

Minimum practical skills – 35 hrs (not including instructional theory time)
Please read all information provided prior to submitting

Alberta Labour has adopted the Canadian Standards Association (CSA) Standard Z1210-17 *First aid training for the workplace – Curriculum and quality management for training agencies*, as well as additional, Alberta-specific training standards (“Alberta Plus”), into its first aid (FA) training approval process. The new process will be used for all FA training course approvals.

Agencies must only teach FA courses approved by the Director of Medical Services (DMS). The Occupational Health and Safety (OHS) Code, Part 11, section 177 outlines the requirements around workplace FA training and approval requirements.

It is recommended agencies use the Workplace First Aid Approval: Alberta Plus Quality Management Plan (QMP) bulletin to ensure all the required components are completed for a successful application.

<https://ohs-pubstore.labour.alberta.ca/FA017>

The Alberta Plus QMP requires minimum workplace FA standards be met and reviewed. FA training agencies applying for workplace FA approval must comply with the Alberta Plus QMP process which includes:

- Submission of an approval application, which can be found on the Alberta Labour website at <https://www.alberta.ca/ohs-acceptances-approvals.aspx>
- Prior to submission, **your medical advisor** must review your course(s) to verify that the course content meets CSA Standard Z1210-17.
- **This FA form MUST be attached to the general approval application.** The FA training agency will attach the FA form and all required supplemental information as directed.
- The competency levels indicated in the FA form are described below and must be met.

Competency Levels:

- **Awareness (A):** Upon successful completion of the workplace FA training course, the workplace first aider will have information and will be able to access to other resources about this topic.
- **Knowledge (K):** Upon successful completion of the workplace FA training course, the workplace first aider will be able to recognize and recall knowledge related to this topic.
- **Skill (S):** Upon completion of the workplace FA training course, the workplace first aider will be able to apply a procedure or protocol, at the required competency level.

Have you forgotten anything? The FA form **MUST** be attached to the application. Complete the table below to ensure you have completed all the requirements.

Items to include	Agency – Completed (✓)	OHS ONLY (✓)
Part A: CSA Standards (applicable course level)		
Part B: Alberta Plus (materials)		
Part C: Quality Assurance (QA) documentation		

Submission of Completed Forms and Attachments: Agencies can send in their course application for approval either electronically by email: lbr.occhealth@gov.ab.ca or mail to:

Dr. Xiangning Fan, Director of Medical Services, Specialized Professional Services, Alberta Labour, 8th Floor, 10808 – 99 Ave. Edmonton, AB T5K 0G5

Part A Instructions:

The agency's **medical advisor** must review all mandatory CSA Standard Z1210-17 curriculum requirements and verify with a checkmark for each topic/competency on Part A of the FA form. If the medical advisor feels additional information is required, it can be added in the comments section.

Agency Name:		
Part A Advanced First Aid Form		
Topic/Competency	Competency Level	Meets CSA Standards
L.1 Principles of Workplace First Aid		
L1.1 Role and Responsibilities of Workplace First Aider		
L.1.1.1 Definition of a workplace first aider	K	
L.1.1.2 Role of a workplace first aider	K	
L.1.1.3 Federal/provincial legislation protecting first aiders. Note: Alberta Occupational Health and Safety (OHS) bulletins "Workplace First Aiders and Legal Requirements" and "Developing a First Aid Plan" to be included in course content	K	
L.1.1.4 Principle of consent	K	
L.1.1.5 Scope of practice for workplace FA training	K	
Comments:		
L1.2 Administration of Medication		
L.1.2.1 Procedures for medication administration	K	
L.1.2.2 Federal/provincial legislation requirements Note: Alberta OHS bulletin "Medication in First Aid Kits" to be included in course content	K	
Comments:		
L1.3 Workplace First Aid Kit and Equipment		
L.1.3.1 Federal/provincial legislation requirements Note: Refer also to CSA Z1220-17 First Aid Kits for the Workplace and Alberta OHS Code, Part 11	K	
Comments:		
L1.4 Principles of Effective Communication		
L.1.4.1 Notification of EMS and hand-over principles	K	
L.1.4.2 Principles of effective communication	K	
L.1.4.3 Barriers of effective communication	K	
L.1.4.4 Reporting and documentation requirements Note: Alberta OHS bulletin "First Aid Records" to be included in course content	S	
Comments:		

