

## **Northwestern Medicine McHenry Hospital**

### **Department of EMS**

#### **AHA Training Center Communications Policy**

**Policy Statement:** It is the policy of the Northwestern Medicine McHenry Hospital Department of EMS and the American Heart Association Training Center to maintain an open dialogue in communication with our affiliated AHA instructors. Communication updates are critical to the delivery of quality education in AHA curriculums.

**Action Steps:**

1. All Instructors affiliated with the Northwestern Medicine McHenry Hospital Training Center are required to register through the AHA Instructor Network to align with the Northwestern Medicine McHenry Hospital Department of EMS Training Center. The AHA Instructor Network provides access to important communications distributed nationally regarding curriculum updates, instructional resources, and new product availability critical to effective course delivery.
2. Affiliated instructors are responsible to maintain current contact information regarding: mailing address, email address and telephone contact # with the Training Center office. This information is critical to maintaining communications regarding policy and curriculum updates as well as contacting instructors regarding quality monitoring and status renewals.
3. Training Center communication may be disseminated in a variety of formats including but not limited to home mailing via the US postal service and email. In addition update meetings will be conducted by the TC in a variety of locations. Instructors will receive notification of these important meetings through direct postal service mailing and email distribution lists.