

Updated Content to Reflect New Red Cross Learning Center

UPDATED INSTRUCTOR AND INSTRUCTOR TRAINER MATERIALS

The digital versions of the instructor and instructor trainer manuals have been updated (except for three) and are available in the Red Cross Learning Center under Classes/Course Materials. (Print versions have not been updated.) See the full list below.

What's Been Changed?

Changes have been made to the administrative sections of the Instructor Manuals and Instructor Trainer Guides, as well as, changes to the lesson plans for various topics in the Instructor Trainer Guides. The changes reflect new terminology, location for resources, and changes to administrative processes in the new Red Cross Learning Center.

Changes have also been made to the online content of all blended learning instructor classes and bridges to reflect the new systems and processes for instructor candidates.

Guidance for Instructors, Instructor Trainers, & Students

Part of the effort to ensure a smooth transition to new administrative practices and new language has been updating all instructor's manuals and training guides. The updated manuals will be available for download in the Resources section of the Red Cross Learning Center.

Instructors/trainers are welcome to download and reprint manuals in their entirety to replace their current versions. However, they may opt to print only part of the manuals that are most affected by the change (Note: This does not include the holistic language change from "Instructor's Corner" to "Red Cross Learning Center." If the instructor/trainer opts to only do the partial print, remember that this is a universal change instructors/trainers must note throughout their current manual wherever it appears).

Each program page includes a Memo that lists the affected sections the instructor/trainer needs to know for the partial manual replacement pages. *See Figure 1 below*.

Students (instructor and instructor trainer candidates)

Instructor Trainers and Educators must ensure instructor/trainer candidates are aware of the differences between the print and digital versions. The updated versions of the Instructor's Manuals/Instructor Trainer Guides are available to instructor/trainer candidates to download in the Red Cross Learning Center both within the online instructor course (now includes the digital material required for a blended learning course) and on the Instructor Candidate Resources page.



Note for Instructor Trainers: Coming soon – look for tools on how to incorporate the new Red Cross Learning Center and administrative processes with instructor course presentations. In the meantime, instructor trainers must depend on the updated Instructor Trainer Guides to teach the lessons and remind candidates that Instructor's Corner is now replaced with the Red Cross Learning Center.

List of Updated Materials

The following digital course manuals have been updated. These are available in the Red Cross Learning Center under Classes/Course Materials. The name of the material listing in the Red Cross Learning Center includes (Updated Nov 2019) after the manual name although the official title of the manual has not changed. *See Figure 2*. The date of 2019 is included on the copyright page of each manual.

Advanced Life Support Blended Learning Instructor's Manual

Advanced Life Support Instructor's Manual for Instructor-Led Training

Advanced Life Support Instructor Trainer's Guide

Basic Swim Instructor Course Guide

Bloodborne Pathogens Training Instructor's Manual

BLS Instructor's Manual for Instructor Led Training

BLS Instructor's Manual for Blended Learning

BLS Instructor Trainer's Guide

CPR/AED for Professional Rescuers Instructor Manual

CPR/AED for Professional Rescuers Blended Learning Instructor Manual

CPR/AED for Professional Rescuers Instructor Trainer's Guide

Emergency Medical Response Instructor Manual

Emergency Medical Response Instructor Trainer's Guide

First Aid/CPR/AED Instructor's Manual

First Aid/CPR/AED Blended Learning Instructor's Manual

First Aid/CPR/AED Instructor Trainer's Guide

Lifeguarding Instructor Manual

Lifeguarding Blended Learning Instructor's Manual

Lifeguarding Instructor Trainer's Instructor Trainer Guide

Nurse Assistant Training Instructor's Manual

Nurse Assistant Training Instructor Trainer Guide

Pediatric Advanced Life Support Blended Learning Instructor's Manual

Pediatric Advanced Life Support Instructor's Manual

Pediatric Advanced Life Support Instructor Trainer Guide

Safety Training for Swim Coaches Blended Learning Instructor's Manual

Water Safety Instructor Manual

Guide for Training Water Safety Instructors--Instructor-Led Training



Guide for Training Water Safety Instructors--Blended Learning Guide for Training Wilderness and Remote First Aid Instructors Wilderness and Remote First Aid Instructor's Manual

The following digital manuals were **not** updated. An addendum for each of these is available in the Red Cross Learning Center under Classes/Course Materials to provide education for the instructor or instructor trainer on the new Red Cross Learning Center. Instructor Trainers are encouraged to use the updated lesson plans to teach those topics within the instructor courses impacted.

- Babysitter's Training Instructor's Manual ADDENDUM to accompany existing manual.
- First Aid/CPR/AED Blended Learning Instructor's Manual ADDENDUM to accompany existing manual.
- Guide for Training Wilderness & Remote First Aid Instructors ADDENDUM to accompany existing manual.

