

Memo

DATE: October 2003

TO: TC Coordinators
Regional Faculty
National Faculty

FROM: Sally Wolf, ECC Specialist
Emergency Cardiovascular Care Programs
PA, Delaware and New York State Service Center
1019 Mumma Rd., 2nd Floor, P.O. Box 8835
Camp Hill, PA 17001-8835
Phone: 717-975-4800 ext. 225
Fax: 717-975-9670
Email: sally.wolf@heart.org

ATTENTION COORDINATORS

Please forward this information to your ITs, Instructors, other discipline coordinators, other TC administrative personnel and your training sites.

SUBJECT: ECC MONTHLY UPDATE MEMO

Thousands of instructors teach within the boundaries of the ECC Eastern District (Maine to Virginia). The ECC Training Network is designed to have instructors contact their TC Coordinators & Instructor Trainers with questions and concerns. TC Coordinators are always welcome to consult with Regional Faculty or with the Regional Service Center on an instructor's behalf. However, instructors are not encouraged to call the AHA directly. Some have phoned the National Contact (Call) Center, which is not equipped to answer questions about CPR/ECC course content, materials availability, and/or resuscitation science.) An excellent resource that you can direct your instructors to, is the FAQ Instructor Information website, which can be accessed at

<http://americanheart.org/presenter.jhtml?identifier=3011785>

GREAT NEWS!

The National Maritime Center, Washington, D.C. has approved the AHA Heartsaver First Aid with CPR and AED curriculum to be taught at the STAR Center in Dania Beach, FL.

What does this mean to you? It means that the curriculum is approved by the United States Coast Guard and will be used in their Elementary First Aid course, which is an International Requirement for all persons who work on Ocean Routed Vessels.

TC Coordinator: Frequently Asked Questions

Can course completion cards be sent to a course with an instructor?

Yes. After receiving a list of registered participants, the TC Coordinator may issue the appropriate number of cards to the instructor for distribution on the day of the course. It is recommended that everything on the card be filled out with the exception of the name. However, if you have a registration list, you can even fill out the name ahead of time. After the course is completed the Instructor must still submit a completed roster to the coordinator and return any unused cards. TC Coordinators... please use your best judgment in regards to the distribution of cards to instructors prior to the completion of a course. Remember, the TC Coordinator is responsible for card issuance and security for your instructors and Training Sites.

New Product Announcements:

The long awaited Heartsaver AED Course materials will be shipped to the distributors on or before **December 15, 2003**. This product group includes: the student manual, instructor's manual, instructor's package (VHS), the VHS-format version of the video, and the reminder cards. The Heartsaver posters will be available separately through the distributors.

70-2261 Heartsaver AED Manual

70-2263 Heartsaver Instructor's Manual: Heartsaver AED

70-2268 Instructor's Package: Heartsaver AED (VHS)

70-2276 Instructor's Package: Heartsaver (DVD)

70-2264 Heartsaver AED Video Set (VHS)

70-2267 Heartsaver AED Video Set (DVD)

70-2270 Heartsaver AED Reminder Cards Pediatric

70-2262 Heartsaver AED Reminder Cards Adult

70-2262 Heartsaver: CPR and AED for the Child Poster

70-2277 Heartsaver: CPR and AED for the Adult Poster

70-2278 Heartsaver: CPR for the Adult Poster

70-2279 Heartsaver: CPR for the Child Poster

70-2280 Heartsaver: CPR for the Infant Poster

70-2281 Heartsaver: First Aid for the Choking Adult Poster

70-2282 Heartsaver: First Aid for the Choking Child Poster

70-2283 Heartsaver: First Aid for the Choking Infant Poster

70-2271: Poster 8 Pack: Heartsaver AED, CPR and Choking

The instructor's package with the DVD and the DVD-format version of the VHS tape will be available January 15, 2004.

In effort to provide a solution to the discontinued plastic "Tool Kits" we have developed the below solutions. They will be available from our distributors by November 15th, 2003. Illustrations of these products are attached as *.pdf* documents.

70-2595 Black Canvas "Instructor" Bag

70-2598 Black Canvas AHA Logo Bag

70-2596 Black Canvas Large Duffle Bag

Last, but certainly not least, we will soon release four newly translated products to our distributors. They will be available for distribution by **December 15, 2003**, and only in the U.S.

