

NAMSS Instructor Flow chart

This document lays out the process and requirements to become a NAMSS instructor.

1. Apply!

- a. Before applying, make sure you meet the Student Instructor criteria (as laid out in the [NAMSS instructor policies](#))
- b. Candidates must complete an application form to include:
 - i. Current Curriculum Vitae outlining the applicant's accomplishments in the medical services field.
 - ii. Listing of speaking engagements and evaluation summary for the previous 12-24 months.
 - iii. Candidates must provide verified documentation of recent teaching/speaking experience.
 - iv. List of three references who can attest to applicant's speaking experience

2. Upon acceptance into the program, an applicant shall become a student instructor! In order to maintain your status as a Student Instructors, you:

- a. Must attend the Training of Trainers workshop where you will be trained to teach NAMSS courses.
- b. Are encouraged and always have the option to audit courses before student teaching.
 - i. Student instructors may audit virtual or in-person courses
 1. Note: *Student teaching requirements for virtual programs will be made at the discretion of the Education Committee.*
- c. Following the Training of Trainers, new instructors must student-teach with an experienced instructor once within the first 12 months.
 - i. NAMSS Executive Office will coordinate with new and experienced instructors on upcoming available courses.
 1. It is highly encouraged for student instructors to meet with their experienced instructor counterpart at least once prior to teaching the course
 - ii. If this requirement is not met, student instructor will forfeit their ability to become a NAMSS instructor, barring an exemption granted by the Education Committee.

3. What next?

- a. Following successful student teaching experiences, with an average instructor evaluation of 4.25 or higher on a 5 point scale, new instructors may request to start teaching independently each course for which they have successfully student taught.
- a. Current instructors will provide feedback, either written or discussion with the Education Committee, on all student instructors with whom they teach during the student instructor period before final approval will be granted for the student in question to become a NAMSS instructor.
- b. Note: All student instructors may be randomly audited by an Education Committee observer while teaching.

4. After the Education Committee votes, you will officially become a full NAMSS instructor!

- a. After becoming a full instructor, the expectation will be to teach a minimum of one NAMSS course each year, virtually or in-person, and receive average evaluation scores equivalent to 4.25 or higher on a 5-point scale. Scores below this threshold will be reviewed by the Education Committee who may recommend additional action as needed. Instructors will be provided with their evaluations and scores within thirty (30) days following completion of a course.
- b. In addition, when teaching for NAMSS, Instructors shall:

- i. Obtain and maintain NAMSS membership in good standing, be an advocate for NAMSS and overall ambassador of the NAMSS education program;
- ii. Refrain from making disparaging comments about course content, NAMSS, NAMSS staff and NAMSS leadership and other faculty in any capacity, including but not limited to personal social media;
- iii. Refrain from marketing their personal business interests when teaching a NAMSS course
- iv. Refrain from teaching programs that directly compete with NAMSS courses, both while serving as an instructor and for no less than two years after leaving their position as an instructor with NAMSS or speaking independently on topics that directly compete with a NAMSS educational course or program offering.
- v. Notify the Education Committee thirty (30) days in advance of all speaking requests which may compete with a NAMSS education offering.
- vi. Promptly communicate concerns or issues with content or processes directly with NAMSS staff;
- vii. Dress in appropriate business attire when representing NAMSS;
- viii. Adhere to all responsibilities outlined in Memorandum of Understanding (MOUs) or other education agreements with NAMSS;
- ix. Annually complete a NAMSS Conflict of Interest form;
- x. Review and sign instructor policies.
- xi. Adhere to the NAMSS Code of Professional Conduct.
- xii. Refrain from using his/her NAMSS instructor title or access to NAMSS instructor materials for their personal gain or benefit professionally or financially.

Note: Violations of any of the above may result in referral to the NAMSS Ethics Committee.

5. I'm an instructor...now what?

- a. Instructors must apply for reappointment every three years.
- b. Reappointment criteria consist of:
 - i. A comprehensive list of NAMSS courses taught.
 - ii. A comprehensive list of other public speaking engagements during the previous three years with evaluation data.
 - iii. Committee may obtain input from any organization for whom the instructor has previously spoken.
 - iv. One reference from a current NAMSS instructor with whom the instructor has taught in the past three years.
 - v. At the discretion of the Education Committee, an interview may be required.
 - vi. Review and sign current instructor policies.
- c. Instructors who do not reapply or submit all required documentation prior to the deadline will be considered a voluntary resignation as a NAMSS instructor.
- d. The NAMSS Education Committee will notify instructors of their decision. If reapplication is denied, the instructor will have an opportunity to meet with the Education Committee prior to denial being finalized.
- e. Instructors who are removed from the NAMSS instructor program may be reconsidered in two years, but may be subject to new instructor requirements including those of the Student Instructor Training Program as dictated by the Education Committee.
- f. Instructors taking a leave of absence to serve as a NAMSS Board Member or Committee Chair, or in another volunteer position, upon their return need to demonstrate that they meet current instructor criteria. They will not be required to participate in the Student Instructor Training Program, however participation is strongly encouraged.

6. Now I'm an instructor but I'm interested in teaching a new course! What do I need to do?

- a. Instructors interested in teaching a new course shall complete an "Additional Teaching Course Request" form. This form shall be submitted to the Education Committee via the NAMSS Executive Office for review and approval. If approved, the Instructor shall be notified and provided an outline of the next steps.
- b. In order to teach a new NAMSS course, current instructors will be required to student teach the course one time.
 - i. Instructors will receive expense reimbursement only for student teaching.
- c. Following student teaching, instructors will co-teach the course at least once with an experienced instructor.
 - i. Instructors will receive expense reimbursement and honoraria for co-teaching.
 - ii. If the instructor receives an average evaluation ranking of 4.25 or higher they may request to teach the course independently and receive full compensation in accordance with NAMSS instructor honorarium policy.
 - iii. If the instructor receives an average evaluation ranking lower than 4.25 they will not be qualified to teach that course.
 1. If the instructor is not qualified to teach the course, they may appeal the decision. All evaluations will be reviewed by the Education Committee, who will make a final determination on whether the instructor will be assigned to teach the course independently.