UPDATED ONLINE COURSES

The following online courses have been rebuilt in our course builder tool and updated to reflect the content about the new Red Cross Learning Center and administrative changes. Each online course includes a section on the Instructor/Trainer Agreement and Code of Conduct. All candidates agree to the terms within the course. If they do not agree, they cannot complete the assessment successfully. Paper copies are no longer signed and collected/stored. See Figures 3-4.

- Introduction to the First Aid/CPR/AED Instructor Course
- First Aid/CPR/AED Instructor Bridge Course
- Introduction to the First Aid/CPR/AED Instructor Trainer Bridge Course
- Introduction to the Lifeguarding Instructor Course
- Introduction to the CPR/AED for Professional Rescuers Instructor Course
- Introduction to the Emergency Medical Response Instructor Course
- Emergency Medical Response Instructor Trainer Bridge Course
- Emergency Medical Response Instructor Bridge
- Introduction to the Lifeguarding Instructor Crossover Course
- Introduction to the Lifeguarding Instructor Trainer Crossover Course
- American Red Cross Basic Life Support Instructor Bridge
- American Red Cross Advanced Life Support Instructor Bridge
- American Red Cross Advanced Life Support Instructor Trainer Bridge
- American Red Cross Basic Life Support Instructor Trainer Bridge
- Nurse Assistant Training Instructor Crossover Bridge
- CPR/AED for Professional Rescuers Instructor Crossover Bridge
- Basic Life Support Instructor Course Online Session
- Pediatric Advanced Life Support Instructor Bridge



- Pediatric Advanced Life Support Instructor Trainer Bridge
- Wilderness and Remote First Aid Online Instructor Bridge
- Wilderness and Remote First Aid Online Instructor Trainer Bridge

New Recertification Assessment Courses

The following recertification assessment courses have been rebuilt in our course builder tool. The recertification assessments include a section on the Instructor/Trainer Agreement and Code of Conduct. All candidates agree to the terms within the course. If they do not agree, they cannot complete the assessment successfully. See Figure 5.

- First Aid/CPR/AED Instructor Recertification Assessment
- First Aid/CPR/AED IT Recertification Assessment
- Wilderness and Remote First Aid Instructor Recertification Assessment
- Wilderness and Remote First Aid Instructor Trainer Recertification Assessment
- Water Safety Instructor Recertification Assessment
- Water Safety Instructor Trainer Recertification Assessment
- Bloodborne Pathogens Training Instructor Recertification Assessment
- Bloodborne Pathogens Training Instructor Trainer Recertification Assessment
- Basic Life Support Instructor Recertification Assessment
- Basic Life Support Instructor Trainer Recertification Assessment
- Emergency Medical Response Instructor Recertification Assessment
- Emergency Medical Response Instructor Trainer Recertification Assessment
- Babysitter's Training Instructor Recertification Assessment
- Babysitter's Training Instructor Trainer Recertification Assessment
- CPR/AED for Professional Rescuers Instructor Recertification Assessment
- CPR/AED for Professional Rescuers Instructor Trainer Recertification Assessment
- Basic Swim Instructor Recertification Assessment
- ALS Instructor Recertification Assessment
- ALS Instructor Trainer Recertification Assessment
- PALS Instructor Recertification Assessment
- PALS Instructor Trainer Recertification Assessment



FIGURES

Instructor Trainer's Guide (File name: FACPRAED_ITG_Update2019.pdf)

Affected sections:

- Table of Contents: vii ix
- Section A: Administration: 1 39
- Session 3: Conducting Scenarios and Reporting Courses: 105 109
- Appendix A: Sample Letter to Instructor Candidates: 113 114

Instructor's Manual (File name: FACPRAED_IM_Update2019.pdf)

Affected sections:

- Table of Contents: iv v
- Section A: Administration: 1 28

A helpful addendum to print out and include in your blended learning supplement is available for download in the Resources section of the Red Cross Learning Center:

Addendum to Guide for Training Instructors and Instructor's Manual (File name: FACPRAED_BL_ Changes_Addendum_Update2019.pdf)

Lastly, below is a review of the most vital changes to be aware of regarding the new Red Cross Learning Center.

If you have questions related to the transition to the Red Cross Learning Center that are not answered here, please contact the Training Support Center (TSC).

Figure 1: Excerpt from Memo for each course. Memos are available on the program page under Course Materials/Program/Instructor Materials in the Learning Center.



HOME CLASSES > RESOURCES > INSTRUCTOR LIFECYCLE > FORUM MY CERTIFICATION NEWS QUESTIONS

First Aid/CPR/AED

The First Aid/CPR/AED program helps participants recognize and respond appropriately to cardiac, breathing and first aid emergencies.

