

NOTE TO MONITORS OF FIRST AID INSTRUCTORS:

Several documents have been prepared to assist you in monitoring the effectiveness of first aid instructors.

Two checklists have been created. One is a detailed version with one page per competency area, and the other is a shorter, simplified version. We recommend that the detailed version be utilized during the instructor training/mentoring process, or if an instructor requires mediation in any area. The shorter version is suitable for ongoing instructor evaluation and renewal purposes.

Each form requires the monitor to describe evidence of competency for a skill set, and has sections for your written observations, recommendations and follow-up action if necessary. The completed forms are to be included in the instructor's file.

Please note that when using the detailed version, although all items in the evidence section are important, mandatory competencies are shown in bold font.

You must record:

1. observations that either support or deny each mandatory competency
2. remediation planned for any mandatory competency not observed by the monitor
3. any other observations relating to other competencies that are of note
4. any general recommendations.

The short version relies on the monitor remembering the necessary competencies or using the long version as a reference, and requires the monitor to record the same information listed above.

Examples of completed forms are provided, showing observations that provide evidence that a competency has or has not been met. Examples of recommendations and follow-up actions are included on several forms.