



Advanced Stroke Life Support® Curriculum

GUIDELINES FOR USE

For Training Centers and Instructors

March 11, 2016



UNIVERSITY OF MIAMI
**MILLER SCHOOL
of MEDICINE**

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Gordon Center for Research in Medical Education
Advanced Stroke Life Support® Curriculum
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INTRODUCTION

Advanced Stroke Life Support® (ASLS®) is a course that addresses the prehospital, emergency department, and inpatient hospital management of patients with acute stroke, incorporating interactive discussions, hands-on workshops, video cases and standardized patient simulations. It was developed by the Michael S. Gordon Center for Research in Medical Education (GCRME), a Center of Excellence at the Leonard Miller School of Medicine of the University of Miami. Course materials are available to healthcare and educational institutions, emergency response and/or transportation entities, governmental or district agencies. A licensed registered or advanced practice nurse, physician, physician assistant or certified paramedic with experience in teaching may qualify for training to become an ASLS® instructor.

As first released in 1998, the ASLS® curriculum was designed for EMS responders, and a prehospital-only version remains available. Early in its development, however, at the urging of neuroscience nurses and stroke neurologists, the curriculum was expanded to add hospital-based content. The version that includes care in the emergency department and as an inpatient, *ASLS® for Prehospital and Hospital Providers*, is suitable for all audiences. From the onset, ASLS® was intended for widespread dissemination using a train-the-trainer strategy, i.e., preparing others to teach the curriculum with ready-made course materials available for purchase.

With the significant expansion of ASLS®, it became apparent that we needed to enact measures to ensure quality control. Thus, in order to provide for greater standardization of instruction, more stringent requirements to achieve and maintain instructor status, and a reliable means to verify authenticity of training, we established a new infrastructure, with centralized oversight and comprehensive guidelines. This administrative manual outlines the standards of practice and policies that apply to those individuals and entities approved by the Gordon Center for authorized training of students and/or personnel utilizing the *Advanced Stroke Life Support®* curriculum and its instructional tools.

These guidelines are not expected to remain static but will evolve, in response to curriculum updates, changes to continuing education credit requirements, identification of new issues that need to be addressed, and to accommodate ongoing expansion in the number, geographic, and professional distribution of institutions and instructors utilizing ASLS®. It is, therefore, incumbent upon users to refer often to the ASLS® resource website to take note of announced changes and gain ready access to the most current guidelines.

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GLOSSARY

ANCC American Nurses Credentialing Center

A subsidiary of the American Nurses Association, its mission is to promote excellence in nursing and health care globally through credentialing programs that ensure participants the program meets professional standards for continuing nursing education.

ASLS®Advanced Stroke Life Support®

A curriculum that addresses the prehospital, emergency department, and inpatient management of patients with acute stroke, incorporating interactive discussions, hands-on workshops, video cases and standardized patient simulations.

CECBEMSContinuing Education Coordinating Board for EMS

Established in 1992 by a group of six national sponsoring organizations to lead the accreditation of EMS continuing education.

CEUContinuing Education Unit

A point awarded to a professional person by a professional organization for having attended an educational program relevant to the goals of the organization. Many states require professionals in various fields of healthcare to obtain a specific number of CEUs annually for re-licensure or maintenance of certification.

Contact Hour

Continuing education for nurses defined as 60 minutes of an organized learning activity, didactic or clinical.

CV Curriculum Vitae

An outline of a person's educational and professional history, including academic publications and achievements.

GCRME Gordon Center for Research in Medical Education

A designated Center of Excellence of the University of Miami, Miller School of Medicine, established some 50 years ago for the application of advanced technology to medical education for medical students, physicians, physician assistants, nurses, paramedic/firefighters and educators.

Instructor Potential

The quality of an individual who, having demonstrated exceptional aptitude, skills, and knowledge, is evaluated as likely, with training, to succeed as an effective trainer.

Instructor Registry

Pool of trained instructors aligned with a registered ASLS® training center and approved by GCRME to conduct ASLS® provider courses

MEND Exam..... Miami Emergency Neurologic Deficit Examination

TC..... Training Center

Provider of continuing education for healthcare professional through teaching of Advanced Stroke Life Support®.

University or UM University of Miami

With more than 15,000 students from around the world, a private research university that includes the Leonard M. Miller School of Medicine, an academic medical center founded in 1952, serving South Florida, South America and the Caribbean in education, research, patient care and community service.

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TRAINING CENTERS

Becoming a Training Center

Training Center (TC) refers to healthcare or educational institutions, emergency response and/or medical transportation entities, governmental or district agencies engaged in authorized training of students and/or personnel utilizing the Advanced Stroke Life Support® curriculum and its instructional tools. To become an ASLS® TC requires:

- Legitimate ownership of a curriculum package or instructor toolkit
- Trained ASLS® instructors (the recommendation is for at least four to accommodate scheduling at least two per class and maintaining appropriate instructor-to-learner ratios)
- Current course materials for those to be taught
- Submission of a [Training Center Online Application](#) with signed acceptance of the [terms and conditions](#).
- Adherence to all ASLS program guidelines and updates.

Participation as an Advanced Stroke Life Support® Training Center is subject to prior approval by the GCRME and continued compliance with the policies and procedures as described in these guidelines. Training Centers may register with the Gordon Center related organizations—such as affiliated hospitals, alternate campuses, or supporting agencies—as satellite sites, authorized to conduct ASLS® training under its auspices; however, satellite sites operate only under the supervision of a TC, which is accountable for its actions.

Overall Roles and Responsibilities

Training Centers are responsible for ensuring that:

- There is a designated TC Coordinator to serve as primary contact and liaison with the Gordon Center regarding administration of ASLS® training;
- All courses it presents, and those of any satellite sites it authorizes to teach ASLS® courses under its auspices, conform to the requirements of these guidelines and the ASLS® curriculum as set forth in the ASLS® Instructor Manuals;
- Its employees and volunteers, staff, and instructors conduct themselves according to the codes of conduct outlined in these guidelines, abiding by the spirit and intent of non-discrimination, disclosure and resolution of conflicts of interest, respect for privacy and confidentiality, professional objectivity and comportment, and a commitment to providing educational quality in a positive learning environment;
- Instructors teaching its courses have the appropriate credentials to teach ASLS® and fulfill the roles and responsibilities of an instructor.

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- Instructors aligned with it are promptly reminded of all postings by the GCRME regarding changes to science, the curriculum, or administrative policies and follow through on completing any updates or renewal courses as required by the Gordon Center;
- Rosters, agendas, and a composite summary of learner course evaluations are electronically submitted to the GCRME within 10 business days of the conclusion of the class;
- Each learner who successfully completes an ASLS® course is issued within 30 days of the class, an official course completion certificate with wallet card valid for two years;
- Any disputes, complaints, or problems that arise from one of its courses, or that of a satellite training site, are promptly managed (at least to the minimum standards set forth in these guidelines), and that the Gordon Center is notified if satisfactory resolution cannot be reached;
- Communication from the GCRME, including invoices for training, course materials, and learner certificates, are attended to promptly.

TC Coordinator

The TC Coordinator is not required to be a healthcare provider or an ASLS® instructor but should, as the primary liaison on the administration of ASLS® training, be familiar with the requirements for running an ASLS® course. It is up to the TC Coordinator to see to it that the training center meets its obligations, as outlined above, and also to:

- Designate the TC representatives (up to two in addition to him/herself) to be granted secured access to GCRME sites for inputting and retrieving data and downloading resources;
- Ensure that all course presenters qualified as content experts, but who have not completed an ASLS® instructor course, have submitted for and been accepted into the instructor registry prior to teaching at any ASLS® class.
- Ensure each class has a designated Course Coordinator;
- Notify the GCRME immediately of any breaches regarding examination security, misuse of instructor or course materials, unauthorized access to learner or class data, and inappropriate or fraudulent issuance of course completion documentation.

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Course Coordinator

The course coordinator is a member of the academic staff tasked with administrative management of an ASLS® class. The course coordinator must be an ASLS® instructor and on site to supervise the class. It is the responsibility of the course coordinator to ensure the class conforms to the requirements of these guidelines and the ASLS® curriculum as set forth in the ASLS® Instructor Manuals and to promptly report any incidents to the TC Coordinator. TCs may have multiple instructors who fulfill the functions of course coordinator, but each class must have one designated course coordinator so the lines of authority are clear.

Course Fees

For the ASLS® provider classes it presents, the TC has the option of setting and collecting from participants a course fee but must clearly communicate to its learners in advance of training:

- The full amount charged
- What is covered by the fee (course completion certificate & card, provider manual, etc.)
- Under what circumstances the fee may be forfeited or refunded, in part or in full
- The method of, and deadline for, payment.

If the amount of the fee exceeds the [TC's out-of-pocket costs payable per learner](#) to the Gordon Center, the TC must include the following statement on its course notices:

Only a portion of the course fee represents revenue to the University of Miami Gordon Center for Research in Medical Education, developer of the Advanced Stroke Life Support® curriculum.

