



Instructor Agreement

Please read the following information carefully and sign where indicated. By signing this form, the Instructor agrees to the terms as outlined and alignment as an AHA instructor with UW Medicine Community Training Center at Harborview.

Harborview Medical Center Community Training Center (CTC) will:

- Maintain instructor records.
- Facilitate opportunities to teach ACLS & BLS courses.
- Provide course completion eCards to eligible courses.
- Provide ACLS & BLS Initial Instructor and Instructor Renewal training and support including monitoring opportunities.
- Serve as a principal resource for information, support, and quality control for all AHA ECC instructors aligned with the UW Medicine Community Training Center (CTC) at Harborview.
- Provide timely communication of any new or updated information regarding National, Regional, local or CTC specific policies, procedures, course content/materials, or course administration that could potentially affect an instructor in carrying out his or her responsibilities.

Instructors aligned with Harborview Medical Center Training Center agree to:

- Register on the AHA Instructor Network (www.ahainstructornetwork.org).
- All responsibilities as stated in the corresponding discipline of the Instructors manual.
- All responsibilities as outlined in the Program Administration Manual (PAM).
- Teach AHA courses from the most current materials including, but not limited to, textbooks, instructor manuals, video content, and exams as outlined by the AHA.
- Have appropriate textbooks available for all course participants before, during, and after the course taught.
- Complete all required course documentation in Enrollware and submit payment for eCards within **7 days** of a course.
- Maintain current knowledge of new and updated AHA and CTC information.
- Obtain and issue AHA completion eCards through Harborview CTC as outlined in the PAM manual and CTC policies and procedures.
- Support the Chain of Survival.
- Teach a minimum of two courses a year or four courses every two years.
- Arrange with CTC Coordinator/Manager to be monitored every two years prior to Instructor status expiration.
- Maintain discipline specific provider status.
- Attend mandatory Instructor Renewal and/or Updates as outlined by the CTC.

*It is understood that all Instructors and Training Center Faculty/Course Directors who are not currently a staff member of the UW System in another position and are responsible for their own liability insurance and taxes. Gratuities or lack of are at the discretion of the individual instructor whose service has been requested.

As an AHA Instructor I have read, understood and agree to the above conditions. If at any time I should not adhere to the above conditions, my status with this CTC may be revoked.

ACLS & BLS

Instructor Signature _____

Date _____

Print Name _____