Agency Name:		
Part A		
Advanced First Aid Form		
Topic/Competency	Competency Level	Meets CSA Standards
L1.5 Workplace First Aider Safety and Personal Protection		
L1.5.1 Workplace hazards and risks	K	
L1.5.2 Common routes for transmission	K	
L1.5.3 Types of personal protective equipment	K	
L1.5.4 Proper use of personal protective equipment	S	
L1.5.5 Procedures and supplies required to clean/disinfect equipment	K	
L1.5.6 Safe procedures for clean-up of work environment and disinfection of equipment following workplace incident	K	
L1.5.7 Safe procedures for disposal of sharps and contaminated supplies	K	
Comments:		
L1.6 Occupational Health and Safety		
L1.6.1 Definition of hazard	K	
L1.6.2 Basic principles of hazard identification, risk assessment, control processes and implementation	A	
L1.6.3 Safety Data Sheets (SDS) as a source of information for workplace first aid treatment	A	
L1.6.4 Role of first aider in OHS management system	A	
L1.6.5 Basic principles of OHS legislation Note: Alberta OHS bulletin "Workplace First Aiders and Legal Requirements" to be included in course content	A	
Comments:		
L.2 Management of Injured/Ill Workers		
L2.1 Scene Management		
L2.1.1 Scene assessment	K	
L2.1.2 Obtaining incident information	S	
Comments:		
L.2.2 Primary Survey		
L2.2.1 Level of consciousness assessment	S	
L2.2.2 Airway assessment	S	
L2.2.3 Breathing assessment	S	
L2.2.4 Circulation assessment	S	
L2.2.5 Check for life-threatening injuries or conditions	S	
Comments:		

Agency Name:		
Part A		
Advanced First Aid Form		
Topic/Competency	Competency Level	Meets CSA Standards
L.2.3 Secondary Survey		
L.2.3.1 Medical history	S	
L.2.3.2 Vital signs	S	
L.2.3.3 Head-to-toe assessment	S	
Comments:		
L.2.4 Ongoing Assessments		
L.2.4.1 Ongoing assessment based on appearance and signs/symptoms	S	
Comments:		
L.3 Airway Management		
L.3.1 Basic Airway Management		
L.3.1.1 Indications, contraindications and precautions of performing airway maneuvers	K	
L.3.1.2 Procedures for opening, clearing and maintaining an airway	S	
L.3.1.3 Positioning to maintain an open airway	S	
Comments:		
L.3.2 Advanced Airway Management		
L.3.2.1 Indications, contraindications and precautions for using airway adjuncts	K	
L.3.2.2 Use of airway adjuncts to open and maintain airway	S	
Comments:		
L.4 Breathing Management		
L.4.1 Respiratory System		
L.4.1.1 Function and major structures	K	
Comments:		
L.4.2 Management of Respiratory Emergencies		
L.4.2.1 Management as specified in CSA Standard Z1210-17, Annex A	S	
L.4.2.2 Approach, assess and provide injured/ill worker management	S	
Comments:		
L.5 Circulation Management		
L.5.1 Circulatory System		
L.5.1.1 Major structures and function	K	

