

# Training Center

## *Quality Assurance – Instructor Monitoring Policy*

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1. Instructor Candidates must be monitored by an aligned UnityPoint Health Des Moines (UPH-DM) Training Center Faculty (TCF) on their first teaching experience and then at least once every two years. (Any exceptions to this policy must be approved by the CTC Coordinator.)
2. Instructors and Instructor Candidates have three options for Instructor monitoring.
  - Monitoring at UPH-DM by a UPH-DM TCF. The fee is ACLS/PALS-\$100, BLS-\$50.
  - Monitoring by a TCF employed by UPH-DM at a site other than UPH-DM. The fee is ACLS/PALS-\$200, BLS-\$100. Mileage to and from the training location will be in addition to the monitoring fee.
  - Monitoring by a TCF aligned with, but not employed by UPH-DM, at a site other than UPH-DM. The fee for the monitoring will be negotiated between the instructor and TCF prior to the course.
3. Training Center Faculty (TCF) Monitoring is completed by TCC, Regional, or National Faculty. This can occur at UPH-DM or at another training location. Mileage to and from the training location will be assessed.
4. The TC Coordinator and/or Training Center Faculty may conduct site visits to determine Instructor performance during a scheduled course.
5. All instructor monitoring will be documented and all documents will be kept on file for a minimum of 3 years by the Training Center.
6. Any negative trends found within participant evaluations will be followed up with site visits, which may be announced or unannounced. Recommendations, remediation or other necessary follow-up will be documented and placed in Instructor's file.
7. Any instructor, who is unable to fulfill their minimum teaching requirements due to a lack of available courses, will be offered an opportunity to teach at UnityPoint Health-Des Moines. The instructor must contact the training center in advance to set up teaching dates.

Date last review:	3/2008	3/2009	11/09	11/11	1/2013	12/2014	3/2015	
Reviewer initials:	wg	dd	dd	dd	dd	dd	dd	
Changes made:	yes	no	yes	no	no	yes	yes	