(Date)

Dear PALS Course Instructor:

Thank you for being available to teach the PALS Course. Attendance on your date of instruction is critical. You are scheduled as an instructor for the following class:

Dates:

Times:

Location:

**Preparing to Teach the Course**

Adequate preparation is essential. Review the course agenda with list of groups, numbers, and rotation assignments. Study the Lesson Plans carefully. All lessons should be taught exactly as detailed on the Lesson Plans. Review the *PALS Instructor Manual*, *PALS Provider Manual*, and PALS Student Website.

**Faculty Assignments**

See the Lesson Plans for an explanation of how to conduct your assigned lessons. Faculty assignments are as follows:

| **Lesson Number** | **Course Event** | **Who Has This Assignment?** |
| --- | --- | --- |
| Introduction | Course Introduction |  |
| 1 | Life Is Why™ Activity (Optional) |  |
| 2 | Course Overview |  |
| 3 | Science of Pediatric Resuscitation |  |
| 4A | Learning/Testing Station: Child High-Quality BLS Practice |  |
| 4B | Learning/Testing Station: Child High-Quality BLS Testing—Testing Details |  |
| 5A | Learning/Testing Station: Infant High-Quality BLS Practice |  |
| 5B | Learning/Testing Station: Infant High-Quality BLS Testing—Testing Details |  |
| 6 | Learning/Testing Station: Child and Infant Choking (Optional) |  |
| 7A | Overview of Systematic Approach Model |  |
| 7B | Secondary Assessment |  |
| 8 | Team Dynamics |  |
| 9A | Management of Respiratory Emergencies |  |
| 9B | Respiratory Video Case Discussions |  |
| 9C | Learning Station: Airway Management |  |
| 10A | Management of Shock Emergencies |  |
| 10B | Shock Video Case Discussions |  |
| 10C | Learning Station: Vascular Access |  |
| 11A | Management of Arrhythmia Emergencies |  |
| 11B | Arrhythmia Video Case Discussions |  |
| 11C | Learning Station: Rhythm Disturbances/Electrical Therapy |  |
| 12 | Management of Post–Cardiac Arrest Care |  |
| 13 | Learning Station: Coping With Death (Optional) |  |
| 14 | Case Scenario Practice With Simulations |  |
| 15 | Case Scenario Testing |  |
| 16 | Exam |  |

If you have any questions about your assignment, please call (name) at (telephone number). Thanks again for your commitment to serve as faculty for this PALS Provider Course.

Sincerely,

(Name), Lead Instructor