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INSTRUCTORS

Becoming an Instructor

The requirements to become an ASLS® instructor are:

- Active licensure or certification in one of the following healthcare professions whose responsibilities include caring for patients at risk for a stroke
 - Registered nurse
 - Advanced practice nurse (nurse practitioner or certified nurse specialist)
 - Physician
 - Physician Assistant
 - Paramedic
- Education experience as a trainer or adult educator (minimum 6 months recommended)
- Alignment with a registered ASLS® TC authorized by the GCRME to teach the curriculum
- Successful completion of an ASLS® Instructor Course, which has as prerequisites:
 - Completion within prior year of an ASLS® Provider Course with a minimum posttest score of 84%
 - Documentation from TC attesting to instructor potential
- Timely submission to the Gordon Center of:
 - Completed [Instructor Registry application form](#) including digital signature accepting terms and conditions
 - Current CV
 - [ANCC Biographical Data Form](#), with conflict of interest disclosure statement

The above must be submitted electronically via the Internet, according to instructions provided by the Gordon Center. Eligibility for the Instructor Registry expires on the 46th day following successful completion of an ASLS® instructor course. Submissions received within 30 days of the date of the instructor course are processed at no additional charge. Those submitted after 30 days will incur a late fee of \$15.

Instructor Card

Upon successful completion of an ASLS® instructor course and submission of the required documents listed above, a candidate will be issued an ASLS® instructor wallet card and certificate as evidence of membership in the ASLS® Instructor Registry and authorization to teach ASLS® classes under the auspices of a registered TC. The wallet card, included as part of the instructor course fee, includes a series of unique numbers linked to the Gordon Center database for verification of authenticity. Instructor status must be renewed by the 2-year expiration date indicated on the card.

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Grandfathering In Process

Those who became an ASLS® instructor prior to February 2011 may apply for current ASLS® instructor status if they:

- Completed an ASLS® instructor course taught by Gordon Center faculty or one of the instructors authorized by the GCRME to conduct instructor courses
- Stayed current with the ASLS® curriculum updates
- Actively taught ASLS® classes in the previous two years.

For consideration, candidates must submit to the Gordon Center the same documents as listed above for new instructors. Upon acceptance in the Instructor Registry, the applicant will be afforded access to complete a free, web-based, mandatory Instructor Update which culminates in the ability to generate an ASLS® instructor card with an expiration date of two years from the posttest date. Instructors may only continue teaching upon alignment with a registered ASLS® TC authorized by the GCRME to teach the curriculum.

Maintaining Instructor Status

In order to be eligible to renew their credentials, instructors must:

- Teach at least four ASLS® classes within the two-year cycle
- Be instructors in good standing, abiding by the accepted terms and conditions, including adhering to the codes of conduct delineated in this document
- Complete any required instructor updates
- Submit electronically to the Gordon Center prior to expiration:
 - A renewal application form
 - Up-to-date CV
 - New biographical data form, with conflict of interest disclosure statement
 - Confirmation of affiliation with TC.

Since TCs are required to submit class agendas with instructor names and assignments for each course conducted and such records are maintained in the Gordon Center database, there is no need to provide evidence of compliance with the teaching requirement, unless requested by the Gordon Center. Upon satisfying the renewal requirements, the instructor will be issued a new ASLS® instructor card, effective for another two-year period.

The requirement to teach a minimum of four courses in two years as listed above may be waived under special circumstances, including but not limited to:

- Call to active military duty, for an instructor who is in the military reserve or National Guard
- Illness or injury to the extent it requires a leave from employment or teaching duties
- An insufficient number of courses offered in an area due to lack of audience, delay of course materials, or suspension of training by the instructor's TC beyond the instructor's control and the lack of an available alternate TC.

Determinations will be made on a case-by-case basis.

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Revocation of Instructor Credentials

A TC may revoke the alignment privilege of any instructor who fails to act in accordance with the policies and procedures laid out in these guidelines, the ASLS® instructor manuals, or the TCs own internal regulations. The TC must immediately notify the Gordon Center in writing of the revocation and cause behind it.

The Gordon Center reserves the right to investigate complaints brought to its attention and to exercise disciplinary measures deemed appropriate. The GCRME will respond in writing to the instructor with its ruling, within 15 business days of receipt of a written report and all requested documentation. The GCRME will consider whether to grant the instructor permission to continue as an ASLS® instructor by identifying and aligning with an alternative TC or to temporarily or permanently revoke instructor credentials.

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Instructor Resources

Instructors are issued instructor manuals when they take part in an instructor course. Updated editions of the instructor manual are available for purchase by TCs for their instructors. Teaching materials, such as the slides, posters, pre-, post- and retests, answer sheets and keys, are made available for instructor use by the TC.

Members of the ASLS® Instructor Registry are enrolled in an email ListServ through which scientific, curricular, and administrative updates are periodically disseminated. TC Coordinators and designated TC representatives are provided secured access to an ASLS® TC Resource Site with downloadable digital files, which they make available to instructors as appropriate. Posted items include:

- Examinations and answer keys
- Agendas
- MEND Checklists
- Learner course evaluation form and summative tally sheet
- Optional Learner Registration Form
- Template for uploading class and learner data

Users are expected to respect the copyright of such materials and utilize only as intended.

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ASLS® CLASSES

Who Can Teach

ASLS® classes may only be conducted by those with ASLS® instructor credentials working under the auspices of a registered and authorized ASLS® TC. ASLS® instructors may teach at classes presented by any registered and authorized ASLS® TC; they are not restricted to the TC with which they are aligned. ASLS® instructors trained only in the curriculum for prehospital providers may teach a course to hospital personnel but not the hospital component, which must be presented by an instructor with credentials for the combined course.

An individual whose professional education and experience provides them sufficient knowledge in the subject area to be considered a **content expert** may present a lecture or assist in practical skills stations during an ASLS® course so long as, in advance of the class, the expert:

- Becomes familiar with the ASLS® course material by reading the relevant section(s) of the instructor manual, both slides and instructor notes
- Agrees to adhere to the ASLS® program guidelines
- Registers with the Gordon Center in advance of the class, following the same process via the Internet as trained instructors:
 - Completing and submitting a profile form
 - Submitting a curriculum vitae
 - Completing a conflict of interest disclosure form.

Upon acceptance, content experts are issued a wallet card and certificate reflecting their special status and limited authorization to teach ASLS®. Content experts may not constitute more than 50% of the faculty for a given class. If while credentialed as a content expert an individual completes the requirements to become an ASLS® instructor, his/her status will be updated and new documentation provided in the form of an instructor card and certificate, effective for a 2-year period commencing with the date of instructor course completion.

Instructors and content experts teaching ASLS® are supervised by the designated Course Coordinator for the class, who is accountable to the TC Coordinator. The Course Coordinator ensures the class conforms to the requirements of these guidelines and the ASLS® curriculum as set forth in the ASLS® Instructor Manuals. See [Class Coordination](#) for specific responsibilities of managing a class.

Who Can Attend

The ASLS® curriculum is designed for practitioners and students, of all healthcare professions, who may be called upon to treat patients that are at higher risk for or are showing symptoms of a stroke. TCs may only present the ASLS® course—prehospital-only or hospital and prehospital—specified in their agreement. TCs are not limited to teaching their own students or employees but may include other individuals.

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Class Coordination

The TC is responsible for administering its ASLS® classes. This includes:

- Physical facilities
 - Classroom set up (with separate area or room for breakout session for classes with both prehospital and hospital audiences)
 - Adequate space for practical skills stations
- Equipment
 - Audiovisual (projector, screen, sound system)
 - Bed, stretcher, or table for patient examination
- Availability of course materials
 - Course agenda
 - Provider manuals
 - Pretests, posttests, retests and answer sheets
 - Posters
 - Pocket guides for learners
 - Post-course evaluation forms
- Advance communication with prospective participants - via flyer, brochure, email, Internet, or Intranet
 - Statement of the requirements for satisfactory course completion
 - Passing posttest score of 72%
 - Minimum of 84% on posttest to qualify for ASLS® instructor course
 - Start and end times, location
 - Continuing education credit granted for successful completion of full course only
 - Proper disclosure of any commercial support or conflict of interest on the part of the TC and/or any presenters and resolution
- Registration of learners
 - Collection of required learner profile data (sample learner registration form provided but not required)
 - Scheduling of ASLS® instructors
 - Verification of instructor or content expert credentials as evidenced by a current instructor card
 - Assignment of specific teaching responsibilities
 - Adequate number to maintain at least a 1:6 instructor-to-learner ratio
 - Payment of any salary, honoraria, or other expenses
- Administration and grading of tests
- Distribution and collection of confidential learner evaluations and summation of results
- Secured electronic data submission to the Gordon Center
- Dissemination of combined course completion certificates and wallet cards.

The above are typically duties of the Course Coordinator, but they may be delegated in whole or part as deemed appropriate by the TC. Academic supervision of the instructors and learners, however, must remain the responsibility of the Course Coordinator.

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Presentation of Course

The TC must ensure that instructors:

- Use the most current version of the ASLS® curriculum
- Adhere to the objectives and course content as provided
 - Utilize only an approved and provided agenda template
 - Any reference to specific local or regional procedures or protocols must be in addition to, not in place of, the material in the ASLS® course.
 - All material is presented, the segments are presented in succession, and the total time span does not exceed 10 days if presented in multiple sessions, as allowed, rather than in a single day.