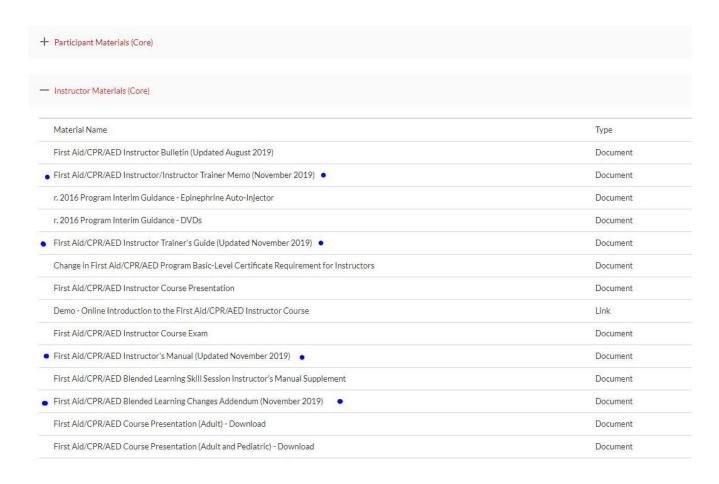


Figure 2: Manuals impacted show (Updated November 2019) after title. Also note here the Memo as well as the Addendum. (Addendums only available in cases where a manual was not updated – in this example the Blended Learning Supplement).



Being an American Red Cross Instructor	>
American Red Cross Code of Conduct	~
Instructor Agreement and Instructor Code of Conduct	
✓ Introduction to Instructor Agreement and Code of Conduct	
Instructor Agreement and Code of Conduct	
Instructor Agreement and Code of Conduct Continued	
Instructor Agreement and Code of Conduct Continued	
Instructor Agreement and Code of Conduct Continued	
Understanding the Instructor Agreement and Instructor Code of Conduct	
Acknowledging the Instructor Agreement and Instructor Code of Conduct	
Assessment	

Figure 3: The Instructor Agreement and Code of Conduct within Instructor Courses.





Figure 4: Online Introduction to the Lifeguarding Instructor Course Content Menu



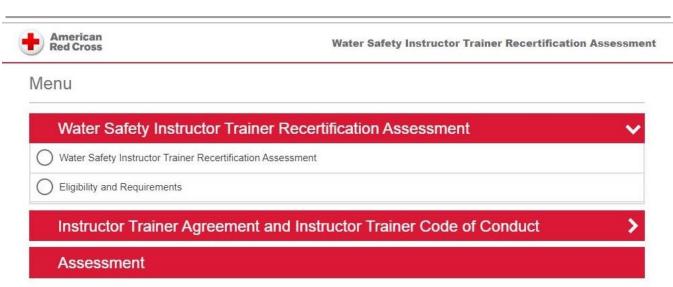


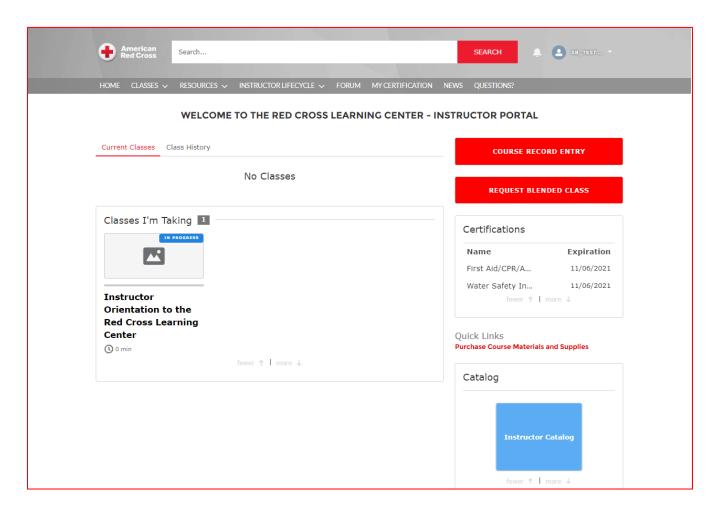
Figure 5: Instructor Trainer Recertification Assessment Content Menu



WHAT SHOULD I FOCUS ON FIRST WHEN I LOG IN TO THE NEW LEARNING CENTER?

Launch the Orientation Class.

Each instructor should see an Instructor Catalog available on the bottom, right of their home page. Click the catalog to view the Orientation Class. This is an optional, online course that provides an orientation to the new Learning Center, as well as, highlights changes to processes of how courses are administered and entered as well as new or changed processes.





View the How-To Information and Videos.

There are comprehensive how-to documents and videos available in the Resources section of the Learning Center. It is especially important to view the How-To Videos for the following topics:

- Overview of the Red Cross Learning Center Instructor Portal
- Overview of the Red Cross Learning Center Student Portal (provides instructors/partners a view of what students who take blended or online learning will see and have access to).

Other critical videos to help you get started include:

- How to Set-Up, Manage, and Close Out Blended Learning Classes NOTE: Red Cross instructors will not
 set up blended learning classes but will manage and close out the blended learning classes.
 - How to Request and Use Student Vouchers for Blended Learning
- How to Report a Course Through Course Record Entry NOTE: Red Cross instructors will not report classes using the Course Record Entry function.