

# Training Center

## *Quality Assurance – Instructor Communication Policy*

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UnityPoint Health-Des Moines Training Center (TC) will strive to keep Instructors updated with the current scientific and program administration policies. Instructors will receive information through the following methods:

1. Instructor Network – [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org)
2. UnityPoint Health-Des Moines TC Instructor Resources Website – <http://www.unitypoint.org/desmoines/instructor-resources.aspx> This website is where instructors obtain the CTC course forms, policies, newsletters and other valuable information.
3. UnityPoint Health-Des Moines public website – <http://www.unitypoint.org/desmoines/classes-and-events.aspx> This website is where the general public (including instructors) can find information on courses held at the UnityPoint Health-Des Moines location.
4. The TC will organize, advertise, and host conferences on Instructor updates if there are changes in performance criteria, major changes in course design or new course curricula.
5. Instructor Renewal Courses and mentoring opportunities as needed.

Instructors are responsible to read and follow the communications as they receive them.

Instructors are also responsible to notify the Training Center if they change addresses or e-mail addresses.

**If no communication or course paperwork is received from an instructor in the two year instructor period, the training center will remove the instructor from active instructor status.**

Date last review:	3/2008	3/2009	3/2010	11/11	1/2013	12/2014		
Reviewer initials:	wg	Dd	dd	dd	dd	Ctc		
Changes made:	yes	no	no	yes	yes	no		