


Name of Policy: <u>Cardiopulmonary Resuscitation Competency, ACLS and PALS Certifications</u>	 Effective Date: Initial Effective Date: 10/9/2001
Policy Number: 3364-100-50-33	
Department: Hospital Administration	
Approving Officer: Chief Executive Officer	
Responsible Agent: Chief Nursing Officer	
Scope: The University of Toledo Medical Center (UTMC)	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

Effective resuscitation services are systematically available throughout the hospital. Designated personnel will demonstrate competency in resuscitation services as appropriate to their job duties and responsibilities. UTMC uses the American Heart Association (AHA) as its required standard for certification.

(B) Purpose of Policy

To provide an organized response to needs for resuscitative services and assure staff maintain the necessary knowledge and skills to safely and effectively provide these services.

(C) Procedure

Each clinical department will identify, by job title, the appropriate level of competency for staff members.

- Health Care Provider BLS or Heart Saver CPR (as appropriate to job title) competency will be verified at start of orientation. American Red Cross "~~CPR for Professional Rescuers~~" Basic Life Support for Healthcare Providers" will be accepted as competency for new employees that require the healthcare provider certification, while the American Red Cross "Adult & Pediatric CPR" for lay rescuer will be accepted as competency for new employees that require the Heartsaver CPR certification. For those employees required to have ACLS and/or PALS, only the American Heart Association's certification will be accepted. These competencies will be verified and accepted upon hire, but new employees must successfully complete the required AHA course equivalent(s) by the end of ~~the~~ new hire probation.
- A refresher for CPR shall be completion of the Heartcode Complete BLS course, unless granted special exceptions by Life Support Training to attend an in-person class. A refresher for employees needing ACLS and PALS can be either an in-person refresher class or the respective Heartcode Complete course (either ACLS or PALS). CPR refresher course Any refresher must be taken and successfully completed every two years and prior to the end of the needs to be retaken every two years (before the end of the month cited on their card) to maintain competency. The AHA does not recognize a "grace period." Certification that goes beyond the recommended renewal date cited on the card is expired and the employee must complete an appropriate AHA certification course. Management will schedule each employee who requires certification as a job requirement into one (1) scheduled, paid class per renewal period. If the employee fails to attend this scheduled class (under any circumstances) or does not complete/pass the class, the employee is responsible, per self, to achieve AHA certification on their own time and at their own expense. If Life Support grants an exception per its Departmental Policy, and the Department is not charged for the course, then the Department may reschedule the employee.
- It will be the employee's responsibility to maintain current CPR (and if required, ACLS and/or PALS) certification. If a staff member allows his/her ~~CPR~~ required certification(s) to expire, he/she may not continue to work in any capacity until all requirements are met. The staff member will be immediately placed on unpaid administrative leave of absence as of midnight on the day of expiration until current certification is completed, verified and on record. The staff member will also be given one step of progressive discipline. Employees will then be given five (5) business days to adhere to this policy. If a valid and active ~~CPR~~ certification is not demonstrated by 5 p.m. on the fifth day, the next step of progressive discipline will be issued. This process is

- repeated until the employee either demonstrates proof of valid and active ~~CPR~~ certification or continues progressive disciplinary action up to and including termination.
4. Staff who do not successfully complete the applicable ~~CPR certification~~ training program(s) will be provided a remedial program (as developed by manager) to gain these skills. Staff unable to successfully achieve the required competency within three months of initial "failure" are subject to termination.
 5. Records of participation in UTM ~~CPR~~ training sessions will be maintained by the Life Support Training Center. Documentation of CPR ~~(and ACLS or PALS, if applicable)~~ competency will be maintained in the employee's record by their manager.
 6. CPR, ~~ACLS, or PALS~~ training completed outside of UTM must be ~~either an AHA certification, which has a didactic component as well as a hands-on skills evaluation. hands-on Heartsaver course, or an AHA hands-on Healthcare Provider course, where skills are demonstrated to an instructor. After completion of a hands-on course,~~ the employees must submit proof of appropriate course completion to their immediate supervisor/manager and the Staff Development Department if applicable.
 7. Training and assessment of competency in the use of resuscitative equipment (i.e., Code Cart, Ambu's, suction machines, etc.) will be the responsibility of the department.
 8. Those staff members unable to participate in CPR training due to physical limitations are required to submit a physician's statement, participate in the didactic component of ~~a the~~ CPR course, participate in any skill performance that is not prohibitive and pass the written test on a bi-annual basis. Staff members unable to demonstrate all required skills will not be eligible to receive CPR certification. Hospital Administration will determine continued employment status or if such employees shall have modified job duties and descriptions if they are not able to fulfill the CPR requirement.

Approved by:		Review/Revision Date:	
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<div></div>		6/16/2008	
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Policies Superseded by This Policy: 7-50-33 Cardiopulmonary Resuscitation Competency			