Agency Name:		
Part A Advanced First Aid Form		
Topic/Competency	Competency Level	Meets CSA Standards
Comments:		
L.5.2 Management of Cardiovascular Emergencies		
L.5.2.1 Management as specified in CSA Standard Z1210-17, Annex A	S	
L.5.2.2 Approach, assess and provide FA	S	
Comments:		
L.5.3 Nervous System		
L.5.3.1 Major structures and function	A	
Comments:		
L.5.4 Management for Shock		
L.5.4.1 Definition	K	
L.5.4.2 Types	K	
L.5.4.3 Signs and symptoms	K	
L.5.4.4 Management	S	
Comments:		
L.5.5 Cardiopulmonary Resuscitation (CPR)		
L.5.5.1 Indications for CPR	K	
L.5.5.2 One rescuer adult CPR	S	
L.5.5.3 Two rescuer adult CPR	S	
Comments:		
L.5.6 Automated External Defibrillation (AED)		
L.5.6.1 Definition	K	
L.5.6.2 Indications for using an AED	K	
L.5.6.3 AED equipment inspection	A	
L.5.6.4 Policy and procedures Note: Alberta OHS bulletin "Automated External Defibrillators in the Workplace" to be included in course content	A	
L.5.6.5 Application and use	S	
Comments:		

Agency Name:		
Part A		
Advanced First Aid Form		
Topic/Competency	Competency Level	Meets CSA Standards
L.6 Oxygen Administration		
L.6.1 Prepare and Administer Oxygen Delivery		
L.6.1.1 Types of oxygen delivery systems	S	
L.6.1.2 Indications for oxygen administration	S	
L.6.1.3 Safe handling of compressed gas and oxygen	S	
L.6.1.4 Oxygen administration using appropriate equipment Note: Alberta OHS bulletin "Oxygen Equipment and Related Training Requirements at Worksites"	S	
Comments:		
L.7 Injury Management		
L.7.1 Internal and External Hemorrhage		
L.7.1.1 Recognition of minor and major external hemorrhage	K	
L.7.1.2 Controls for minor and major external hemorrhage	S	
L.7.1.3 Recognition of internal hemorrhage	K	
L.7.1.4 Management as specified in CSA Standard Z1210-17, Annex A	S	
Comments:		
L.7.2 Ears, Eyes and Nose Injuries		
L.7.2.1 Signs and symptoms	K	
L.7.2.2 Management	S	
Comments:		
L.7.3 Burn Management		
L.7.3.1 Types of burns (e.g. thermal, chemical)	K	
L.7.3.2 Classification of burns	K	
L.7.3.3 Signs and symptoms	K	
L.7.3.4 Management	S	
Comments:		
L.7.4 Management of Musculoskeletal System Injuries		
L.7.4.1 Major structures and function	K	
L.7.4.2 Management as specified in CSA Standard Z1210-17, Annex A	S	
L.7.4.3 Principles of splinting	K	
Comments:		

Agency Name:		
Part A		
Advanced First Aid Form		
Topic/Competency	Competency Level	Meets CSA Standards
L.8 Medical Emergencies		
L.8.1 Poison Management		
L.8.1.1 Routes by which poisons enter the body	K	
L.8.1.2 Management	K	
Comments:		
L.8.2 Anaphylaxis		
L.8.2.1 Definition	K	
L.8.2.2 Signs and symptoms	K	
L.8.2.3 Management	S	
Comments:		
L.8.3 Diabetic Emergencies		
L.8.3.1 Definition	K	
L.8.3.2 Signs and symptoms	K	
L.8.3.3 Management	S	
Comments:		
L.8.4 Seizures		
L.8.4.1 Definition	K	
L.8.4.2 Types	A	
L.8.4.3 Signs and symptoms	K	
L.8.4.4 Management	S	
Comments:		
L.8.5 Stroke		
L.8.5.1 Definition	K	
L.8.5.2 Types	A	
L.8.5.3 Signs and symptoms	K	
L.8.5.4 Management	S	
Comments:		
L.8.6 Mental Health Emergencies		
L.8.6.1 Mental health emergencies	A	
L.8.6.2 Recognizing a mental health emergency	A	
L.8.6.3 Management	A	
L.8.6.4 Occupational stress injury and self-care management	K	
Comments:		

