

RPM ACADEMY



HSI INSTRUCTOR MANUAL

HEALTH AND SAFETY INSTITUTE® Programs and RPMA

Health and Safety Institute® (HSI) is a family of brands offering training and continued education. In 2000 RPMA became a corporate sponsoring provider for HEALTH AND SAFETY INSTITUTE®. Previously known as HSI MFA. By aligning with Health and Safety Institute®, RPMA has been successful in providing locally available, cost-effective training without the administrative limitations typically found with other organizations.

HEALTH AND SAFETY INSTITUTE®

HEALTH AND SAFETY INSTITUTE® (HSI) brings to the classes new updated methods, and ample hands-on practice with classmates, training feedback manikins or feedback devices to develop knowledge, skills, and confidence.

RPMA Participants practice in small groups using the skill guides with outstanding Instructor guidance helping Participants learn by doing and by helping each other.

The course provides positive coaching and comments from the instructor while using scenario-based practice sessions that provide a sense of real-time emergency action. Students have the *option* to complete an evaluation form which is sent to the RPMA HSI Director by the Instructors to help ensure all course materials are effective, appropriate and to assist in developing future program updates.

HEALTH AND SAFETY INSTITUTE® is a registered trademark.

HEALTH AND SAFETY INSTITUTE® Programs Available to RPMA HSI Instructors

There are multiple programs available through HSI. Contact RPMA HSI Director for further information and cost.

HSI Training Program

The HSI Adult First Aid /CPR/AED Program for Adults is the only program taught. No other program will be taught without taking HSI training.

Instructors who have been certified with HEALTH AND SAFETY INSTITUTE® (HSI) can teach HSI Adult First Aid /CPR/AED Program curriculum, using a video training format with hands- on practice, Instructor coaching, and feedback. This program is available in all RPMA Districts (U.S. and Canada). The districts are using local Participant Instructors for course presentation. The length of this class is 4-5 hours depending on the number of students and their skills coming into the class.

HSI Adult First Aid | CPR AED Program is one of the approved programs for RPMA Rider Education training in CPR/AED/First Aid and qualifies Participants for advancement and maintenance of their Rider Education Levels Program requirements.

RPMA HEALTH AND SAFETY INSTITUTE® PROGRAM ADMINISTRATION

The Director of RPMA HSI is a certified HEALTH AND SAFETY INSTITUTE® Instructor Trainer. The Director of HSI's primary function is in the overall administration of the program, a direct liaison to RPMA and a trainer for our network of HEALTH AND SAFETY INSTITUTE® Instructor Trainers.

It is the intent of this program to provide cost effective, convenient Adult CPR/First Aid training for participants.

The Director's role is important because the distribution of RPMA HSI Instructors must be managed to ensure the availability of courses. The role and responsibilities listed are not just "guidelines" but ensures that a quality program continues to be provided and necessary to maintain the RPM Academy's standing with Health and Safety Institute®.

Director of HEALTH AND SAFETY INSTITUTE® Programs

The RPMA HSI Director coordinates and manages the RPMA sponsored HEALTH AND SAFETY INSTITUTE® program and all other decisions regarding CPR/First Aid.

