

## **Course Director (ACLS and PALS)**

### *Position*

ACLS and PALS Course Directors are members of the TC's faculty, and responsible for quality assurance and management of AHA courses offered by the TC. The Course Director is an AHA Instructor appointed by the TC. The number of Course Directors is determined by the needs of the TC. Course Directors are required to be on-site throughout the course.

### *Criteria*

- Active Instructor (taught at least eight courses) in the same discipline as the Course Director appointment
- Completion of TC Course Director orientation
- Positive evaluations of teaching ability from students
- Successful monitoring by TCF or RF member in the same discipline

### **Method of Appointment**

Appointed by TC Coordinator

### **Responsibilities**

- Selects course faculty with Lead Instructor and TC Coordinator/Faculty
- Monitors appropriateness of educational presentations
- Supervises student performance and evaluation by Instructors
- Is readily available during the course to answer student questions
- Monitors Instructor performance
- Monitors Instructor candidates after an Instructor Course
- Resolves disputes that may arise during the course in accordance with the TC dispute resolution policy and the AHA Dispute Resolution Procedure
- Identifies and recommends potential Instructors for Instructor Courses
- Cultivates and mentors TC Instructors, new instructors, and, potential candidates for future Instructor/Course Director/TCF positions
- Remediates or oversees remediation of students during the course
- Serves as an Instructor as needed

### **Reporting Structure**

- To TC for course administrative and management issues
- To RF/NF/TCF for program and science issues