Agency Name:		
Part A		
Advanced First Aid Form		
Topic/Competency	Competency Level	Meets CSA Standards
L.8.7 Obstetrical Emergencies		
L.8.7.1 Signs and symptoms	A	
L.8.7.2 Management	A	
Comments:		
L.8.8 Environmental Injury and Illness		
L.8.8.1 Definition	K	
L.8.8.2 Signs and symptoms	K	
L.8.8.3 Management as specified in CSA Standard Z1210- 1, Annex A	S	
Comments:		
L.9 Transportation Management		
L.9.1 Transportation		
L.9.1.1 Transportation of injured/ill workers	K	
L.9.1.2 Criteria for transportation	K	
L.9.1.3 Care during transportation	K	
Comments:		
L.9.2 Multiple Injured/Ill Worker Incidents and Transportation		
L.9.2.1 Triage and management in multiple casualty situation	K	
Comments:		
L.10 Spinal and Neurological Emergencies Management		
L.10.1 Spinal and Neurological Emergencies		
L.10.1.1 Indications for spinal precautions	K	
L.10.1.2 Management as specified in CSA Standard Z1210-17, Annex A	S	
L.10.1.3 Approach, assess and provide injured/ill worker management	S	
L.10.1.4 Signs and symptoms	K	
L.10.1.5 Management of suspected fractures of spinal column	S	
Comments:		
Infant and Child CPR – (optional topic) Note: Not required for Alberta Workplace FA Course and will not be reviewed by Alberta OHS.		
Comments:		

A Medical Advisor is a licensed physician with relevant experience, in good standing with the College of Physicians and Surgeons of Alberta or other provincial or territorial licensing body for physicians.

Medical Advisor: I have reviewed the agency's Advanced FA Course to ensure it meets the CSA Standard Z1210-17 requirements.

Medical Advisor Print Name

Date

Signature

Province or Territory of licensure

Area of practice

Part B Instructions:

The agency must complete Part B to indicate that all Alberta Plus requirements are included in the application. The agency must provide supporting documentation for all topics by providing course materials that align with competencies outlined in Part B. Ensure that materials are organized, logical and easy to follow to reduce processing time.

Agency Name:		
Part B Alberta Plus – Advanced First Aid Form		
Topic/Competency	Competency Level	Included
1.0 Unconsciousness		
1.1 Recognized unconsciousness <u>Learning Requirements:</u> <ul style="list-style-type: none">Review signs and symptoms of; conscious, semi-conscious, and unconscious such as using AVPU (alert, responds to voice, responds to pain, unresponsive)	K	
1.2 Manage unconscious casualty <u>Learning Requirements:</u> <ul style="list-style-type: none">Assess and monitor airway, breathing and circulation (ABC's); treat based on assessmentLoosen tight clothing at neck, chest and waistProvide ongoing care and record events	S	
Comments:		
2.0 Fainting		
2.1 Recognize warning signs <u>Learning Requirements:</u> <ul style="list-style-type: none">Signs and symptoms – warning signs; pale, sweating, nausea, dizziness, unsteadinessMove casualty to a safe place, have him/her sit down	K	
2.2 Manage fainting casualty <u>Learning Requirements:</u> <ul style="list-style-type: none">Recovery positionLoosen tight clothing around neckStay with casualty until fully recovered or help arrivesProvide FA for unconscious casualtyMonitor airway, breathing and circulation (ABCs)	S	
Comments:		

