collect all copies of the exam, after testing. I will inspect all exams for stray marks, before returning them to secure storage. Marked copies will be destroyed, and I will notify the Training Center Coordinator if additional copies of the exam are needed. Only instructors may have access to the answer keys. I may not make copies of the exams or the answer keys. I may not allow unauthorized persons into the secure storage area.

CONTINUING EDUCATION

I will attend Instructor Updates and Science Updates as required.

I will send copies of certificates related to my participation in AHA continuing education activities to the Training Center Coordinator

I will join the AHA/ECC **Instructor Network** online, to keep up to date with trends in Emergency Cardiac Care and CPR training

QUALITY ASSURANCE

I will provide each student with a course evaluation form and collect them at the end of each class

I will submit all course paperwork (Course Roster, Skills Testing Checklist(s) and Student Answer Sheets) and any collected registration fees to the Training Center Coordinator within 24 hours of completing the course.

I acknowledge that my courses may be monitored by the Training Center Faculty (OCO staff) or by representatives from the American Heart Association at any time.

INSTRUCTOR ALIGNMENT

Upon successful completion of the Instructor Certification program, I will align with the Training Center known as OCO. Regardless of where I teach a course, my paperwork must be submitted to OCO's Training Center.

The Training Center is responsible for records pertaining to my certification as an Instructor and for all subsequent renewals and updates. If I relocate, I must complete an *Instructor Records Transfer Request* form (*Form is on the Instructor Network; reference policy/procedure in PAM – page 21*)

I must discuss my intent to teach non-OCO courses with the Training Center Coordinator, to reserve equipment and coordinate schedules.

Instructors who sever employment with OCO have 30 days to align with another Training Center. Instructors who do not align with another Training Center may be reclassified as "inactive" after 30 days.

This Agreement is not a guarantee of employment. Upon termination of employment with OCO, an instructor in good standing may continue to teach courses for the Training Center on a *per diem* basis.

Candidate Name (print): _____

Candidate Signature: _____

Date:

TC Coordinator Signature: _____

Date: