



**COLLEGE OF MEDICAL TRAINING &
MEDICAL TRAINING CONSULTANTS INSTITUTE
(MTCI)**

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MISSION STATEMENT

College of Medical Training & MTCI specializes in healthcare professional training, emergency preparedness, and the advancement of individual skills! We strive to provide the highest quality education with the most current, state of the art techniques and materials presently available to the government, the professionals and the community. We ensure hands on training to our students, to enhance and further the skills they learn during their training. We recognize the value of every person and are guided by our commitment to excellence and leadership.

COMMITMENT TO QUALITY

We pride ourselves on the amount of hands-on training given to our participants during our course. There is no better experience than hands on to further your skills. We make the extra effort to ensure that when you finish your training, you know the information and skills that you came to learn.

**College of Medical Training & MTCI
is a designate
American Heart Association
Training Center**

AMERICAN HEART ASSOCIATION MISSION

Our mission statement is: "Building healthier lives, free of cardiovascular diseases and stroke."

The American Heart Association's delegates affirmed the mission statement in 2007.

The association's impact goal is to reduce coronary heart disease, stroke and risk by 25 percent by 2010. Progress toward the impact goal will be measured based on these indicators:

- *Reduce the death rate from coronary heart disease and stroke by 25 percent.*
- *Reduce the prevalence of smoking, high blood cholesterol and physical inactivity by 25 percent.*
- *Reduce the rate of uncontrolled high blood pressure by 25 percent.*
- *Eliminate the growth of obesity and diabetes.*

OUR TRAINING CENTER IN ACTION

Our TC implements AHA ECC science and education in the community. AHA courses are scheduled and conducted by our TC, and course records, including an instructor database, are maintained. We also issue course completion/participation cards.

We assist in ensuring that appropriate equipment is available for training, facilitate dialogue between students and instructors, and manage quality assurance in the ECC network. We've established a network by providing training at multiple sites throughout the community.

1. Liaison to the AHA. This includes being accessible by phone and responding to all AHA correspondence in a timely manner.
 - a. Providing general administrative support.
2. All record keeping required as part of the TC contract with AHA.
 - a. Managing records (minimum of 3 years on file).
3. Interfacing with instructors
 - a. Monitoring at random and for renewal
4. Managing course cards.
 - a. Only the TC or Authorized sites hold cards.
5. Updating the training network with the latest information on AHA courses, science guidelines, policies, and procedures. The TC will also provide instructors with information on subscribing to the AHA newsletter *Currents in Emergency Cardiac Care*.
6. Completing and forwarding the TC Activity Report form to the AHA by the deadline.
 - a. Reports are due twice a year.
7. Attending and actively participating in the TC's site review(s).
 - a. TC's update every 2 years, and
 - b. National update for rollout of new material as mandated by AHA.
8. Complying with AHA procedures when working to resolve complaints/problems related to the TC. Remaining current by attending TC coordinator meetings and/or forums as offered.
9. Ensuring that the TC has access to the regional faculty assigned by the AHA for each program offered at all times and notifying staff if this is not the case.
10. The TC will have a Quality Assurance program in effect.

WHAT CoMT/MTCI CAN OFFER INSTRUCTORS

CoMT/MTCI's Out-Reach Program:

Means reaching out to the smaller communities, towns and far out area's where services such as ours are needed but not offered due to the size of the communities.

A Calling Center - A resource for individuals interested in obtaining information of various programs offered in the community. If instructors keep us updated with information about their programs, we will help to pass the information on to those individuals calling our training center. Working with the community is what CoMT/MTCI is all about.

New Instructors:

Becoming an AHA instructor is “as easy as 1-2-3”. With our supportive Regional and Training Center Faculty, CoMT/MTCI strives to help new instructors becoming great instructors.

Volunteers:

Volunteers are always needed and welcomed. There is nothing better than feeling needed, and as a volunteer, your help is appreciated and used in many different ways.

Here are a few examples of some areas where volunteers can help.

- * At the Office or Training Center with phone calls, mailers, filing, etc.
- * Helping with CPR and First Aid classes
- * Helping with Health and Safety Fairs, Charity Events and community projects.
- * Helping with Community Special Needs Projects
- * Delivering Thanksgiving or Christmas dinners to homebound seniors

Volunteer Instructor List:

Instructors can request being on a list to be available in case a program has been scheduled and the instructor becomes ill or is unable to do the program. Instead of canceling the class, we could refer to the list of instructors willing to cover on short notice. It is between the person needing the help and the instructor on the list if there is a charge for services.

Keeping Instructors Informed:

CoMT/MTCI – Uses many ways, including newsletters, e-mail and the web to keep their instructors up-dated with AHA’s latest information.

Distributing Information:

CoMT/MTCI - Distributes information about Professional and Community programs in many different ways. Through our web (www.collegeofmedicaltraining.com), fliers and Catalogs, sent to businesses, schools, professional offices, Care Centers, Hospitals, libraries etc. and to have available at as many locations for the public to have easy access to.

We participate in Health and Safety Fairs, Charity Events and Non-Profit Groups.

We advertise in the newspaper and on the radio, and at times on the front of phone book covers.

We have multiple spots within the city and business phone directories.

Equipment, Manikins, and Rooms Available for Rent:

Manikins, AED Trainiers, Instructor Training Aids, DVD’s, Video’s and other equipment can be rented on an individual bases.

Prices depend on items requested. (Call for a price list)

Conference and Meeting Rooms Available:

CoMT/MTCI offers: Room with tables and chairs, TV, DVD, VCR, Overhead projector
Slide Projectors & Tape recorder. (Call for pricing)

CoMT/MTCI is a distributor for various products:

AHA Materials, Multiple types of Manikins, AED's, Respironics, Barrier Devices, First Aid Kits, Instructor Tool Kits, Popular Program Support Videos and "The CPR Rap" tape to name a few.

Supplies sold through TC.

We have a program for instructors to purchase some items at a special discounted rate, that can be sold to their participants at a suggested retail cost.

We attempt to keep some supplies available and on hand for those who need books or other supplies on short notice, larger quantities should be ordered in advance.

CoMT/MTCI - Names a number of services we offer to our instructors

- Minimal charge on cards
- Additional card discount for Training Sites & Groups
- Ordering by: Phone, Mail, or 24 hr. Fax
- Web site: www.collegeofmedicaltraining.com
- Equipment Rental (available after-hour pick up / return)
- Up-dated information through newsletters and/or e-mail and/or web
- Frequent Instructor Courses & Updates
- Watch for special discounts on early program registration and/or for students returning for renewals or additional training.