Agency Name:		
Part B Alberta Plus – Advanced First Aid Form		
Topic/Competency	Competency Level	Included
3.0 Eye Injuries		
3.1 Recognize eye injuries <u>Learning Requirements:</u> <ul style="list-style-type: none"> Signs and symptoms: red, watery or inflamed eye/s, pain, burning, impaired vision, possible soft tissue damage around the eye and possible impaled object Mechanism of injury 	K	
3.2 Recognize <u>arc flash</u> injuries to eyes <u>Learning Requirements:</u> <ul style="list-style-type: none"> Cause/Mechanism of injury: exposure to welding flash/torch Signs and symptoms: pain (mild to severe) usually starting a few hours after the incident, redness to eyes, photosensitivity, watery eyes, blurred vision, feeling of something in the eye(s) 	K	
3.3 Provide FA <u>Learning Requirements:</u> <ul style="list-style-type: none"> Examine to determine the extent and nature of injury Assess the injured eye/s for equal gaze (eyes appear the same and move in the same direction) equal pupil shape and response, presence of a foreign body, fluid/blood draining from the eye, swollen or lacerated eyelids, bright red conjunctiva, etc. <u>Arc flash</u> - protect the eyes from light; eye patches may be used; cool wet (saline solution) compresses for pain relief Do not delay care to remove contact lenses Transport the casualty to medical care for further assessment and treatment or call EMS for help (911) 	S	
Comments:		
4.0 Chemical Burns to Eyes and Skin		
4.1 Signs and symptoms <u>Learning Requirements:</u> EYES <ul style="list-style-type: none"> Signs and symptoms: burning, pain, irritation, loss of vision, redness, swelling, visual damage to the eyes and skin on the face Consider potential for inhalation injury Casualty tells you the cause of the injury <u>Learning Requirements:</u> SKIN <ul style="list-style-type: none"> Signs and symptoms: pain, blistering, skin is hot to touch, redness, tingling, visual skin damage Potentially delayed reaction to chemical exposure 	K	

Agency Name:		
Part B Alberta Plus – Advanced First Aid Form		
Topic/Competency	Competency Level	Included
4.2 Provide FA by following instructions on SDS <u>Learning Requirements:</u> EYES <ul style="list-style-type: none"> • Brush powdered chemicals off the face with a gloved hand or cloth and remove contaminated clothing • Avoid contaminating yourself • Immediately flush eyes with water/sterile saline, at least 15 minutes • Take care to protect the uninjured eye and prevent irrigation fluid from running into it • Do not delay care to remove contact lenses • Provide ongoing casualty care • Send a copy of the SDS with the casualty to medical care (OHS Code, Part 29, Section 413) • Transport the casualty to medical care for further assessment and treatment or call EMS for help (911) • Complete FA record, including amount of time affected area was flushed • First aiders can refer to SDS when needed SKIN <u>Learning requirements:</u> <ul style="list-style-type: none"> • Brush powdered chemicals off with a gloved hand or cloth and remove contaminated clothing • Avoid contaminating yourself • Immediately flush skin with water/sterile saline, at least 15 minutes, taking care to protect uninjured skin when possible • Depending on the amount of exposure and the workplace, a shower may be present • Provide ongoing casualty care • Send a copy of SDS with the casualty to medical care (OHS Code, Part 29, Section 413) • Transport the casualty to medical care for further assessment and treatment or call EMS for help (911) • Complete FA record including amount of time affected area was flushed 	S	
Comments:		
5.0 Frostbite		
5.1 Signs and Symptoms <u>Learning Requirements:</u> <ul style="list-style-type: none"> • Signs and symptoms: grey waxy or yellow patches of skin, skin feels cold, lack of sensation, little or no pain when frostbite develops 	K	