70-2669 Spanish ACLS Arrhythmias and Their Treatment Pocket Reference Card (USA)

70-2667 Spanish ACLS Cardiac Arrest Pocket Reference Card (USA)

70-2666 Spanish Acute Coronary Syndromes and Stroke Pocket Reference Card (USA)

70-2170 Spanish ACLS Provider Manual

ATTENTION: Training Center Coordinators

Have you sent a copy of your instructor card to the Service Center? If you haven't, please do so now. The Program Administration Manual, page 14, states that all TC Coordinator's must be an instructor in at least one of the disciplines. We ask that you submit a copy of your Instructor card to the Service Center as soon as possible.

!!! REMINDERS !!!

- ♥ **HEARTSAVER FIRST AID** - TC Coordinators – Have your BLS Instructors attended the Heartsaver First Aid rollout? If not, contact either the Regional Faculty assigned to your TC or the Service Center.
- ♥ **INSTRUCTOR CORNER** - Go to the Instructor Information page on the Internet (<http://216.185.112.41/instructor.html>) to access all national training bulletins and memos. Training Bulletins are additions to the *Program Administration Manual* and should be inserted into the appropriate place in your manual.
- ♥ **Is your TC listed on the AHA Website?** This is a great tool to promote your training and it's FREE! Contact the Service Center for a Website Marketing Agreement.
- ♥ All AHA materials and publications are **copyrighted**. As a TC, you are given permission to reproduce forms found in both the Instructor and the PROAD Manuals. Unless you receive permission in writing from the AHA authorizing you to reproduce a publication or book, you cannot make copies of any copyrighted materials. To request permission to reproduce copyrighted materials, contact the Service Center. For further information regarding copyright, see page 47 in the *Program Administration Manual*.
- ♥ ECC uses **Adobe Acrobat** as the standard format (.PDF) for files that contain protected, sensitive, or proprietary information. Adobe Acrobat allows ECC to safeguard files with the latest encryption technology and prevent copying, printing or other alterations when necessary in a document. With the introduction of Adobe Acrobat Reader 5.0, the encryption standard was enhanced to 128-bit. This is the current standard we use when creating a PDF file. *ECC PDF files can only be read with Adobe Acrobat Reader 5.0 or greater.* Previous versions will not read the 128-bit technology. Version 4.0 must be removed from your system before installing version 5.0 or greater or you may not be able to read 5.0 files. Please upgrade your version of Adobe Acrobat Reader to the most current version *free* at www.adobe.com if you are having trouble opening ECC files.

UPCOMING TC/RF MEETINGS

TC FORUMS:

Purpose: *To keep TC Coordinators up to date with new information. It gives the coordinators a chance to interact with other coordinators. Meeting will be facilitated by the Regional Manager.*

Locations:

WESTERN NY STATE

April 8, 2004 – WCA Hospital – 3:00 – 6:00 pm

April 15, 2004 – Ira Davenport Memorial Hospital – 3:00 – 6:00 pm

April 22, 2004 – Chenango Memorial Hospital – 3:00 – 6:00 pm

REGIONAL FACULTY ORIENTATIONS/UPDATES

Purpose: This is an orientation/update for Regional Faculty. It is mandatory for all new RF appointed within the past year. The update will count towards RF renewal criteria for current RFs. Please register through the Service Center by October 31, 2003.

Locations:

NYS Region

November 6th – Westchester – Phelps Memorial Hospital, Boardroom – 10:00 am – 3:00

November 11th – Rochester – AHA Office – 10:00 am – 3:00 pm

November 14th – Utica – Faxton St. Luke's EMS – 10:00 am – 3:00 pm

INSTRUCTOR-TRAINER COURSES

Locations:

Eastern NY State Region

November 21, 2003 – Dutchess Community College
To register: Call Pat at 845-298-0717.

December 3rd & 4th - Faxton St. Luke's EMS, Utica –
For registration information call Dave Ronan at 315-738-8351

PA Region

November 4th - Hershey Medical Center, Lecture Room A. - 9:15 am – 4:30 pm
To register: Please refer to page 2-159 in the BLS Instructor's manual for the application form and fax to send to:

Elizabeth Sherbine M.S. RN,C
Nursing Education and Professional Development
M.C. H102
The Milton S. Hershey Medical Center
Hershey, PA 17033
Phone #717-531-7575
Fax #717-531-8861

November 7 & 8th – Conemaugh Health System – Cambria County – 8:00 – 4:00 pm
To register phone: 814-534-9782



Bag info sheet 10-7-03.pdf

Happy Halloween!