Learner Assessment – Written Examinations

All tests are multiple choice examinations based on course learning objectives. The pretest should be administered very soon after welcoming remarks. It is designed to measure the learner's base of knowledge prior to the course. For that reason, learners are not encouraged to engage in special preparation before class nor are course materials made available in advance of class. The posttest is taken immediately following the interactive review utilizing the participatory *"Who Wants to be a Strokologist?"* game. The retest is to be administered to those who score below 72% on the posttest.

Test Administration

When conducting written exams, instructors should:

- Ensure the room is quiet and conducive to testing
- Distribute written exams only after the learners have been seated
- Direct the learners how to mark their answers on the answer sheet
- Have at least one instructor remain in the room at all times as proctor.

Instructors may read test questions to learners with disabilities or language barriers that inhibit their ability to take a conventional written exam on their own. This should be done so as not to disturb other test takers.

Test Security

Tests and answer keys downloaded from the TC Resource Web Site should be stored and handled securely at all times. Blank answer sheets should be utilized with test booklets, which should each be numbered to facilitate tracking and ensuring all are collected and properly secured. Learners may be shown a test after grading for the purposes of review and remediation, but are not allowed to leave the premises with any test.

Test Scores

Learners must have a posttest score of at least 72% in order to pass the course and be issued continuing education credit. Those not achieving the required minimum score should be brought to the attention of the course coordinator, who can advise and facilitate the learner retesting. A different version of the test labeled Retest, is to be administered after a review session with an instructor or at a later date,

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within 30 days. Such learners should be assigned a final grade of Incomplete. Learners unable to score at least 72% on a retest should be advised to retake the course.

Those who scored between 72% and 78% on the posttest may benefit from a session with an instructor who, can explain the correct answers to the missed questions. Whether such a session takes place after class or is scheduled for another time is at the discretion of the course director.

Participation in an ASLS® instructor course requires a minimum posttest score of 84%. Qualifying learners who have also demonstrated instructor potential should be informed of their eligibility and advised of the process of achieving and responsibilities for maintaining ASLS® instructor status. The TC must provide written documentation of the individual's qualifications and acceptance for TC alignment as a prerequisite for the instructor course.

Skills Practice

The ASLS® curriculum incorporates hands-on application of practical skills in morning and afternoon sessions, utilizing “simulated standardized patients,” individuals who have been carefully coached to portray an actual patient, presenting the complete disposition of the patient—not just the history, but also the body language, physical findings, and characteristics. If standardized patients are not available, instructors may serve in that capacity for the stroke syndromes session. The instructor manuals provide simulation guidelines and MEND Exam answer keys that instructors may use to assess whether or not what learners recorded on their MEND checklists are correct.

Learner Evaluations of Course

Learner evaluations collect valuable feedback on the effectiveness of the curriculum and the instructors who teach it and are a useful tool for improving the future delivery of the course. Anonymous end-of-course evaluations are required to be completed by all class participants. The GCRME provides a single evaluation form in PDF format, used for all versions of ASLS®, that satisfies the requirements of continuing education granting bodies. TCs may use as provided or replicate in a different format to facilitate computerized administration or machine scanning. TCs may add to but not otherwise edit the content of the evaluation form.

Evaluation forms are to be disseminated at the conclusion of the class and completed by learners after the written posttest. No names or other identification of learners are to be required, and provisions must be made for learners to return completed forms to a central box or envelope in the classroom in order to maintain privacy. The Course Coordinator is responsible for submitting the evaluation forms, along with the tests and other documents, to the TC Coordinator.

TCs must prepare and submit to the GCRME a composite report of the learners' evaluations of the course. A template worksheet for reporting summative results is provided as a Word file to facilitate typed entry of rating totals.

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Documentation of successful course completion

Learners who satisfy the requirements of the provider course are issued a certificate and wallet card provided to the TC, after all data are submitted, in the form of individual PDF files for optional printing on a single page for each learner. TCs are also provided a composite PDF file containing all wallet cards & certificates for the class. The wallet card is valid for a two-year period, renewable by the end of the month two years after course completion.

Renewal of ASLS® provider card

To maintain an active ASLS® provider card, healthcare professionals must complete another Advanced Stroke Life Support® provider course of the appropriate version, presented by a registered ASLS® training center, prior to the end of the month indicated on their wallet card. Alternately, upon availability, those with a current ASLS® provider card may opt to complete an authorized Internet-based refresher course, upon completion of which, they will be able to generate a new ASLS® wallet card and course completion certificate.

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CONTINUING EDUCATION CREDIT

For Prehospital Providers

The Gordon Center is an organizationally accredited provider (#UMIA0005) of continuing education for emergency medical technicians and paramedics through the Continuing Education Coordinating Board for Emergency Medical Services ([CECBEMS](#)), a nationally-recognized non-profit established in 1992 by the following organizations:

- American College of Emergency Physicians
- National Registry of Emergency Medical Technicians
- National Association of Emergency Medical Services Physicians
- National Association of State EMS Directors (now NASEMSO)
- National Council of State Emergency Medical Services Training Coordinators (now the Education and Professional Standards Council/NASEMSO)
- National Association of Emergency Medical Technicians to provide nationwide integrity and standards for EMS.

From its website, “CECBEMS organizational accreditation assures participants that all EMS continuing education offered by a CECBEMS-accredited organization has undergone a sound, rigorous planning process and will be implemented and evaluated to ensure a quality educational experience.”

Successful completion of an ASLS® for Prehospital Providers course presented and properly submitted by a registered and authorized TC earns 8 credit hours, which is noted in the CECBEMS-required format on the course completion certificate. The Gordon Center transmits to the accrediting organization the mandated data for learners earning CECBEMS credit hours, so long as the necessary information is provided by the TC. The following learner information is required in order for CECBEMS continuing education credit to be valid:

- Full name
- Home City
- State
- Zip code
- Phone number
- EMS profession
- State of license or certification
- License or certification number & expiration date
- National Registry number (if applicable) & expiration date.

Most state boards of EMS recognize and automatically honor CEUs earned by CECBEMS-approved courses, but there may be exceptions. TCs that train prehospital providers are urged to verify continuing education requirements and procedures with their local and state agencies.

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For Nursing Professionals

The Gordon Center for Research in Medical Education was awarded Accreditation with Distinction, the highest recognition awarded by the Accreditation Program of the American Nurses Credentialing Center (ANCC), effective through March 31, 2018. The statement below will be on the certificate earned by those who successfully complete the ASLS® for Hospital and Prehospital course presented and properly submitted by a registered and authorized TC:

The Gordon Center for Research in Medical Education is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Most state boards of nursing or other oversight bodies automatically honor contact hours awarded for ANCC-approved courses, but there are exceptions, notably [California and Iowa](#), which require all live continuing education courses attended *within the state* to be offered by an approved state Board of Nursing provider. TCs that train registered nurses, or other professions that honor nurses contact hours, are urged to verify continuing education requirements and acceptance with professional organizations or licensing authorities. Similarly, nurses should check with their specialty certification boards regarding applying contact hours for ASLS® toward specialty certification.

The Gordon Center is the provider for all ASLS® for Hospital and Prehospital Providers classes for which a course completion certificate and wallet card combination is issued. TCs must subscribe to the requirements laid out in these guidelines. These encompass, but are not limited to:

- Advanced notice to learners of requirements for successful completion – learning goals, objectives and criteria for successful course completion in flyers, brochures, or other class announcements
- Disclosure by all presenters of any conflicts of interest and/or relevant financial relationships, and the mechanism for resolution of conflict
- Accepting no commercial support or sponsorship of classes
- Advising participants that neither the TC, the Gordon Center, , nor the ANCC endorses any commercial products that might be referenced during ASLS® class discussion
- Adhering to the course objectives and teaching curriculum content as designed
- Utilizing the learner evaluation form provided by the Gordon Center or an adaptation that maintains the content.

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COURSE MATERIALS

What the Instructor Needs

In order to present an ASLS® class, the instructor must have:

- Pretests, learner answer sheets, and answer key
- Course Agenda
- Course slides
- Posters for practical skills stations (Hospital and/or Prehospital)
- *Who Wants to be a Strokologist?* interactive review game
- Posttests, learner answer sheets, and answer key
- Post course learner evaluation forms
- Retest, learner answer sheets, and answer key.

These teaching materials make up the curriculum package and are the property of the TC, which furnishes them to instructors for the purpose of the class. Updated or additional DVDs, extra or replacement posters, and digital tests, keys, and forms are available only to registered TCs.

Each TC is allowed up to three people, one of which is the TC Coordinator, granted credentials to log onto a secured TC Resource website, from which tests, answer keys, answer sheets, learner evaluation forms, and other operational and reporting tools can be downloaded for use by the training center. TCs are to ensure any and all downloaded digital files are properly stored in a secure manner.

