EMS Standard Operating Procedures

<table>
<thead>
<tr>
<th>Policy Title:</th>
<th>CPR Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section:</td>
<td>AHA Training Center</td>
</tr>
<tr>
<td>Adoption Date:</td>
<td>10/01/2008</td>
</tr>
<tr>
<td>Date of Most Recent Update:</td>
<td>10/01/2008</td>
</tr>
<tr>
<td>CAAS Criteria Reference:</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:**

To define the job description and guidelines for the West Des Moines EMS AHA Training Center.

**Policy:**

The individual identified to serve as the West Des Moines EMS CPR Instructor will fit into the following.

**Job Title:**

West Des Moines EMS, AHA CPR Instructor (CPR Instructor)

**Purpose:**

CPR Instructor is responsible for providing AHA CPR education services to the general public and other healthcare employees reporting to and communicating with the Training Center Coordinator.

**Essential Functions:**

- Come prepared to teach the material for the course according to AHA and WDM EMS policies,
- Present a professional image both in attire and manner
- Insure the classroom is set up correctly and that all equipment is present and in good working order.
- Teach all material required by the course outline.
- Promote the AHA as an organization.
- Complete and return all course records and required paperwork to the CPR Coordinator and Training Center Coordinator.
- Ensure the classroom is in order and that all equipment is returned to its proper location.
- Attend instructor meetings and meet with TC Staff as needed.
- Manage confidential material in a responsible and discrete manner and maintain AHA security.
- Assist with student files according to standards established by the American Heart Association and Training Center.
- Maintain a helpful and positive attitude by having a willingness to take on new and different responsibilities not specifically outlined in the job description.
- Assist Training Center Coordinator with any outside projects as requested.

**Duties:**

- Maintain good communications with the Training Center personnel, West Des Moines EMS, and the AHA.
- Disperse inquiries from the general public to appropriate person in a courteous manner.
- Direct any problems to Training Center Coordinator.
- Display tact and courtesy to students, prospective students and their families whether by phone or in person.
- Maintain positive interpersonal skills when interacting with student/family and personnel.
- Represent West Des Moines EMS and American Heart Association in a positive way.
- Implement duties as assigned by supervisor.

**Supervision:**

This position receives general direction and supervision from the Training Center Coordinator and Deputy Chief of EMS.

**Education and Experience:**

Required: High School Diploma or GED equivalent, must have a valid Iowa Motor Vehicle license with a driving record acceptable to City of West Des Moines standards. Hold at a minimum a current Healthcare Provider Instructor certification from the American Heart Association.

**Equipment:**

Must be able to operate standard office equipment such as personal computer, fax machine, photocopier, etc.
**Working Conditions:**

Must be able to work in typical office environment.

**Physical Requirements:**

Ability to lift and carry manikins up to 40 pounds. Be physically able to kneel, perform CPR compressions regularly, stand for long periods, and possibly work long hours.