


Name of Policy: Cardiopulmonary Resuscitation Competency, ACLS and PALS Certifications		 Effective date: 4/2025 Original effective date: 10/9/2001	
Policy Number: 3364-100-50-33			
Approving Officer: Chief Executive Officer			
Responsible Agent: Chief Nursing Officer			
Scope: University of Toledo Medical Center			
Key words: Cardiopulmonary, Resuscitation, CPR Competency, ACLS, PALS			
<input type="checkbox"/>	New policy proposal	<input 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.

1. Health Care Provider Basic Life Support (BLS) or Heart Saver Cardiopulmonary Resuscitation (CPR), as appropriate to job title, competency will be verified at start of orientation. American Red Cross “Basic Life Support for Healthcare Providers” will be accepted as competency for new employees that require the healthcare provider certification, while the America 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 Advanced Cardiovascular Life Support (ACLS) and/or Pediatric Advanced Life Support (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 new hire probation.
2. 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). Any refresher must be taken and successfully completed every two years and prior to 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.

3. 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 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 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 certification or continues progressive disciplinary action up to and including termination.
4. Staff who do not successfully complete the applicable 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 UTMC Life Support 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 UTMC must be an AHA certification, which has a didactic component as well as a hands-on skills evaluation. The employee 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. 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 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.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Daniel Barbee Chief Executive Officer</p> <p>4/11/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Kurt Kless Chief Nursing Officer</p> <p>4/14/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Nursing Administration, Life Support Educator</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • 7-50-33 <p>Initial effective date: 10/9/2001</p> <p>Review/Revision Date:</p> <p>8/30/02 7/6/05 6/16/2008 6/21/2011 5/13/2013 10/1/2013 7/1/2015 4/1/2017 6/15/2020 6/1/2023 4/2025</p> <p>Next review date: 4/2028</p>
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