What the Learners Need

Participants in ASLS® classes must have the use of the appropriate provider manual for the duration of the training. TCs are permitted to reuse a classroom set of provider manuals, as long as they are the current edition and learners are provided their own laminated pocket guide to keep. Together, the provider manual and laminated pocket guide constitute a provider learner package. Provider learner packages are priced with discounted rates based upon the quantity ordered. Pocket guides are also available separately, at discounted rates in sets of 50.

TCs that utilize a class set of manuals are urged to purchase and have on hand a number of provider manuals for sale to individual learners interested in owning a copy. Such transactions are to be limited to those who have taken part in an ASLS® course.

Placing Orders

Who

TCs that train other than their own students or employees may facilitate the direct purchase of provider packages (only) by those learners' schools, institutions or agencies. This requires notifying the GCRME in writing to provide authorization, including the planned class date, location, projected number of

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learners, and name and contact information for the organization and the individual who will be the liaison. TCs are ultimately responsible for payment if the vouched-for organization defaults.

How

Orders for course materials are placed electronically at <https://www.nationsprint.com/clients/asls/> upon establishing a user name and password. An order confirmation that lists the items and prices, along with shipping charges, can be printed. Purchase orders are acceptable. All orders include:

- Description of each item, including reference to version (prehospital only or with the hospital component for manuals; prehospital or hospital for posters and pocket guides)
- Quantity
- Delivery address, and to whose attention, if applicable
- Contact information of person placing the order
- Billing address, and to whose attention, if applicable.

Upon submission of an electronically placed order, the user may print a copy of the order confirmation, detailing the line item costs, including shipping. A more formal written price quote or advance invoice can be provided upon request to the Gordon Center.

When

It is recommended that TCs place orders for course materials at least three weeks prior to the class date and check well in advance that the order is accurate, complete, and free of damage. DVDs should be tested promptly upon receipt, on the computer to be used for the class, to ensure full functionality and eliminate as much as possible the occurrence of technical difficulties on class day.

In exceptional cases and pending availability, orders may be shipped on a rush basis, with additional charges assessed.

Return Policy

Dysfunctional or damaged goods

Products that arrive damaged are exchangeable at no additional charge. Claims for damaged shipments must be submitted in writing to the Gordon Center within three (3) business days of receipt. The request should describe in detail what is damaged and how extensively, including itemizing the quantity affected. The Gordon Center will determine if the damaged items are to be returned and, if so, provide instructions for shipping at its expense.

Errors or omissions

Orders that are missing items or contain the wrong version will be corrected at no charge. The Gordon Center must be notified in writing of any shortages or errors within three (3) business days of receipt. The request must specify the item and quantity in question. The Gordon Center will advise the purchaser if unordered items are to be returned and, if so, provide instructions for shipping at its expense. Returned items should be returned in the same condition as when they were received.

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Other returns

With prior authorization, the Gordon Center will accept product returns for a full credit toward future orders on the purchaser's account, less shipping charges, as long as:

- Returns are received by the GCRME within 30 days after delivery
- Items arrive in the same condition as when purchased
- The purchaser pays the cost of the return shipment.

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PROCESSING CLASS DATA

Secured Online Access

Each TC is allowed up to three people with credentials for logging on to a secured website for uploading its ASLS® learner and class data. The TC Coordinator is automatically one of the three and is responsible for assigning up to two other individuals, transmitting their information to the Gordon Center, and notifying the GCRME of any requested changes in permissions.

TCs that have registered related organizations (such as affiliated hospitals, alternate campuses, or supporting agencies) as satellite training sites teaching ASLS® classes under their auspices may petition the GCRME for additional users to be granted log-on credentials. Such determinations will be made on a case-by-case basis. The level of access – whether restricted to just the satellite training site or allowed all TC data – is up to the TC Coordinator.

Recording Data

Learner and class information

Type into an Excel template provided by the Gordon Center, so the data can be uploaded digitally to the database. For mixed audience classes, prepare two Excel files: one for prehospital and one for hospital.

- All fields must be filled in
 - Middle name/initial and/or secondary profession fields may be left blank if not applicable
 - Last 4 SSN – if non-American without SSN, enter 0000
 - Employer
 - If TC employee, you can enter “TC” for the sake of expediency
 - For non-employees:
 - Spell out full employer name at least for first reference
 - If an affiliated organization with similar name (for example a different college campus), provide a descriptor to distinguish from TC (e.g., South Campus)
 - Professional Certification/License fields
 - Profession – use one of the following acronyms (no periods, all caps), only:
 - RN
 - ARNP
 - CNS (certified nurse specialist)
 - CRNA (certified registered nurse anesthetist)
 - LPN
 - EMT-P (for paramedic)
 - EMT (for basic or immediate)
 - NREMT (for National Registry EMT)
 - NREMT-P (for National Registry paramedic)
 - MD

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- DO
- PA
- RRT (registered respiratory therapist)
- CRT (certified respiratory therapist)
- PT (physical therapist)
- State of Issue – use capitalized 2-character postal abbreviation
- Certificate Number – according to state’s or agency’s standard
 - Include letter prefixes and hyphens, if any
 - Example: RN12345 or PMD6789 in FL
 - Example: 26NO08765493 in NJ
 - Must have certificate or license number
- Expiration date:
 - Format: mm/dd/yy or mm/dd/yyyy
 - End of month expirations, use last day of the month, e.g., 06/30/16 or 05/31/15, etc.
- Tests – just the score, without %, no decimals
- If the learners does not have a secondary professional certification, leave those fields blank
- Add additional rows as needed
- Class information
 - Information to provide:
 - Course: ASLS® [and audience] – prehospital only, hospital only or hospital & prehospital
 - Class date
 - Class site
 - On-site = TC address
 - Off-site
 - Name of institution
 - Address, City, State
 - Include in the Excel file name
 - Example 1: ASLS.P only 01-15-16 at TC Hospital Name.xlsx
 - ASLS P-H 01-22-15.TC Name. at Anytown Hospital.xlsx

Assign instructors to the agenda

- Provider course agenda templates are downloadable as Word files from the TC Resource Website, to which TC Coordinators are granted secured access
 - ASLS® Agenda for Hospital & Prehospital Audiences (when taught together through the use of afternoon breakout sessions)
 - ASLS® Agenda for Prehospital-Only Audience
 - ASLS® Agenda for Hospital-Only Audience
- Open the appropriate Word file
- Place the cursor above the top horizontal line and to the right margin until a down arrow appears and left click the mouse to reveal a hidden column along the right margin
- Type the name of the instructor(s) in the right column by each presentation s/he taught

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- Print for distribution to class participants
- Save the file for uploading to the Gordon Center

Learner Evaluation Composite Summary

The results of the individual learners' course evaluations must be tallied.

- Complete manual or machine totaling of individual learner responses for each rating, i.e., how many gave a rating of 1 for strongly disagree, 2, 3, 4, or 5 for strongly agree for each question on the learner evaluation form
- Open the Word file, "Summary Report Form – Tallying of Learner Evaluations for All Audiences"
- Refer to completed tally worksheet and beside each item rated, type the total number of learner responses for the respective ratings, i.e., how many gave a rating of 1 for strongly disagree, 2, 3, 4, or 5 for strongly agree
- Use the tab key to move from one cell to the next
- After all totals are entered, compare once again to the tally worksheet to check for errors, correcting as needed.
- An open text box is provided to enter a summary description of learner comments, as well as specific comments that are deemed distinctive enough to detail.
- Save the completed file with a name including the TC, ASLS® course version and date for submission to the Gordon Center.

Uploading Required Documents

Security

Training centers are not to submit class data via regular (unencrypted) email to preclude the possibility of learners' personal information being compromised. To provide training centers the means to readily convey learner and class data in a secured manner, the Gordon Center utilizes Box, a cloud-based service facilitated by the University of Miami Information Technology Department. Box is HIPAA and HITECH (Health Information Technology for Economic and Clinical Health Act) compliant, with data encryption in transit and at rest. Details about the protections afforded by Box can be found at <https://community.box.com/t5/Account-Information/Box-HIPAA-And-HITECH-Overview-And-FAQs/ta-p/16>.

Step-by-Step Instructions

The Gordon Center creates a folder in Box for each training center. The TC Coordinator—and up to two additional designees—are added as collaborators and sent an automated message with a hyperlink. The TC-named folder is where all ASLS® class files from that TC are to be placed for retrieval by the Gordon Center.

