

SOUTHEAST COMMUNITY TRAINING CENTER

611 Jones Rd  
Newton AL 36352  
(334) 709-4220

**LETTER OF AGREEMENT:**

This agreement is executed between Southeast Community Training Center (SECTC) and the instructor.

The instructor agrees to follow the administrative policies established by Southeast Community Training Center. ALL Instructors must comply with the AHA PAM.

These are included but not limited to:

1. The instructor will, in connection with a Training Site Coordinator/Training Center Coordinator:
2. Perform all responsibilities as stated in the corresponding instructor's manual.
  - a. Have a firm working knowledge of the current provider course materials, which is maintained by teaching on a regular basis and attending instructor updates as required.
3.
  - a. Maintain an in-depth knowledge of adult and/or pediatric emergency cardiovascular care.
  - b. Instruct students concerning the objectives of the entire program and evaluate each student's progress toward those objectives.
4.
  - a. Train provider candidates according to AHA guidelines.
  - b. Maintain up to date knowledge of each program discipline in accordance with the current instructor's manual and AHA guidelines.
5.
  - a. Teach at least two (2) courses per year. Basic life support (BLS) instructors must teach at least two (2) courses of at least five (5) students per year. Advance cardiovascular life support (ACLS) instructors will participate in at least two (2) courses per year (minimum of four (4) hours per course).
6.
  - a. If teaching for more than one (1) training center, (TC), the instructor must submit course 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

- b. Maintain TC's equipment properly, if applicable and return equipment promptly after each course completion.
- 7.
- a. Submit course rosters withing 5 days of course completion. Any Classes over 5 days the Provider will not be issued!!
  - b. Conduct all courses in accordance with AHA policy, utilizing appropriate AHA text and instructor materials.
- 8.
- a. Decontaminate manikins in accordance with manufacturer's directions and CDC guidelines.
  - b. Attend annual updates and teach the required minimum number of courses.
- 9.
- a. Be monitored in at least one (1) course every two (2) years for Each Discipline You Teach.
  - b. Instructors will submit all course completion paperwork. All fees are due once course paperwork is entered into the computer.
10. This agreement will begin on the date signed by southeast community training center and continue until terminated by either party giving written notice to the other party.
11. This agreement may be terminated, amended or supplemented from time to time. All parties involved will receive an updated version, if termination is in progress, any courses being taught may be continued until that said course is complete under this agreement.
12. I do hereby agree to the following requirements of American Heart Association and southeast community training center.

**STATEMENT OF UNDERSTANDING:**

DURING THE PERIOD IN WHICH YOU SERVE AS AN INSTRUCTOR, TRAINING CENTER FACULTY AND/OR REGIONAL FACULTY OF THE AMERICAN HEART ASSOCIATION, YOU UNDERSTAND AND AGREE TO BUT ARE NOT LIMITED TO THE FOLLOWING

REQUIREMENTS

:

1. Use AHA materials and content as core curriculum when teaching AHA ECC programs.
2. Evaluate all students by AHA standards and guidelines.
3. Arrange for and/or coordinate AHA ECC courses as required or requested to further the AHA's ECC mission and chain of survival initiatives.
4. Disseminate appropriate information concerning new techniques to ensure quality control.
5. Attend a faculty forum or regional update every two (2) years. (for training center faculty only)
6. Teach the required number of courses each year per AHA guidelines. (if you have problems scheduling courses, please contact Southeast Community Training Center)
7. Submit all required paperwork to Training Center with in 15 days when Requested by Training Center Coordinator..
8. Refrain from engaging in activities that are in conflict with the goals of AHA.
9. Represent the AHA in a professional and dignified manner at all times.
10. Attend updated and/or meetings concerning Southeast Community Training Center.
11. All manikins must be cleaned using CDC standards (also follow manikin care instructions).

I understand and agree to the above terms during my appointment to the position in which I serve.

I understand that not following any one of these requirements may result in termination with Southeast Community Training Center.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_