Agency Name:		
Part B		
Alberta Plus – Advanced First Aid Form		
Topic/Competency	Competency Level	Included
5.2 Provide FA <u>Learning Requirements:</u> <ul style="list-style-type: none"> • Protect area(s) from further damage • Prevent area(s) from thawing and refreezing • Consider extent of damage and re-warm passively according to medical advice • Provide ongoing care and transfer to medical care as necessary, may call EMS for transport 	S	
Comments:		
6.0 Pelvic Injuries (topic may be included with spinal injuries or general fractures)		
6.1 Assessment <u>Learning Requirements:</u> <ul style="list-style-type: none"> • Signs and symptoms: Pain, signs of shock (due to internal bleeding), unable to walk or stand, possible injury to spine • Consider the mechanism of injury 	K	
6.2 Provide FA <u>Learning Requirements:</u> <ul style="list-style-type: none"> • Immobilization of fractures, stabilize for transport • Follow same procedure as for head/spinal injuries 	S	
Comments:		
7.0 WHMIS		
7.1 Knowledge of WHMIS 2015 as applicable to OHS legislation <u>Learning Requirements:</u> <ul style="list-style-type: none"> • Identification of situations in which an SDS sheet may be used by the first aider • The SDS may be provided to medical professionals to ensure appropriate care (OHS Code, Part 29, Section 413) • Review sections that apply to exposures and FA: inhalation, chemical, burns 	K	
Comments:		

Agency Name:		
Part B Alberta Plus – Advanced First Aid Form		
Topic/Competency	Competency Level	Included
8.0 Transportation		
8.1 Proper body mechanics for lifting casualties <u>Learning Requirements:</u> <ul style="list-style-type: none"> Describe lifting techniques for both single lifts and lifting with two or more first aiders Describe hazards that may occur with lifts Review prevention strategies to safely lift casualties Demonstration is required for both single and multi-person lifts 	K	
8.2 Recognize indications and contraindications for moving a casualty <u>Learning Requirements:</u> <ul style="list-style-type: none"> There is immediate danger from a hazard It is not possible to provide FA in the position found CPR is needed and area does not provide a firm flat surface Stabilize casualty There is no other way to get help Access to other casualties is needed 	K	
8.3 Awareness of 3-types of one rescuers carries <u>Learning Requirements:</u> <ul style="list-style-type: none"> Drags Piggy-back carry Cradle carry One-rescuer crutch 	A	
8.4 Awareness of 4-types of two rescuers carries <u>Learning Requirements:</u> <ul style="list-style-type: none"> Two-hand seat Four hand seat Chair carry Extremities carry 	A	
8.5 Ability to explain types and principles of using stretchers <u>Learning Requirements:</u> <ul style="list-style-type: none"> Identification of when to use a stretcher; include case specific situations Safe use of stretchers; include more than one variety Recognition of hazards to both the casualty and first aider when using a stretcher Describe securing casualties to stretchers Describe safe lifting techniques Demonstrations must include the principles of the key points 	K	

Agency Name:		
Part B		
Alberta Plus – Advanced First Aid Form		
Topic/Competency	Competency Level	Included
8.6 Ability to explain safety considerations when helicopters are the method of transport <u>Learning Requirements:</u> <ul style="list-style-type: none"> Hazard identification: weather, visibility, clear landing space or other hazards identified 	K	
Comments:		
9.0 Rescue		
9.1 Ability to explain first aider principles of rescuing workers from common occupational hazards <u>Learning Requirements:</u> CONFINED SPACE <ul style="list-style-type: none"> Define confined space Identification of hazards Training requirements to enter confined space (first aiders should not enter unless they are trained) TRENCHES <ul style="list-style-type: none"> Identification of hazards: risk of collapse, harmful gases, or other hazards present OHS legislation review: unless shored, it is unlawful to enter an unsafe trench OHS Code, Part 32, Section 446 The first aider should NOT enter the trench unless trained and competent to use appropriate PPE and/or rescue equipment (eg. respirator)	K	
Comments:		
10.0 Alberta OHS Requirements		
10.1 Bulletins The following OHS bulletins must be part of an agency's course material and learning objectives and may be provided as a hardcopy or accessed online. <u>Learning Requirements</u> <ul style="list-style-type: none"> FA009 First Aid Records FA011 Workplace First Aiders and Legal Requirements FA012 Developing a First Aid Plan FA013 Oxygen Equipment and Related Training Requirements at Worksites FA014 Medication in First Aid Kits FA015 Automated External Defibrillators (AEDs) in the Workplace 	K	

Agency Name:		
Part B Alberta Plus – Advanced First Aid Form		
Topic/Competency	Competency Level	Included
10.2 OHS Theory <u>Learning Requirements</u> <ul style="list-style-type: none"> A minimum of 2 written questions that address legal requirements related to OHS legislation. 	S	
Comments:		

Agency Representative: I have included all the mandatory requirements in Part B of the Alberta Plus Advanced FA form.