1. Accessing the folder
 - a. The automated email includes a hyperlink to click
 - b. Users are advised to bookmark the site for easier future access
2. Creating a Box Account
 - a. The user name is the individual's email address
 - b. Users create their own passwords, one they will remember when prompted after clicking the link to the folder

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3. Before any files are uploaded
 - a. All files should be ready
 - i. Saved on the user's computer, server, or storage device in a folder with the class date and location (if off-site)
 - ii. Stored where they can be located easily for upload (in the same way one would attach to an email)
 - b. When logged in to The Box
 - i. Click on "All Files" near the top of the screen
 - ii. A folder with the TC name should be visible
 - iii. Click on the folder – make sure the folder name appears above the Upload button
4. Uploading
 - a. Click on the Upload button
 - b. Select Upload Folder from dropdown menu
 - c. A browser will open – navigate to the folder where the files are stored
 - d. Highlight the folder and click OK or double-click to upload
 - e. The folder should now be visible on screen
 - f. Double-click on the folder to make sure all files stored there appear
5. The Gordon Center will automatically be notified the files are uploaded
6. The uploader should receive an email confirming receipt within 1-2 workdays; if not, it is advised the uploader contact the Gordon Center to ensure the upload went through
7. The uploader will receive a follow-up email if there are questions or missing information needed
8. The Gordon Center downloads the files and empties the folders, so the TC folder should appear empty until the next upload
9. The uploader and/or TC Coordinator receive via email:
 - a. A single PDF with a page for each learner – as an electronic class record for the TC files and to facilitate printing for disseminating on paper
 - b. Plus, individual PDF files, one for each learner
 - i. Rename the files with learner names (the sub-files will just be distinguished by their order in the alphabetical list, i.e., FileName.1, FileName.2, FileName.3, etc.
 - ii. TCs may email the wallet card/certificate one-by-one directly to the learners

Course Completion Certificates and Wallet Cards

Each page consists of a 7" x 5" certificate of completion and a fold-over wallet card, with printed guide lines that can be followed with a scissor or paper cutter to detach. TCs that print the reports are advised to do so on white cardstock paper (65 lb. weight or more). The documents are formatted for use with a color printer, which is preferred, but TCs are permitted to print in black-and-white.

Information on both documents:

- Learner name
- Unique identifying number
- Name of course (and version)

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- TC name
- TC address
- Course director name
- Class (end) date

On the certificate only: continuing education information

- For hospital course – 8 contact hours, ANCC accredited
- For prehospital course – 8 CEUs, CECBEMS
- For either course – wallet cards with certificates documenting satisfactory course completion without continuing education credit are available upon request for TCs that wish to award their own credits or otherwise have this preference

On the wallet card only:

- Renewal date (end of month in two years)
- Place for learner signature

The unique number on each certificate and wallet card, generated by the GCRME database, links the learner, TC, and class and provides the means for verifying the authenticity of the documents. This built-in security measure, along with the ease of printing on readily available cardstock, means that TCs are free to reprint as needed. TCs should save the PDFs for later reference. This affords easy resolution of paper jams or printer errors and fulfillment of requests for duplicate or replacement documentation. Typographical errors or omissions should be promptly reported to the Gordon Center, and a corrected PDF will be provided.

Customer support

Should there be technical issues or unusual circumstances that preclude a TC from conveying data via Box and/or accessing course completion documentation, one of the registered users from the TC is advised to contact the Gordon Center for assistance. Hours of operation at the GCRME are:

Monday through Friday, 7:30 a.m. until 5:00 p.m.

If the issue cannot be promptly resolved, GCRME staff will work with TCs in an effort to find alternate means until the problem can be more fully addressed and corrected.

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COSTS

Curriculum Package

Training centers must have legitimate ownership of a curriculum package, either through direct purchase from the Gordon Center or from a grantor, such as a state department of health, stroke or educational consortium, or parent hospital. The curriculum package provides the instructor toolkit and the licensing to teach the ASLS® curriculum and register as a TC. The cost of the initial curriculum packages can be found in the price list in Appendix A, or online at www.gcrme.miami.edu and www.asls.net.

Course Materials

The charges for course materials are itemized in the price list in Appendix A. Shipping is additional. Course material costs are usually invoiced upon shipment and conveyed via e-mail. Invoices can be provided in advance of order fulfillment upon request.

Course Completion Certificates and Wallet Cards

There is a charge of \$15 per learner completion. TCs are invoiced on a monthly basis, on or around the 10th of the month, for charges accrued during the prior month.

Invoices

TCs should advise the GCRME if internal coding, such as a purchase order number, must be included on the billing statement. Invoices are disseminated as PDF attachments via e-mail addressed to the TC Coordinator, unless requested otherwise.

Remitting Payment

Accounts are due within 30 days of the invoice date. Payment should be sent to:

Eva Blanco
Gordon Center for Research in Medical Education
P.O. Box 016960 (D-41)
Miami, FL 33101.

Inclusion of the Gordon Center name and the locator code of D-41 helps ensure payment reaches the intended destination. Training centers that are part of entities that have another business relationship with the University of Miami and/or the Miller School of Medicine should proactively reach out to their disbursement departments to request a unique vendor record for the Gordon Center.

Contact the Gordon Center to facilitate payment via wire transaction.

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CODES OF CONDUCT

Non-Discrimination Policies

The University of Miami is committed to upholding the highest ethical and legal standards, in accordance with all federal, state, and local laws and regulations, and to promote a cooperative work and learning environment in which mutual respect exists for all students and faculty members.

It is the policy of the Gordon Center that all participants in activities of its Training Centers and TC Satellite Sites be able to enjoy an educational environment free of all forms of discrimination. No person shall, on the grounds of race, color, sex, age, disability, veteran status, religion, national origin or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment at any educational program or activity that has an affiliation with the University of Miami Gordon Center.

Sexual harassment is inconsistent with this objective and contrary to the University of Miami's policy. Sexual harassment is a form of sex discrimination that violates [Title VII of the Civil Rights Act of 1964](#) and includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual's body, sexually degrading remarks used to describe an individual, or unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that sexual submission or the lack thereof will be used as a basis for educational decisions affecting or interfering with an individual's salary, academic standing, or other conditions of employment, educational, or career development.

The [Americans with Disabilities Act of 1990 \(ADA\)](#) is a federal anti-discrimination statute which provides civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services and telecommunications. The ADA and the Rehabilitation Act define an individual with a disability as a person who has a physical or mental impairment that substantially limits one or more of an individual's major life activities; a history of such impairment; or being regarded as having such impairment. In keeping with the ADA, Training Centers commit to making a good faith effort to reasonably accommodate qualified individuals with disabilities at GCRME-related educational activities.

Conflicts of Interest

Conflicts of interest arise in situations in which presenters might use their positions to obtain private gain for themselves or others, such as those with whom they have family, business, or other ties. Conflicts of interest occur in situations in which a financial or other relationship may compromise, or appear to compromise, a presenter's professional objectivity in conveying educational information.

All planners and presenters must disclose the presence or absence of any potentially biasing relationship of a financial, professional, or personal nature by completing [a conflict of interest form](#) (a sample is appended to these guidelines). All potential conflicts of interest shall be resolved prior to the planning, implementation, or evaluation of the educational activity.

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A commercial interest is defined by the American Nurses Credentialing Center as “any entity either producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients, or an entity that is owned or controlled by an entity that produces, markets, re-sells, or distributes health care goods or services consumed by, or used on, patients. Exceptions are made for non-profit or government organizations and non-health care related companies. Commercial support is financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a CNE [continuing nurses’ education] activity. A sponsor is identified as an organization that does not meet the definition of commercial interest. Sponsorship is financial, or in-kind, contributions given by an entity that is not a commercial interest, which is used to pay all or part of the costs of a CNE activity.”

Commercial support, exhibits, or the presentation of research conducted by a commercial company shall not influence the design and scientific objectivity of any educational activity. As the provider of ASLS® courses, the Gordon Center prohibits TCs from seeking commercially-supplied funds for ASLS® educational activities. The Gordon Center, as a provider, must adhere to the [Standards of Disclosure and Commercial Support](#) appended to these guidelines.

Privacy and Confidentiality

Personal information from instructors, registrants, learners, and training center administrative staff is requested by the Gordon Center for the purpose of issuing continuing education credit and keeping accurate digital records of classes, learners, grades, course completions, instructor qualifications, and teaching assignments, to both satisfy requirements imposed by credentialing agencies and to exercise quality control over the use of the GCRME’s curricula and products. Unique identifiers, such as the last four digits of Social Security numbers, are collected as a means of verifying identity and protecting unauthorized access to information in our record system. Such personal information is obtained and transmitted securely and maintained by the GCRME with strict confidentiality to protect the privacy of individual registrants, learners, instructors, and administrative staff.

Training Centers are expected to respect the privacy and safeguard the confidentiality of all personal data collected and maintained relative to participation in GCRME-related activities, including pre- and post-course testing, skills competencies, remediation, and evaluations.

The GCRME will not disclose personally identifiable information from the education records of a learner without the prior written consent of the learner *except*:

1. To the TC Coordinator, administrators, or ASLS® instructors affiliated with the TC that collected and submitted the information arising from the learner’s participation in TC-sponsored ASLS® activities;
2. To the learner’s employer if participation in ASLS® training took place on duty or was in any other way underwritten by the employer;

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3. To accrediting organizations in order to carry out their functions;
4. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests and improving instruction PROVIDED that such studies do not disclose the personal identification of students by individuals other than representatives of the organization, and that the information will be destroyed when no longer needed for the purpose of the study;
5. To state and local authorities to whom information is required to be reported pursuant to any state statute;
6. To authorized representatives listed below, PROVIDED that such access is necessary in connection with the audit and evaluation of federally supported educational programs or in connection with the enforcement of or compliance with federal legal requirements which relate to these programs, or when such information is specifically authorized by federal law:
 - a. The Comptroller General of the United States;
 - b. The Secretary;
 - c. The U.S. Commissioner of Education, the Director of the National Institute of Education, or the Assistant Secretary of Education;
 - d. Secretary of Education;
 - e. State educational authorities;
 - f. Authorized representative of the Attorney General for law enforcement purposes;
7. To comply with a judicial order or subpoena, PROVIDED that the GCRME makes a reasonable effort, if allowed by law, to notify the student of the order or subpoena in advance of compliance therewith.

