

Memo

April 2005

TO: PA Training Center Coordinators
PA Regional Faculty

CC: Michael Mooney, Regional Manager
Cynthia Kennedy, Territory Director
Timothy Williams, District Director
Meisha Forbes, Service Center Associate
ECC Committee Members

FROM: Catherine Whitlock
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SUBJECT: April 2005 Monthly Update

Share This Update with your Instructors!

ECC UPDATES

GUIDELINES 2005 AND 2006 MATERIALS

The Service Center emailed all Training Center Coordinators the timeline for Guidelines 2005 and the release of materials for 2006. As you begin to plan and budget your Training Center's needs for 2006, please consider the following timeline in the attachment below.



TN letter - Guidelines 2006 products release.pdf

NEW PRODUCT ANNOUNCEMENT

Spanish Handbook of Emergency Cardiovascular Care for Healthcare Providers (70-4023). This 2004 update of the *Spanish Handbook of Emergency Cardiovascular Care for Healthcare Providers* incorporates the latest science from ACLS – The Reference Textbook (70-2500), the 2003 ILCOR Science Advisory on AED Use for Children, and incorporates new guidelines for treating acute coronary syndromes and stroke.

This replaces the earlier Spanish edition (70-2136). This new product will be available at the distributors April 18, 2005.

PEDIATRIC AED UPDATE

Exciting News: The Safety Institute of PA, an ECC Training Center is offering the Pediatric AED Updates on alternative media. The AHA was only able to provide each TC with one copy of the updates on a DVD. Ken Stebner of SIPA has graciously offered to make the following items available to any TC that wishes to purchase them:

For BLS & HS Instructors – Heartsaver AED Program update on CD-ROM (required for all BLS & HS instructors before next renewal)

For Health Care Providers - Pediatric AED update on VCR videotape or DVD (required for all HCP programs)

These are not AHA Products. The AHA made these updates available to every TC on a disc mailed to each TC. That disc is a DVD format and requires a DVD drive in your computer to access those files. There is no copy write on these particular files. Ken has offered to make these items available as a service to any other TC after I explained how many people had asked for them. Any agreement between a TC and SIPA is not the responsibility of AHA.

For further information and pricing contact:

Ken Stebner - President
Safety Institute of PA.
215-674-3444
www.safetyinstitute.net

Please do not contact the ECC Service Center for this information

WANT A FREE BLS INSTRUCTOR'S TOOLKIT?

The American Heart Association is currently running a promotion to reward our hardworking Instructors! Until May 1, 2005 if you purchase a BLS Instructor's Manual (70-2048) from any of our three ECC Material Distributors, you will receive a BLS Instructor's Toolkit (70-2053) OR a Heartsaver CPR Instructor's Toolkit (70-2081) for FREE! That's a \$75.00 savings!! Promotion applies to phone orders only.

TRAINING CENTER AGREEMENTS

Training Centers with agreements that expire this June should have received their new contracts. Included with the contract was a copy of the Administrative Self Review. This document is only a tool to prepare you for your official Administrative Review, whenever that is due. This document does not need to be completed or returned, however we encourage you to review this document so as to be better prepared for the "real thing". Sorry to have caused any confusion by not indicating this document is optional.

With regard to the signature on the contract, please be sure to have the appropriate person sign this contract. This becomes especially important in large health systems and corporations, as there are designated personnel authorized to enter into legal agreements. If you are unsure as to whether you have this authority, consult your legal department. Documents signed by persons not designated to enter into a binding agreement will be returned.

INSTRUCTOR AND TRAINING SITE AGREEMENTS

At recent forums the subject of Instructor and Training Site (TS) agreements was raised. The AHA approves the use of instructor & TS agreements. However, the AHA does not offer examples of such agreements, for several reasons. In order to provide our TC network with better support, I am asking for anyone that currently uses formal agreements with their instructors and/or TS, and is willing to share these with other TCs, to please forward them to **Michael Mooney, Regional Manager**, at Michael.Mooney@heart.org. Understand the AHA is not interested in evaluating or becoming involved in these relationships. This information is only being solicited for the purpose of sharing resources with the TC network. Thank you for your continued cooperation.

TRAINING CENTER FACULTY CARDS

The Service Center is aware that some of you have not yet received your TCF Cards. This is due to a shortage and subsequent backorder of cards. We are still awaiting a new shipment to arrive, and the orders will be processed the first Wednesday after the cards are received. Thank you for your patience! If you are unsure as to whether you've requested TCF Cards, please contact Meisha Forbes.



"Request form for
TCF Cards - Meisha.d

UPCOMING ECC EVENTS

April 29, 2005 – ECC Resource Seminar, Ramada Inn, Essington, PA

Attached you will find an invitation and registration form to attend this exciting event!

The deadline for registration is Friday, April 15, 2005! If you have not already submitted your registration, please do so as soon as possible.



"Seminars - ECC
resource Seminar - R

June 27, 2005 – Training Center Forum, Good Samaritan Hospital, Lebanon, PA
We're getting closer to the West! Attached please find the invitation and registration form for a Training Center forum being held at The Good Samaritan Hospital in Lebanon, PA.



"June 27 TC Forum
Good Sam.doc"

June 28, 2005 – NEW Training Center Coordinator Orientation, Bon Secours Campus of the Altoona Regional Health System, Altoona, PA
After months of planning and identifying locations, we have found a date and location to hold the new TCC Orientation! The attached document contains more details and a registration form.



"June 28 New TCC
Orientation.doc"

REMINDERS:



VISIT OUR WEBSITES FOR THE MOST UP TO DATE ECC INFORMATION

For current instructor and course information please visit: www.americanheart.org/cpr . Changes have been made to the 2004 Program Administration Manual including a new Instructor/TCF renewal checklist. This checklist includes passing the BLS/Heartsaver Instructor written exam with an 84% or higher. *The checklist in Appendix C of the hard copy Program Administration Manual does not include this mandatory requirement.*

ACLS, BLS, PALS, AND HEARTSAVER INSTRUCTOR COURSES

Let us send students your way!! To assist you in promoting your courses and better meet the requests of the community, please share information for upcoming provider and instructor courses at your TC or Site with the Service Center. We ask that you share with us lists and contact information on any and all of your courses.

SKILLS TESTING SITES AND ACLS EP PROVIDERS

Does your Training Center provide skills testing for our E-Learning Programs? Do you currently offer ACLS EP Courses? Help us to help you! Many requests come into the Service Center about these two options, and currently we have very little information around which Training Centers provide skills testing as well as which TC's offer ACLS EP. Please advise the Service Center if your Training Center offers either of these so that we can send students to you!

YOUR ECC SERVICE CENTER CONTACTS:

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