



## **BREMSS AHA Training Center Virtual Course Interim Policy and Guidelines**

**Effective Date: April 13, 2020**

**Expiration Date: Based on the most current AHA Policy**

In accordance with the AHA "Interim Guidance: Virtual Training Options during COVID-19 Outbreak" the BREMSS AHA Training Center has established the following policy and guidelines effective immediately and shall be adhered to by all BREMSS AHA TC Affiliated Instructors.

### **AHA Interim Guidance**

To minimize the risk of COVID-19 transmission during AHA courses, the AHA will temporarily allow Training Centers to conduct virtual training for cognitive learning and/or hands-on skills under the requirements described below. Virtual training methods may be used until social distancing guidelines for reducing the transmission of COVID-19 outbreak are no longer in effect.

When considering virtual training, please note the following:

- All other AHA requirements for conducting the training, as described in the course Instructor Manual and Training Center Agreement, must be fulfilled. Hands-on skills practice and testing are required. All COVID-19–related guidance on the AHA Instructor Network website regarding equipment decontamination and instructional changes must be followed where applicable.
- The Instructor conducting the virtual training must be aligned with the Training Center and be current in the discipline being taught and course card(s) being provided.
- Upon request, the Training Center must provide course rosters to the AHA for all classes conducted with virtual training.
- All class recordings, course videos, and exams posted to an LMS or other secure site must be taken down when the COVID-19 emergency ends.

### **Specific requirements regarding cognitive learning, hands-on skills practice, and exams:**

#### **1) Cognitive learning**

- a) An AHA Instructor may administer the cognitive learning portion of the course virtually in either of the following ways:
  - i) The Instructor may conduct a live course, including all required course videos, via web conferencing software while students watch and discuss remotely.
  - ii) The Training Center may video-record a course led by an AHA Instructor, including all required course videos, and post the recording for students to view on a learning management system (LMS) or other secure site.

- b) The Training Center may digitize and place the course videos on its LMS or other secure site for students to watch. Each Instructor or Training Site offering virtual training must have their own AHA course DVD or access to streaming videos.
- c) The site must limit viewing of any course recordings or course videos to students registered for the relevant course and Training Center staff.

## 2) **Course exam**

- a) An AHA Instructor may administer the course exam virtually in either of the following ways:
  - i) The exam questions may be posted on the Training Center’s LMS for students in the course to complete electronically.
  - ii) The Instructor may read the exam questions aloud to the students while monitoring the students via live video, to confirm the students’ identity and prevent open discussion during the exam. At the end of the exam (or a checkpoint determined by the Instructor), students may email their responses to exam questions to the Instructor for grading.
- b) No alterations may be made to the exam content.
- c) Exams may not be emailed to students.

## 3) **Hands-on skills practice and testing**

- a) A feedback device meeting the AHA’s requirements for skills practice and testing must be used by students.
- b) An AHA Instructor should observe skills practice and testing via live video.
- c) The sound and camera positioning for virtual testing must be adequate for the Instructor to accurately assess high-quality CPR including feedback from the feedback device, student hand position, manikin chest rise, and other required skills elements. Virtual skills testing should not be used if the Instructor is unable to adequately assess high-quality CPR skills performance.
- d) During this time, it is acceptable to have only one student for activities that normally require 2 or more students. In this case, the student should be able to verbally provide instruction on what the second rescuer (or team members) should be doing in the scenario-based learning and testing stations specified in the course Lesson Plans.

## **BREMSS AHA Training Center Policy and Procedures for conducting a “Virtual Course”**

As stated above in the AHA Interim Policy, all AHA requirements for conducting the training must be fulfilled. No instructor affiliated with the BREMSS AHA Training Center will be allowed to conduct virtual training without prior course approval. This approval pertains to each specific course. The BREMSS AHA Training Center Coordinator (TCC) will not issue “blanket” approvals for any instructor wishing to conduct courses by this method.

Any instructor led courses taught in the traditional method are not affected by this interim policy and the instructor should follow current BREMSS AHA TC guidelines in conjunction with

the current AHA guidance while adhering to all local, regional, state, or federal mandates at that time.

**Procedures:**

- The Instructor is required to submit the BREMSS AHA TC “Request to Provide Virtual Training Form” no less than 15 days prior to the course date. The form must be complete or the course will not be approved.
- The instructor must supply the BREMSS AHA TC with a detailed plan outlining how the course will be conducted.
- The instructor must also provide information required to access the course at the time of training.
- The BREMSS AHA TCC will submit the course notification to the AHA.
- The BREMSS AHA TCC or Education Assistant will coordinate a time to evaluate the virtual process chosen by the instructor. This process will only be required once per instructor if the process remains unchanged.
- The instructor will be notified 10 days prior to the course date of the course approval status.
- Following course completion, the instructor will follow current BREMSS AHA TC procedures for submitting the course.

Any course that does not follow the procedures above will be deemed invalid and course cards shall not be produced. During this time we will be increasing the number of course audits conducted. Upon audit, if it is found that a course was improperly conducted, any associated certifications will be submitted to the AHA compliance division and deemed invalid.

**BREMSS AHA Training Center Exam Security**

As stated in the AHA Guidance, **“Exams may not be emailed to students”**.

BREMSS AHA Instructors will have two (2) methods to choose from in conducting a student examination:

- The AHA course exams are being placed on the BREMSS eLearning LMS. Instructors wishing to utilize this method will need to submit an initial roster with your request to conduct the course. The student will receive an invitation with a link to access the LMS and the course exam. The instructor will receive instructions on how to access exam results.
- In accordance with the AHA: “The Instructor may read the exam questions aloud to the students while monitoring the students via live video, to confirm the students’ identity and prevent open discussion during the exam. At the end of the exam (or a checkpoint determined by the Instructor), students may email their responses to exam questions to the Instructor for grading.” Instructors using this method will need to forward the student response emails to [bremssctc@uab.edu](mailto:bremssctc@uab.edu) or have the student copy this email during the original email submission.

## Special Considerations

- During the current COVID-19 State of Emergency, the BREMSS AHA TC will continue restrictions on equipment loans.
- When conducting the virtual courses psychomotor practice and testing, the student must have access to the equipment and the course must be conducted live with the student and instructor.

As your training center we strive to make available the resources needed to properly conduct these courses. We are here to assist you with any questions or concerns you may have. Please email us should you need any assistance.

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