ASLS® learners may inspect and review their course and individual records maintained by the GCRME upon request.

The University of Miami has in place, and the Gordon Center adheres to, information security policies to ensure the confidentiality, integrity, and availability of information resources and data. University-wide Policy Number A155-010-01 is available for view from the University's website at https://it.miami.edu/_assets/pdf/security/BF_UMIT_Information_Security_Policy.pdf

Dispute Resolution

At a minimum, the following standard procedure should be followed to resolve any conflict that may arise between a learner and an instructor, or between two instructors, regarding what is taught in a course utilizing a Gordon Center curriculum or relevant to policies and procedures governing the teaching of the curriculum:

1. The instructor(s) research information in the relevant provider manual, instructor manual, or ASLS® Program Guidelines for Use;

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2. If the dispute is not satisfactorily resolved from researching the above-described resources, then the instructor(s) should consult the Course Coordinator on site;
3. If the Course Coordinator cannot satisfactorily resolve the dispute, then complaints about the contested issues should be submitted to the TC Coordinator in writing by:
 - a. A student who attended the course in which the problem arose; and/or
 - b. An Instructor or Course Coordinator with information about the problem.
4. If the TC Coordinator is unable to satisfactorily resolve the dispute within 14 days of being made aware of the problem, the TC must submit a description of the dispute in writing to the Gordon Center, including:
 - a. The name and address of the person making the complaint;
 - b. The name and address of the person and/or organization against which the complaint is made;
 - c. A detailed written description of the dispute, complaint, or problem, with reference to the appropriate rule, standard, and/or guidelines related to the matter;
 - d. A description of the attempts of the TC to resolve the matter.
 - e. Copies of all related correspondence, records, and other documentation.
5. The Gordon Center reserves the right to investigate all complaints brought to its attention and to exercise disciplinary measures deemed appropriate. The GCRME will respond in writing to the TC with its ruling on the dispute, within 15 business days of receipt of a written report of the dispute and all requested documentation.

Professionalism

TC Coordinator, administrators, support staff, and instructors are expected to conduct themselves in a professional manner, respectful of and sensitive and responsive to the individual needs of learners, faculty, staff, and colleagues. To ensure educational quality and a positive learning experience, the TC Coordinator and instructors should:

- Be prepared
- Demonstrate competence
- Dress in appropriate attire
- Convey a positive, helpful attitude
- Perform duties courteously and promptly
- Act honestly and fairly, and not make statements that are false, misleading, or deceptive
- Acknowledge problems and complaints and attempt to resolve them immediately
- Assume responsibility for maintaining a clean, safe, attractive work environment.

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Copyright

The *Advanced Stroke Life Support® (ASLS®)* curriculum is a hands-on course for healthcare professionals developed at the Michael S. Gordon Center for Research in Medical Education of the University of Miami, Miller School of Medicine. The curriculum and all teaching tools associated with it are unique and only available from the University of Miami Gordon Center for Research in Medical Education. Only those authorized by the GCRME may conduct training of students and/or personnel utilizing the ASLS® curriculum and/or its instructional tools.

Training Centers agree not to edit or reproduce, in whole or in part, ASLS® teaching materials, without prior written authorization from the GCRME, and to prohibit Instructors and Satellite Training Sites from doing so. TCs also agree to safeguard their ASLS® Materials from improper, unsanctioned and/or unauthorized use or duplication by others and promptly report any known misuse to the GCRME.

TCs may purchase from the GCRME ASLS® materials for use in their Courses or for the Courses of their Satellite Sites, and they may sell relevant ASLS manuals to learners and/or instructors. Pre- and posttests may be reproduced only for administration during a course and shall be collected, accounted for, and kept in a secure location.

TCs may reproduce the MEND exam checklists downloadable from the TC Resource website for use in the provision of Courses and, if applicable, for application in a clinical setting by its personnel, including incorporating the checklist(s) into its electronic patient recordkeeping system. The TC must maintain the GCRME identification and copyright information and, except to add its name and/or logo, may not edit the files without express authorization.

Trademark

The ASLS® logo is a trademarked symbol, the use of which the Gordon Center authorizes:

1. By training organizations that have executed a TC Agreement with the GCRME, or by Satellite Sites that have been authorized to use the logo by their TC, only so long as that agreement is in effect;
2. For use in promoting electronically and/or in print an authorized ASLS® course, or the sale of corollary ASLS® course materials, in flyers, brochures, announcements, schedules, posters, advertisements, in mass media, and via the Internet;
3. As is, without any alteration or modification and not in a way to be construed as part of the TCs own name or logo.

The ASLS® logo may not be used by TCs on letterhead, business cards, building signage, course materials not produced by the GCRME, or specialty items (cups, t-shirts, pens, etc.), without express authorization in writing by the Gordon Center. A digital graphic file in high resolution is available by request.

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APPENDICES

Appendix A – ASLS® Course Materials Price List

University of Miami Gordon Center for Research in Medical Education, Division of Prehospital and Emergency Healthcare ADVANCED STROKE LIFE SUPPORT®				
COURSE	<u>ASLS-Prehospital</u> Stroke Prehospital		<u>ASLS-Hospital & Prehospital</u> Stroke Hospital	
PROVIDER REGISTRATION – at the Gordon Center • Course Fee + Provider Package	\$175 / learner		\$200 / learner	
INSTRUCTOR REGISTRATION – at the Gordon Center • Course Fee + Instructor Manual <i>Prior completion of provider course required</i>	\$200 / learner		\$225 / learner	
PROVIDER & INSTRUCTOR COMBO REGISTRATION • Course Fee + Provider Package + Instructor Manual <i>Discounted fee for registering for both courses at the same time</i>	\$300 / learner		\$350 / learner	
INSTRUCTOR CURRICULUM PACKAGE	\$3,000 • ASLS DVD-ROM set DVD 1: Course lectures DVD 2: Learning game • ASLS-P instructional posters x 4		\$5,000 • ASLS DVD-ROM set DVD 1: Course lectures x2 DVD 2: Learning game • ASLS-H instructional posters x 4	
PROVIDER PACKAGE(S) – for learners you train • Provider Manual • Pocket Guide	Quantity	Unit price	Quantity	Unit price
	1 – 9\$35.	1 – 9\$40.
	10 – 49\$32.	10 – 49\$37.
	50 – 99\$28.	50 – 99\$33.
	100 +\$25.	100 +\$30.
COURSE COMPLETION CARD & CERTIFICATE <i>For those trained in TC classes</i>	\$15 / learner <i>includes CECBEMS credit hours</i>		\$15 / learner <i>includes ANCC ontact hours</i>	
INSTRUCTOR MANUAL(S)	1.....\$40. 10.....\$340.		1.....\$45. 10.....\$380.	
ADDITIONAL DVD-ROM SET(S) <i>For those who purchased instructor curriculum package</i>	1.....\$125. 5.....\$500.		1.....\$125. 5.....\$500.	
POCKET GUIDE(S)	Prehospital pocket guide x 10.....\$40. Prehospital pocket guide x 50.....\$150.		Hospital pocket guide x 10.....\$40. Hospital pocket guide x 50.....\$150.	
OPTIONAL ADDITIONAL INSTRUCTIONAL MATERIALS	Prehospital poster x 1.....\$100. Prehospital poster x 5.....\$450.		Hospital poster x 1.....\$100. Hospital poster x 5.....\$450.	
Shipping costs are additional				

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Appendix B – Standards for Disclosure and Commercial Support from the ANCC

Content is extracted from 2013 ANCC Primary Accreditation Application Manual for Providers and Approvers

A commercial interest, as defined by ANCC, is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. Exceptions are made for nonprofit or government organizations, non-healthcare-related companies and healthcare facilities.

Commercial support is financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of a CNE activity.

Sponsorship is financial or in-kind contributions from an organization that does not fit the category of a commercial interest and that are used to pay for all or part of the costs of a CNE activity.

Organizations providing commercial support or sponsorship may not provide or co-provide an educational activity.

Content integrity of the educational activity must be maintained in the presence of commercial support or sponsorship.

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The potential for conflicts of interest exists when an individual has the ability to control or influence the content of an educational activity and has a financial relationship with a commercial interest,* the products or services of which are pertinent to the content of the educational activity. The Nurse Planner is responsible for evaluating the presence or absence of conflicts of interest and resolving any identified actual or potential conflicts of interest during the planning and implementation phases of an educational activity. If the Nurse Planner has an actual or potential conflict of interest, he or she should recuse himself or herself from the role as Nurse Planner for the educational activity.

*Commercial interest, as defined by ANCC, is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. Nonprofit or government organizations, non-healthcare-related companies, and healthcare facilities are not considered commercial interests.