Duties of the RPMA HSI Director

- Serve as the primary communication channel between RPMA and the Health and Safety Institute® (HSI).
- Coordinate all program requirements and updates with HSI. Follow the Training Center Administrative Manual, available on Otis.
- Communicate all program changes and update requirements to all Instructors.
- Certifies and trains RPMA HSI Instructor Trainers and RPMA HSI Instructors as requested (if no RPMA HSI Instructor are available).
- Shall provide required paperwork for new program candidates.
- Maintain all records of certified and active RPMA Instructors and RPMA Instructor Trainers and those that may be added to the program.
- Maintain course record files including new Instructor Applications and Class Rosters and Instructor Review Sheets for courses conducted by RPMA.
- Provide Instructors and Instructor Trainers HSI updates when available.
- Identify appropriate individuals to train as RPMA HSI Instructor Trainers. It is the responsibility of the RPMA HSI Director to appoint the RPMA HSI Instructor Trainer with the agreement of the RPM Academy.
- Coordinate all RPM Academy HSI Instructor training programs including the review and approval of all Instructor candidates.
- Ensure Instructor Manuals for candidates are ordered and the processing of all follow up paperwork at the completion of the training course is done.
- Continue with the personal training and certification in HSI programs and become capable to provide additional programs as these are developed and released.
- Attend HEALTH AND SAFETY INSTITUTE® (HSI) conferences as approved by RPM Academy for the purpose of representing RPMA, obtaining information on new and changing programs and to secure the capability of training "in house" new material and programs.
- Maintain the quality of training service provided by the RPMA HSI Instructors by reviewing all paperwork, Class Roster and Instructor Review sheets and addressing any concerns communicated for the field).
- Prepare and submit an Annual Activity Report (no later than January 31 of each year) outlining the current state of the program, the number of Participants trained, the number of active Instructors and the number of certified RPMA HSI Instructor Trainers within the program.
- All paperwork MUST be sent to the RPMA HSI Director within two (2) weeks after the class was given. Class Rosters (found in the Instructor's Manual) must be submitted to the RPM HSI Director.

RPMA HSI Instructor

Instructor training courses are conducted based on the need and number of available Instructor candidates.

A certified HSI Instructor Trainer (IT) must conduct the instructor course, or the RPMA HSI Director will conduct class if there is no HSI IT is available.

It is expected that Instructors who benefit from this should agree to provide a minimum of training time and effort as a result. Typically, one class per year.

To Become a RPMA HSI Instructor

- Be current and remain current in **both** CPR and First Aid.
- Have good people skills, manages time effectively, and is objective.
- Take a HSI Class to become familiar with course material and presentation style.
- Contact the RPMA HSI Director for an Instructor application.
- Complete the application and submit with check or money order made payable to: RPM Academy. Mail to: *RPM Academy PO Box 2466 Hildebran, NC 28637*
- The approved application will be forwarded to the RPMA HSI Director and will be reviewed and once approved will set up the online training and send further instructions to the candidate(s).
- Once the online course/training is complete, the candidate will conduct a class. An RPM HSI Instructor Trainer (IT) will observe the class and complete and submit paperwork to the RPMA HSI Director. If approved, the new Instructor will receive their certification card.
- Instructor(s) **must** teach one class each year between certification date and their expiration date. There is a 30-day grace period. If you are deficient 31-365 days the instructor will take an on-line qualification course at their expense and after more than 365 days, will be required to take the Instructor Development Course at their expense.

RPMA HSI Instructor Trainer

Candidates for RPMA HSI Instructor Trainer position will be conducted based on the need and number of available candidates.

The candidates must meet the requirements set forth by HSI. Instructor Trainers will be expected to be proficient, currently authorized, and teach according to the required knowledge of the program, skills, and maintain program standards.

To Become an RPMA HSI Instructor Trainer

- Be current in First Aid and CPR.
- Be currently certified as a RPMA HSI Instructor who has taught a minimum of 8 HSI classes.
- Have good people skills, manages time effectively, and is objective.
- Contact the RPMA HSI Director for an Instructor Trainer application. Complete the IT application and send it to your District Coordinator or Educator. The approved application and payment needs to be forwarded to the RPMA HSI Director who will set up the online training and send further instructions to the Candidate.
- Once the on-line course/training is complete, the Candidate will notify the RPMA HSI Director, and the last step of the application will be processed.
- The Candidate will be issued a certification card.
- Once an Instructor Trainer, he/she will be required to submit the proper paperwork on completion of an Instructor's Class/Review to the RPMA HSI Director.

- Instructor(s) **must** teach one class each year between certification date and their expiration date. There is a 30-day grace period. If you are deficient 31-365 days you will take an on-line qualification course at your expense and after more than 365 days, you will be required to take the Instructor Development Course at your expense.

Shared Instructors

Shared Instructors have Nationally recognized credentials and may become certified with HSI upon request. They must complete an Instructors Development Course and have paid their fee before HSI will certify. Instructor(s) must follow HSI regulations, such as, teaching one class in 1 year between certification date and their expiration date.