Agency Representative Print Name

Date

Position

Signature

Part C Instructions:

Quality assurance requirements are necessary to ensure the FA training agency has systems to provide quality workplace FA training. Policies and processes reflect minimum standards for course delivery. All information below must be included and supporting documentation **must** be submitted with the agency approval application.

Agency Name:	
Part C	
Quality Assurance – Advanced First Aid Form	
Topic Competency	Included
1.0 Administrative Information	
1.1 Insurance Requirements <ul style="list-style-type: none">• Current Errors and Omissions insurance:<ul style="list-style-type: none">○ Applies in Alberta○ Not less than \$1,000,000 per claim○ Includes bodily injury coverage○ Will remain in place for a period of 12 months following completion or termination of the Approval Agreement• General liability insurance:<ul style="list-style-type: none">○ Applies in Alberta○ Not less than \$2,000,000 per claim• Alberta Workers' Compensation Board (WCB) coverage that is current and good standing OR proof of exemption.	
1.2 Schedule of Training <ul style="list-style-type: none">• List of course dates that are scheduled/planned and the locations they are offered• Provide duration of course (number of hours)	
1.3 Certificates Issued <ul style="list-style-type: none">• Identify the process for issuing certificates (passing grade and length of validity)• Instructor certifies or otherwise indicates that the student has met all training requirements before the certificate is issued• Identify process for lost/stolen card replacement• Provide a copy of the FA certificate template that includes: name of the certified individual, name of the agency, date of expiry, name of the course, province or territory of issuance, and level of FA training	
1.4 Record Keeping <ul style="list-style-type: none">• Tracking system: student skill evaluations/tests, course level (AFA), and scores• Tracking system: first aider and instructor certification• Record keeping standards and retention policy	
Comments:	

Agency Name:

Part C
Quality Assurance – Advanced First Aid Form

Topic Competency	Included
2.0 Agency Organizational Structure <ul style="list-style-type: none">• Organizational chart and structure identified• Positions outlining roles and responsibilities• Identifying third party instructors• Agency Medical Advisor credentials	
Comments:	
3.0 Agency Training Environment <ul style="list-style-type: none">• Overall training environment (space, set-up, etc.)• The training materials are reviewed by medical advisor (no less than every three years)• Equipment is maintained and in working condition (condition, relevant, inventory)• Infection prevention policies and procedures for trainers and students	
Comments:	
4.0 Operational Policies and Procedures <ul style="list-style-type: none">• Complaint and dispute resolution process (e.g. about the course, material, instructors or students)• Policy to evaluate instructor training• Both internal and external program evaluation• Policy to identify training program deficiencies• Policy to implement corrective actions for training program deficiencies	
Comments:	
5.0 Evaluation and Updating Policies and Processes <ul style="list-style-type: none">• Student evaluation<ul style="list-style-type: none">○ Skills tests○ Learning objectives (Alberta Plus)• Instructor Competency<ul style="list-style-type: none">○ Ensure trained and qualified instructors are delivering the training program○ Have taught at least 2 courses in a year○ Current and applicable certification○ Evaluation of instructors and frequency of evaluations• FA programs<ul style="list-style-type: none">○ Develop and update the training program○ Ensure instructional method(s) meet the learning objective(s)	
Comments:	

Agency Representative: I have included all the mandatory requirements in Part C, Quality Assurance, of the Advanced FA form.

Agency Representative Print Name

Date

Position

Signature