



## Lifesaving First Aid Programs and Certification

### First Aid Agreement

Between the Royal Life Saving Society Canada, Alberta and Northwest Territories Branch  
and Affiliate Delivery Partner

---

The purpose of this agreement is to set out an understanding where the Affiliate Delivery Partner (Affiliate) is using the Lifesaving Society - Alberta and Northwest Territories Branch (Society) First Aid programs.

- It is understood that the Affiliate is a Lifesaving Society Affiliate in good standing.
- Affiliate currently offers Lifesaving Society First Aid programs to the public and/or to staff.
- Affiliate delivers Lifesaving Society First Aid programs in accordance with the Lifesaving Society's current Policies and Procedures and the [Government of Alberta Quality Management Plan Requirements for First Aid Training in Alberta Workplaces](#).
- Affiliates must complete an annual evaluation of their First Aid Instructors (Government of Alberta requirement). Affiliates must use either the simple [Quality Management Plan \(QMP\) Lifesaving First Aid Instructor Evaluation Form](#), or the more detailed [Leadership Competency Assessment Form - Level 1](#) which are accessible on the Society website under *Find a Form - Leadership*. At a minimum, First Aid Instructors must be evaluated on the appropriate use of instructor materials, an effective presentation style, coverage of the complete course curriculum, and evidence of first aid practices that are current. Affiliates must maintain a written record of each instructor's evaluation results that is dated and signed by the instructor being evaluated and evaluator, and that identifies the courses taught. These evaluations must be made available to the Lifesaving Society or Alberta OH&S inspectors upon request.
- Affiliate agrees to be listed on the Lifesaving Society website as a Lifesaving Society First Aid program delivery partner.
- Should a conflict ensue as a result of either Society or Affiliate actions, with respect to the performance of either's respective obligation, Affiliate and Society will attempt to negotiate with each other and reach a resolution. Should the parties not be able to resolve the dispute through negotiation, either party may elect to contact a neutral mediator to assist in resolving the matter.
- Either party may withdraw from the contract with 60 days written notice should the arrangement prove dissatisfactory and a neutral mediator prove undesirable or unnecessary.

#### The undersigned hereby agree to the terms outlined:

Affiliate Delivery Partner: \_\_\_\_\_

Signing Authority Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
For: Royal Life Saving Society Canada  
Alberta and Northwest Territories Branch

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date