Not complying will eliminate the instructor from teaching and they must contact RPMA Director of HSI.

Non RPMA CPR/FA/AED Programs

Participants in the RPM Levels Program may attend other RPMA approved CPR/First Aid/AED programs for levels credit. The current list can be found at rpmacademy.net.

An "Online Certificate" does not meet the OSHA requirements of "Hands ON" for the RPMA Levels Program participants.

Independent Instructors

Instructors from other organizations teach as independent Instructors under their organization's license. They will use their own equipment and supplies. They are **not** under the auspices of the RPMA HSI program.

Participants attending a non-RPMA CPR/First Aid/AED program will be responsible for providing RPM Academy with a copy of the certification card for entry in the Academy's Levels Program Database.

Course Requirements

Courses should be scheduled such that each course has a full complement of RPMA students, when possible. Maximum class size is 12 students for one (1) instructor.

A maximum of twenty-four students may be taught with two (2) Instructors with no more than three (3) teaching Instructors per a class of twenty- four.

Each student receives a certification card in it. A card *must* be issued to show competency in performing the skills taught.

RPMA Instructors are under the HSI guidelines. Courses will be conducted completely as directed. See the HSI Adult First Aid/CPR/AED Program Instructor Guide.

Feedback manikins or feedback manikin devices that are used should have no more than 2-3 people per manikin with enough floor space so students can demonstrate CPR skills. An AED trainer unit should be available to allow students to practice with.

Other materials needed are listed in the HSI Adult First Aid/CPR/AED Program Instructor Guide. Instructor(s) are responsible for obtaining the material needed for each class.

Class Fees

HSI class registration may be submitted by mail with a check or money order made payable to: RPM Academy and mailed to: *RPM Academy PO Box 2466 Hildebran, NC 28637*. The required form is available on the RPM website. Electronic payments for classes can be made on-line at: <https://rpm-academy.square.site/>

COMMUNICATION AND CONTACT WITH HSI

Communications with HEALTH AND SAFETY INSTITUTE® must be coordinated through the RPMA HSI Director unless pertaining to the direct purchase of HSI material for course support. Issues and concerns regarding the program must be channeled through the RPMA HSI Director as responsibility for the corporate program lies with the HSI Director. Circumventing that channel only serves to introduce confusion and delays at addressing any program issues.

ORDERING AND PURCHASING HSI MATERIAL

Due to the potential volume of materials necessary and the geographic dispersion, HSI has reached an agreement that provides for designated purchasing contact from the RPM HSI Director or the Director's designee. The determination of how best to manage the purchasing of HSI materials is left to the RPMA Director of HSI.

Once a purchasing contact(s) has been identified, the designee(s) must be on record with the RPMA HSI Director. The purchasing contact will not be able to order until that person is on record with RPMA Director of HSI and HSI. Instructors are not approved in general to purchase of HSI materials.

Some program materials must be bought from HSI (for example: DVD) while expendable supplies may be obtained from outside suppliers. Research the Internet for suppliers and the best prices.

Ordering should be kept to a minimum preferably twice per year, as this minimizes the shipping expenses and avoids shipping delays or rush orders.

The ordering process is easier, faster, and smoother if handled by way of credit card rather than by check. Additional time for checks (up to two weeks) must be factored into the ordering process. No material will be shipped until the check clears and no C.O.D. orders will be shipped. Planning is necessary to submit and receive an order in a timely fashion.

National Emergency Events

National Emergencies affecting HSI information and actions will be directed by HSI foremost and then at the discretion of the Director of RPMA, and RPMA Director of Rider Education, and the RPMA HSI Director.

A directive from HSI would indicate the information that is to be passed on, such as how we conduct classes, number of people in a class, publishing notices as needed and any other essential information.

The RPMA HSI Director will pass on information to all Instructors.

THIS IS A LIVING DOCUMENT AND WILL CHANGE AS NEEDED

This document is intended to be a guide that promotes the training available through the RPM Academy and disseminates information to Instructors and prospective participants. If you have questions or comments, you may submit them to Laurel Kuehl at mfaasstdir@gmail.com