The Nurse Planner is responsible for ensuring that all individuals who have the ability to control or influence the content of an educational activity disclose all relevant relationships** with any commercial interest, including but not limited to members of the Planning Committee, speakers, presenters, authors, and/or content reviewers. Relevant relationships must be disclosed to the learners during the time when the relationship is in effect and for 12 months afterward. All information disclosed must be shared with the participants/learners prior to the start of the educational activity.

**Relevant relationships, as defined by ANCC, are relationships with a commercial interest if the products or services of the commercial interest are related to the content of the educational activity.

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- Relationships with any commercial interest of the individual's spouse/partner may be relevant relationships and must be reported, evaluated, and resolved.
- Evidence of a relevant relationship with a commercial interest may include but is not limited to receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (stock and stock options, excluding diversified mutual funds), grants, contracts, or other financial benefit directly or indirectly from the commercial interest.
- Financial benefits may be associated with employment, management positions, independent contractor relationships, other contractual relationships, consulting, speaking, teaching, membership on an advisory committee or review panel, board membership, and other activities from which remuneration is received or expected from the commercial interest.

Conflict of Interest is considered an affiliation or relationship with a Commercial Interest Organization of as financial nature that might bias a person's ability to objectively participate in the planning, implementation, or review of a learning activity. All planners, reviewers, faculty, presenters, authors, and content reviewers are required to complete Biographical/Conflict of Interest forms.

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Biographical Data Form – 2013 Criteria

Section I: Demographic Data				
<input type="checkbox"/> Planners				
<input checked="" type="checkbox"/> Faculty/Presenters/Authors/content reviewer				
Name, Degrees & Credentials:				
If an R.N., nursing degree(s): <input type="checkbox"/> AD <input type="checkbox"/> Diploma <input type="checkbox"/> BSN <input type="checkbox"/> Masters <input type="checkbox"/> PhD				
<input type="checkbox"/> Home Address <u>OR</u>	Number and Street:		City:	State: Zip Code:
<input type="checkbox"/> Business Address				
Daytime Telephone Number (with area code):		Email Address:		
Present Position (Title):		Employer:		
Section II: Expertise				
PLANNERS: Describe your familiarity with the target audience: Not Applicable				
FACULTY / PRESENTERS / AUTHORS: Describe your expertise in this topic:				
Section III: Conflict of Interest				
All individuals who have the ability to control or influence the content of an educational activity must disclose all relevant relationships within the past 12 months with any commercial interest.				
<ul style="list-style-type: none"> Relevant relationships are relationships with a commercial interest if the products and services of the commercial interest are related to the content of the educational activity Commercial interest is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. 				
A. Is there a potential conflict of interest for you or your spouse/partner? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, list company(ies) with relationship:				
Check all that apply:	Category:	Name of commercial interest and description of relationship:		
<input type="checkbox"/>	Salary			
<input type="checkbox"/>	Royalty			
<input type="checkbox"/>	Stock			
<input type="checkbox"/>	Speakers Bureau			
<input type="checkbox"/>	Consultant			
<input type="checkbox"/>	Other			
Signature (enter name and check box below):				Date:
<input type="checkbox"/> By checking this box, I am approving my electronic signature appearing above and approving all the information Entered on this form.				

Click [here](#) to open actual form.

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Appendix C – Instructor Registry Application Instructions and Form

HOW TO APPLY FOR ASLS® INSTRUCTOR REGISTRY

BEFORE APPLYING:

- Open, complete, and save to your computer or storage device (including your first and last name in each file name) the posted pdf files entitled:
 - [Instructor Registry Application](#)
 - [Conflict of interest disclosure statement](#)
- Ensure an already-existing CV (resume)
 - Includes the required information by opening and reviewing the posted pdf labeled [Curriculum Vitae Template](#) provided as a guide
 - Has been converted into a pdf document. Visit this site for help changing your CV to a PDF using Word: <http://office.microsoft.com/en-us/word-help/convert-a-document-to-pdf-HA102850064.aspx>

TO BEGIN THE APPLICATION PROCESS:

- On the [ASLS Instructor Registry Application](#) webpage:
 - Select application type from the drop-down menu:
 - Prehospital (if you are not trained to teach the hospital module)
 - Hospital / healthcare (all audiences)
 - Click the apply button
- At the log in page:
 - If you have previously created an online learner account (left side of the screen):
 - Enter your e-mail address for user name and the password you created
 - Update or edit your profile as necessary
 - Click the continue button
 - If you have not yet created an online learner account at the Gordon Center:
 - Enter your name, email address, and the password you would like
 - If you have taken a face-to-face course from the Gordon Center in the past, please enter the additional information requested so we can match you to an existing record in our database
 - Follow instructions on the following screens to complete and confirm your profile information is correct

TO COMPLETE THE APPLICATION PROCESS:

- On the Instructor Application upload page
 - For each item to be uploaded:
 - Click on the Choose File button
 - Locate the file saved on your computer or storage device, labeled with your first and last name

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- Double-click or highlight and click ok
- When all three PDF documents have been downloaded, click the submit button to upload to the Gordon Center.

AFTER APPLYING:

An automated confirmation of your application will appear on screen and be emailed to the primary address in your profile. The review process may take up to 10 business days, more if you are contacted to provide additional information. Upon acceptance, you will be notified by email. Those trained before November 20, 2014 and are required to complete the web-based ASLS® Instructor Update will be provided log-in credentials and instructions for doing so. Upon completion of the update, they will be able to generate an ASLS® Instructor Card and certificate attesting to status in the ASLS® Instructor Registry. Those whose instructor course was taught with the most current version of the curriculum will be issued via email an ASLS® Instructor Card and certificate as a PDF attachment. Applicants who do not yet meet eligibility requirements will be advised of steps they may take to fulfill the criteria for instructor status.

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APPLICATION FOR ASLS® INSTRUCTOR REGISTRY		
Last Name:	First Name:	Middle Name or Initial:
Email address:		Best contact phone number (with area code):
TRAINING AS AN ASLS® INSTRUCTOR		
Date of instructor course completed:	Location (center name, city, state):	Course Sponsor (if applicable):
Instructor course version completed: <input type="checkbox"/> Hospital & Prehospital <input type="checkbox"/> Prehospital Only	Instructor course taught by: <input type="checkbox"/> University of Miami Gordon Center faculty <input type="checkbox"/> Other instructor Name of other instructor:	
ASLS® TEACHING RECORD – since becoming an instructor		
Number of ASLS® classes taught (approx.):	Date of last ASLS® class taught:	Sponsoring Organization for most recent class:
<input type="checkbox"/> I own an ASLS® instructor manual	Instructor manual version (from cover, including version number & © year):	
ALIGNMENT WITH ASLS® TRAINING CENTER		
Name of ASLS® Training Center (TC):		
ASLS® TC contact person:	Contact person email:	Phone (with area code)
<input type="checkbox"/> I need to be matched to an ASLS® TC		
PROFESSIONAL REFERENCE		
Full Name:	Position:	
Affiliation(s):		
Email address:	Phone (with area code):	
COMMENTS:		

Click [here](#) to open actual form.

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Appendix D –Terms and Conditions for ASLS® Training Centers

TERMS AND CONDITIONS FOR TRAINING CENTERS OF THE UNIVERSITY OF MIAMI, LEONARD MILLER SCHOOL OF MEDICINE, GORDON CENTER FOR RESEARCH IN MEDICAL EDUCATION, DIVISION OF PREHOSPITAL AND EMERGENCY HEALTHCARE

Advanced Stroke Life Support® (ASLS®) is a hands-on, interactive course with innovative training tools for healthcare professionals, developed by the University of Miami Miller School of Medicine Michael S. Gordon Center for Research in Medical Education (also referred to as the Gordon Center or the GCRME).

ASLS Training Center (TC) refers to healthcare or educational institutions, emergency response and/or transportation entities, governmental or district agencies engaged in authorized training of students and/or personnel utilizing the ASLS® curriculum and/or its instructional tools. Participation as an ASLS® Training Center is subject to prior approval by the GCRME and continued compliance with the policies and procedures as described in the ASLS® Program Guidelines, available in electronic format from www.gcrme.med.miami.edu or other URL as may be provided from time to time, or upon request from the GCRME.

By clicking ACCEPT you agree that you have read, understood, and will comply with the following terms and conditions for all ASLS® Training Centers. In addition, by clicking ACCEPT, you represent that you have all corporate power and authority to conduct business on behalf of your organization, and to execute, deliver and perform the obligations under this Agreement.

You may print the terms in their entirety for your review.

1. Definitions:

- a. *ASLS® Materials:* “ASLS® Materials” shall mean all materials published by the GCRME for use in teaching, evaluating, promoting, and managing the dissemination of ASLS®, including, but not limited to, provider and instructor manuals, exams, answer keys, slides, videos, posters, pocket guides, learner evaluation forms, and course completion certificates and cards.
- b. *Courses:* “Course” or “Courses” shall mean the approved GCRME courses listed but not limited to those itemized below in which Course Certificates and Cards will be distributed:
 - i. ASLS® for Prehospital Providers – Provider Course
 - ii. ASLS® for Hospital Providers – Provider Course
- c. *Rosters:* “Roster” or “Rosters” shall mean the list of participants in a Course, including each instructor and learner, with first and last names, the learner’s healthcare profession(s), identifying information pertaining to the license and/or certification(s) to practice said profession(s), last 4 digits of the individual’s Social Security number, date of birth, e-mail address, home city and state, employer, and written examination scores.

