



Check List for Spirometry Instructor Applicants

Thank you for your interest in teaching for the Navy & Marine Corps Public Health Center (NMCPHC) sponsored NIOSH-approved Spirometry Training Course. The following is a checklist to assist you in understanding the different types of instructors. The requirements of each type of instructor, and what must be submitted to NMCPHC in order to request approval as an instructor.

There are 3 types of instructors: **Practicum Instructor**, **Course Lecturer**, and **Course Director**. See the appropriate checklist below for qualifications for each level and ensure that you meet the applicable requirements before submitting a faculty request.

This checklist was adapted from the NIOSH Spirometry website:
<https://www.cdc.gov/niosh/topics/spirometry/faculty-member.html>

Practicum Instructor

The Practicum Instructor assists the Course Director with teaching students the practical portion of conducting accurate spirometry tests. For example, teaching to small break-out student groups to gain ‘hands-on’ experience in accurately administering spirometry tests, including coaching subjects, calibration, and proper spirometer operation, identification of good spirometry curves and those with errors, and enhancing operator knowledge in how to prevent errors.

A practicum instructor must have NIOSH approval to teach prior to teaching; this approval is requested via NMCPHC.

The **Practicum Instructor** must meet **ALL** of the following criteria:

- A minimum of three years of experience in conducting spirometry tests
- Successful completion of a NIOSH-approved Spirometry Training Course

If you meet the criteria for a Practicum Instructor, then submit your request to NMCPHC.

A request includes the following information:

1. Current Resume [highlight your spirometry experience (i.e. number of spirometry tests performed over a period of time) and any prior teaching experience]	<input type="checkbox"/>
2. Copy of your current NIOSH-approved Spirometry Training Course Certificate	<input type="checkbox"/>

Submit your request to NMCPHC via email at:

usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-ocmed@mail.mil



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Course Lecturer

The Course Lecturer assists the Course Director with teaching students the lecture portions of the training course (i.e., Pulmonary Anatomy and Physiology). All lectures are approved by NIOSH and information presented should enhance the student's ability to understand the material and apply it to the practice of collecting spirometry data. Course lecture content is in accordance with the OSHA Cotton Dust Standard and the most current American Thoracic Society/European Respiratory Society guidance.

A lecturer instructor must have NIOSH approval to teach prior to teaching; this approval is requested via NMCPHC.

The **Course Lecturer** must meet **ONE** of the following criteria:

- A faculty-level member of the institution (e.g., MD, DO, or PhD) with at least one year of teaching experience at the collegiate level or equivalent (e.g., basic anatomy and physiology or some course related to spirometry)
- An instructor-level member of an institution (e.g., RN, RRT, MS) with greater than 50% of workload dedicated to teaching with at least 3 years teaching experience
- A health professional with licensure or professional certification in the pulmonary function testing field with at least three years documented experience under the supervision of individuals strictly described in the preceding criteria

A Course Lecturer must also have a strong fund of knowledge regarding spirometry testing guidelines and techniques.

If you meet the criteria for a Course Lecturer, then submit your request to NMCPHC. A request includes the following information:

1. Current Resume (highlight your education, credentials earned, spirometry experience, and any prior teaching experience)	<input type="checkbox"/>
2. Copy of your current NIOSH-approved Spirometry Training Course Certificate	<input type="checkbox"/>

Submit your request to NMCPHC via email at:
usn.hamptonroads.navmcpubhlthcenpors.list.nmcphec-ocmed@mail.mil



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Course Director

The Course Director is responsible to be physically present at each course, as well as, supervise all NIOSH-approved instructors that may be assisting the course director in the instruction of the course. The course director will monitor the progress of each student, and will be available to answer questions that arise during the lecture or practice sessions. They will also assure that all of the instructors meet the qualification criteria and that the course content is consistent with the minimum requirements established in the OSHA Cotton Dust Standard and NIOSH approval.

The **Course Director** must be proficient and already approved as a Practicum Instructor and as a Course Lecturer and must meet **ONE** of the following criteria:

- A physician with a minimum of three years of experience in the technical procedures and instrumentation of spirometry testing and in the diagnosis of occupational lung diseases, or one year of full-time experience supervising a pulmonary function laboratory
- A health professional with an advanced degree in pulmonary physiology or a related field who has at least three years of training and experience in the technical procedures and instrumentation for spirometry testing (e.g., Ph.D. in pulmonary physiology, bio engineering, etc.)
- A health professional with licensure or professional certification in the pulmonary function testing field with at least three years documented experience under the supervision of individuals described in the first two criteria

An approved Course Director automatically qualifies for all three levels of NIOSH Spirometry Faculty.

Requests for Course Director should be initiated by an email to NMCPHC Spirometry Course Sponsor Representative at the following email address:

usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-ocmed@mail.mil