



## Education Program Instructor Candidate Monitoring Form

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Instructor Candidate Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Affiliate Faculty Name (Printed): \_\_\_\_\_

Date Monitored: \_\_\_\_\_

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Program Monitored: ☐ AMLS ☐ EPC ☐ GEMS ☐ LEFR ☐ PHTLS ☐ Safety ☐ TCCC ☐ TECC

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Provider Course Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Monitored Course Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

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Comments on lecture presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please give a copy of this form to the instructor candidate and keep a copy for yourself, the Affiliate Faculty/Course Coordinator, for your records. Mail, fax, or scan a copy of this form to NAEMT. Mail copy to P. O. Box 1400, Clinton, MS 39060. Fax number 601-924-7325. Email [education@naemt.org](mailto:education@naemt.org). Thank you.

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Recommendation:    Approved: \_\_\_\_\_    Re-monitored: \_\_\_\_\_

Instructor Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Affiliate Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**All fields are required to be completed.**

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**Instructions:** NAEMT Affiliate Faculty (AF) will use this form to assess the competencies of instructor candidates. For each competency, there are several indicators or behaviors that the instructor may exhibit to demonstrate competency.

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Competencies and Indicators		
<b>1. Cognitive and Psychomotor Skills</b>		
Definition (Goal): Maintains proficiency in provider-level cognitive and psychomotor skills; fulfills requirements for initial instructor certification	Successful	Needs Remediation
a. Demonstrates proficiency in provider-level skills	<input type="checkbox"/>	<input type="checkbox"/>
b. Achieves satisfactory rating during instructor monitoring	Overall recommendation on front	
<b>2. Course Delivery</b>		
Definition (Goal): Presents NAEMT course(s) content as intended by using appropriate course curricula and materials	Successful	Needs Remediation
a. Delivers content that is consistent with curricula and agenda	<input type="checkbox"/>	<input type="checkbox"/>
b. Uses videos, checklists, equipment, and other tools as directed in the Instructor Manual	<input type="checkbox"/>	<input type="checkbox"/>
c. Allows adequate time for content delivery, skills practice, and debriefing	<input type="checkbox"/>	<input type="checkbox"/>
d. Promotes retention by reinforcing key points	<input type="checkbox"/>	<input type="checkbox"/>
e. Delivers course in a safe and nonthreatening manner	<input type="checkbox"/>	<input type="checkbox"/>
f. Uses student and Faculty feedback to improve teaching performance	<input type="checkbox"/>	<input type="checkbox"/>
g. Provides pre-course instructions and resources to students before the course	<input type="checkbox"/>	<input type="checkbox"/>
h. Ensures equipment is in working order and available as recommended	<input type="checkbox"/>	<input type="checkbox"/>
i. Relates course material to practical events	<input type="checkbox"/>	<input type="checkbox"/>
j. Effectively operates technology used in the course ( <i>DVD player, remote, computer,</i>	<input type="checkbox"/>	<input type="checkbox"/>
k. Adapts terminology appropriate to location, audience, and culture	<input type="checkbox"/>	<input type="checkbox"/>
l. Accommodates students who have disabilities and other special needs	<input type="checkbox"/>	<input type="checkbox"/>
m. Provides timely and appropriate feedback to students	<input type="checkbox"/>	<input type="checkbox"/>
n. Uses principles of effective team dynamics during small group activities	<input type="checkbox"/>	<input type="checkbox"/>
o. Secures and protects testing materials	<input type="checkbox"/>	<input type="checkbox"/>
p. Decontaminates/cleans equipment according to the manufacturer's	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Testing and Remediation</b>		
Definition (Goal): Measures students' skills and knowledge against performance guidelines and provides remediation when needed	Successful	Needs Remediation
a. Tests students by using NAEMT course materials according to instructions in the Instructor Manual	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides feedback to students in a private and confidential manner (observation and review of students' course evaluation forms)	<input type="checkbox"/>	<input type="checkbox"/>
c. Remediates by directing students to reference material and by providing additional practice opportunities	<input type="checkbox"/>	<input type="checkbox"/>
d. Retests students when indicated	<input type="checkbox"/>	<input type="checkbox"/>
e. Facilitates debriefings after scenarios to improve individual and team performance	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Professionalism</b>		
Definition (Goal): Maintains a high standard of ethics and professionalism when representing the NAEMT	Successful	Needs Remediation
a. Demonstrates professional behavior in physical presentation and teaching, including enthusiasm, honesty, integrity, commitment, compassion, and	<input type="checkbox"/>	<input type="checkbox"/>
b. Follows HIPAA, FERPA, and/or local guidelines maintaining confidentiality	<input type="checkbox"/>	<input type="checkbox"/>
c. Recognizes and appropriately responds to ethical issues encountered in	<input type="checkbox"/>	<input type="checkbox"/>
d. Appropriately manages conflicts of interest	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains student confidentiality when appropriate (observation and review of students' course evaluation forms)	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Program Administration</b>		
Definition (Goal): Successfully manages available resources, including time, materials, space, and budget, to deliver high quality training in accordance with NAEMT guidelines	Successful	Needs Remediation
a. Completes post course records, including roster and payment submission	<input type="checkbox"/>	<input type="checkbox"/>
b. Complies with the current, appropriate version of the Education Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>
c. Ensures that NAEMT course completion certificates are issued in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>