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- d. *Course Certificates and Cards*: “Course Certificates” and “Course Cards” shall mean digital and printed editions, combined on a single page and bearing the GCRME service marks and ASLS® logo, which TC shall distribute to learners pursuant to ASLS® Program Guidelines to indicate the individual successfully completed a Course.
- e. *Satellite Sites*: “Satellite Sites” shall mean organizations, such as affiliated hospitals, alternate campuses, or supporting agencies, engaged or authorized by TC to teach Courses under its auspices and for which TC will vouch that ASLS® Program Guidelines are being followed.
- f. *Instructors*: “Instructors” shall mean persons engaged or approved by the GCRME to teach ASLS® courses sponsored by TCs and/or Satellite Sites.
- g. *Content Expert*: “Content expert” shall mean a person with extensive knowledge or ability related to specific subject matter, based on research, experience, or occupation, qualifying the individual to register with the Gordon Center and participate as a presenter in an ASLS® course despite not having ASLS® instructor credentials.
- h. *ASLS® Program Guidelines*: “ASLS® Program Guidelines” shall mean the standards of practice and policies applied to TC, Satellite Sites, ASLS® courses, instructors, and learners, as issued and periodically amended and/or supplemented and provided to TC by posting on the designated website.

2. Term

- a. This Agreement, and any posted revision to this Agreement, shall remain in full force and effect for a one (1) year term and shall automatically renew for (1) year terms, unless either party provides thirty (30) days advance notice of its decision not to renew this Agreement.
- b. TCs may terminate the Agreement at any time, for any reason, upon sixty (60) days’ prior written notice to the Gordon Center.
- c. The GCRME may terminate this Agreement for the following reasons:
 - i. Failure by the TC or Satellite Sites to comply with program and/or curriculum policies described in the ASLS® Program Guidelines.
 - ii. The TC or a principal thereof is indicted or convicted in a court of competent jurisdiction of a criminal offense.
 - iii. The TC is delinquent in payments owed to the GCRME or any person in respect to ASLS® courses.
 - iv. TC breaches any of the terms and conditions herein.

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Such termination is effective fourteen (14) days following the TC's receipt of written notice of termination from the GCRME, unless, prior to the termination date, the TC cures the grounds for termination specified in the notice.

- d. Should this Agreement be terminated by either party, the TC agrees to:
 - i. Cease conducting all ASLS® training within the time frame set forth herein.
 - ii. No longer represent itself to the public as an authorized ASLS® Training Center.
 - iii. Submit Course rosters for any authorized Courses conducted but not completed and disseminate earned Course Completion Certificates and Cards.
 - iv. Pay all outstanding fees owed to the GCRME.

3. Responsibilities of the TRAINING CENTER:

a. *Training Center Coordinator:*

- i. The TC will designate an individual to serve as its Training Center Coordinator, who will be the primary contact and liaison with the GCRME regarding administration of ASLS® training, including, but not limited to, customer service, Course scheduling, Roster submission, and Course Completion Certificate and Card distribution.
- ii. The TC Coordinator is not required to be an ASLS® instructor.
- iii. If there is a change in personnel in the TC Coordinator position, the TC is responsible for notifying the GCRME in writing within 10 days.

b. *Courses:*

- i. TC shall ensure that all Courses taught by TC, Satellite Sites, and Instructors conform to the requirements of the ASLS® Program Guidelines and the ASLS® curriculum set forth in the ASLS® Instructor Manuals.
- ii. GCRME representatives may, to ensure compliance, monitor a TC's Courses and inspect its course materials upon 10 business days' notification in writing.

c. *Instructors:* TC shall ensure that Instructors:

- i. Have the appropriate credentials to teach ASLS® and agree to require that all instructors fulfill the roles and responsibilities of an instructor, as outlined in the ASLS® Program Guidelines;
- ii. Are included on a master list of Instructors provided by the TC to the GCRME, if requested, with contact information and dates said instructors were awarded ASLS® instructor status;
- iii. Are promptly reminded to review all correspondence from the GCRME regarding changes to science, the curriculum or administrative policies;

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- iv. Oversee any Content Experts, who must be preregistered with the Gordon Center, provide a C.V., and comply with the requirements for faculty disclosure forms for continuing education purposes.
- d. *Class data:* TC shall transmit to the GCRME upon completion of each Course provided by the TC or Satellite Site, Roster information and, from the Instructor Registry, who taught each session in the agenda, as well as a summative report of the results of learners' evaluations of the class.
- e. *Course Certificates and Cards:* TC shall ensure that combination Course Certificates and Cards, which include continuing education credits, are disseminated to, and only to, participants who successfully complete a Course presented by the TC or its Satellite Sites, according to the ASLS® Program Guidelines.
- f. *ASLS® Materials:*
 - i. TC agrees that it will not tamper with or reproduce ASLS® Materials without specific authorization from the GCRME and will prohibit Instructors and Satellite Sites from doing so.
 - ii. TC agrees to safeguard its ASLS® Materials from improper, unsanctioned and/or unauthorized use or duplication by others and promptly report any known misuse to the GCRME.
 - iii. TC may purchase from the GCRME ASLS® Materials for use in its Courses or for the Courses of its Satellite Sites; TC may sell relevant ASLS® manuals to learners enrolled in its Courses.
 - iv. TC may reproduce pre- and post-tests to be used only for the provision of Courses under this Agreement.
 - v. TC may reproduce the MEND exams for use in the provision of Courses under this Agreement and, if applicable, for application in a clinical setting by its personnel. The TC must reproduce said documents with the GCRME identification and copyright information intact and, except to add its name and/or logo, may not edit the files without express authorization.

4. Costs and fees:

- a. All costs of providing Courses and fees charged to learners shall be the responsibility of the TC. The GCRME shall not have any responsibility for any costs incurred, or fees charged, by the TC or its Satellite Sites. The GCRME owns no financial interest in the business of the TC or its Satellite Sites or its Instructors.
- b. The TC is responsible for paying the posted per learner fee assessed by the GCRME for Course Completion Certificates and Cards. The unit price is subject to change with notice of at least 60 days.

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5. **Relationship of the Parties:** Nothing contained in the Agreement will be deemed or construed by the parties hereto, or by any other person or entity, to create the relationship of principal and agent, or of partnership, strategic alliance, joint venture, association or any other similar legal entity, hereby, making each party responsible for actions of their respective personnel according to the terms of this agreement. TC is solely responsible for any Satellite Sites' performance under this agreement and for its contractual relationship with the Satellite Site.
6. **Exclusivity:** There are no provisions for exclusivity in this Agreement, and ASLS® TCs may also be members of other organizations for the purpose of offering courses other than ASLS®.
7. **Proprietary Rights:**
 - a. TC acknowledges and agrees that all Instructor information is proprietary to the GCRME. Instructor information includes, but is not limited to, the date(s) on which Instructor took the Instructor Course(s) or Renewal Course(s), Course location, teaching history, and contact information for Instructor, including address, phone and e-mail address. Instructor information must be delivered to the GCRME upon request.
 - b. TC acknowledges and agrees that it has no ownership interest in the ASLS® materials. ASLS® Materials may not be copied, in whole or in part, whether in print, electronically, on the Internet, or in any other format and may not be adapted without prior express written consent of the GCRME.
 - c. The name, Advanced Stroke Life Support® (ASLS®), and its logo, are registered trademarks of the GCRME. TC acknowledges and agrees that it may not use or display the name or logo except as expressly set out in the ASLS® Program Guidelines.
8. **Privacy Policy:** Personal information about learners participating in ASLS® training, requested by the GCRME for continuing education credit and other purposes, is maintained confidential to protect the privacy of individual learners, instructors, and TC Coordinators to the extent required by law. The Gordon Center's Privacy Statement is included in the ASLS® Program Guidelines.
9. **Indemnification:** TC shall indemnify, defend and hold harmless the GCRME, the Leonard Miller School of Medicine, and the University of Miami from any and all losses, claims, expenses, liabilities and causes of action arising out of the negligence of the TRAINING CENTER or its Satellite Sites, including their respective officers, employees and agents, in connection with the operation of this Agreement.
10. **General Provisions:**
 - a. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any action arising from this Agreement shall be Miami-Dade County, Florida.

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- b. The failure by any party to enforce at any time any of the provisions of this Agreement, or any rights with respect hereto, or to exercise any election herein provided, shall in no way be considered to be a waiver of such provision, rights or elections, or in any way affect the validity of this Agreement.
- c. Nothing in this Agreement shall be construed to permit the assignment by either party of any rights or obligations hereunder, and such assignment is expressly prohibited without the prior written consent of both parties.
- d. If any provision of this Agreement is held invalid for any reason, the other provisions of this Agreement shall remain in effect, insofar as is consistent with the law.
- e. GCRME may amend the terms of this Agreement by providing sixty (60) days prior written notice to the TC.

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