



National Disaster Life Support Foundation Policies and Procedures

Title:	Documentation of Instructor Activities
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Applies To:	Instructors, Course Coordinators and Foundation Staff
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Description:	Procedure for Documenting NDLS Course Instructor Activities
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NDLS Instructor Activities Documentation Procedure

Background and Purpose of the Procedure

The National Disaster Life Support Foundation (NDLSF) is a not-for-profit agency registered in the State of Georgia. The NDLSF may from time to time adopt policies and procedures to ensure compliance with educational, financial, regulatory or other federal and international standards.

Quality instruction of students is often measured by the experience of the instructional staff with the course content. The NDLSF promotes the instruction of its NDLS courses by competent, well-trained instructors who have documented experience teaching the NDLS curricula.

The NDLSF wishes to improve the tracking of NDLS instructor experience in delivering their course curricula in order to promote best practices and identify instructional expertise for future course development and evaluation.

Definitions

Adjunct Instructor- From time-to-time a training center course coordinator may find it advantageous to utilize non-NDLS instructors during the delivery of the NDLS curricula. When determining the appropriateness of utilizing adjunct instructors, the following guidance is recommended.

- Adjunct instructor has specialized training that is appropriate and in compliance with the NDLS curriculum
- Adjunct instructor has extensive experience in disaster training and response
- Adjunct instructor has advanced skills in disaster training and response
- Adjunct instructor is a recognized expert and their expertise is pertinent to the subject matter they are presenting

Attendance – Following the completion of all NDLS courses the course coordinator is responsible for marking the attendance of all students and instructors in the LMS.



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BDLS Instructor- A BDLS Instructor is a NDLS Instructor and is associated with a NDLS training center or is a person who has completed an ADLS course, has subject matter expertise, and has demonstrated skills as an instructor. All BDLS instructors may only conduct BDLS or CDLS courses through an approved NDLS training center using NDLSF approved curriculum.

CDLS Instructor- A CDLS Instructor is a NDLS Instructor and is associated with a NDLS training center or is a person who has completed a BDLS courses, has subject matter expertise, and has demonstrated skills as an instructor. All CDLS instructors may only conduct CDLS course through an approved NDLS training center using NDLSF approved curriculum.

Faculty Disclosure - All NDLS Instructors, BDLS Instructors, CDLS Instructors and Adjunct Instructors must have a completed Faculty Disclosure form and CV on file with the NDLS program office annually. This form is completed online through the LMS. This form is good for the entire calendar year and only need to be completed one-time to cover all courses taught throughout the year.

NDLS Instructor- A NDLS Instructor is identified as anyone who has been trained in BDLS, ADLS and have completed and NDLS Instructor training program and is associated with a NDLS training center. NDLS Instructors may teach in CDLS, BDLS and ADLS courses.

Learning Management System (LMS) – The NDLSF utilizes a LMS for the management of courses and student enrollments. All domestic and most internationally scheduled NDLS courses must be registered in the LMS. All students attending such scheduled courses should be registered in the LMS.

LMS User Accounts – All users of the LMS must have a user account within the LMS. Each user account is unique to the email address of the user. When a new user creates a new account within the LMS they are created as a student. Higher access rights to the LMS may only be requested by the course coordinator or course medical director and is granted by a LMS administrator. Higher access rights should be requested through the LMS support system. Currently, the LMS recognizes four level of access and are as follows.

- Administrator – manages the LMS
- Course Coordinator– course coordinators for the training centers
- Instructor – instructors in the scheduled NDLS course
- Student – users who are attending the scheduled NDLS course(s)

Procedure

Course Coordinators

- Course coordinators are responsible for listing all instructors on the course request form submitted to the NDLS program office
- Course coordinators are responsible to ensure that Faculty Disclosure forms/CV are on file for all instructors prior to the start of the course
- Following notification by the LMS administrator that the course has been approved and is registered in the LMS the course coordinator is responsible for ensuring all instructors are registered for each course they are instructing in
- Course coordinator is responsible for ensuring the accuracy of each course regarding the instructional staff during the training session(s)



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- Course coordinator is responsible for updating the LMS administrator whenever there is a change in the instructional staff
- Course coordinator is responsible for marking the attendance of all instructional staff utilized during a course
- Instructional staff is not to be un-enrolled in a course. If an instructor did not instruct their session after agreeing to participate in a course their attendance should be marked as a zero (0)
- Instructors should be credited based on their commitment to teach
 - If an instructor agreed to teach one subject and indeed taught their subject then their attendance is marked as 100%
 - If an instructor committed to teach two subjects but only taught one subject then their attendance should be marked as 50%
 - Attendance should be marked as appropriate based on the instructor's commitment to a course and to their actual performance, based on the preceding example
 - The course coordinator should mark instructors within two weeks of the final course date

LMS Administrator

- The LMS administrator will notify the course coordinator when their course is enrolled in the LMS
- NDLS courses will be approved after Faculty Disclosure/CV for all instructors has been received
- The LMS administrator will ensure that all courses are enrolled in the LMS within two business days, following course approval
- The LMS administrator will notify the course administrator of all missing Faculty Disclosure forms and/or CV for any of the instructors scheduled to teach
- The LMS administrator will assign the role of instructor for each user who has instructional responsibilities within a course
- Prior to closing a course, the LMS administrator will verify that the course coordinator has properly documented all instructors' attendance and that all instructor documentation is in compliance

Any questions regarding this procedure should be directed to the NDLSF Program Office at 866-722-4911