

<b>Policy Title: Life Support and Course Completion Requirements</b>	<b>Policy Number: N/A</b>
<b>Owner Department: Patient Care Services Regional Education</b>	<b>Effective Date: Recommend effective date = 30 to 90 days after approval date</b>
<b>Document owner/Custodian: Director Professional Practice</b>	<b>Page: 1 of 4</b>
<b>Creation Date: April 2012</b>	<b>Last Review Date: 10/2019</b>
<b>Approval Date:</b>	<b>Last Revision Date: 10/2019</b>
<b>Approving Committee: Regional PCS Policy and Procedure Committee</b>	

## 1.0 Policy Statement

All NCAL KFH and TPMG employees are required to maintain, and provide verification of current course completions indicating successful completion of BLS, ACLS, PALS, PEARS or NRP as defined by their job description and regulatory requirements of agencies governing the healthcare industry.

## 2.0 Purpose

The purpose of this policy is to clarify the approved providers for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care (ECC) including BLS, ACLS, PALS, PEARS, NRP and the responsibilities and processes for maintaining current course completions.

## 3.0 Scope/Coverage

**3.1** This policy applies to all Northern California (NCAL) Medical Facilities.

**3.2** All NCAL KP employees required by their job descriptions to hold a valid course completion card indicating completion of training for BLS, ACLS, PALS, PEARS or NRP.

## 4.0 Definitions

**Advanced Cardiovascular Life Support (ACLS) for Healthcare Providers:** Course designed to teach knowledge and skills needed to apply clinical interventions during treatment of urgent and emergent situations of cardiac arrest, stroke, and other life-threatening medical emergencies.

**American Heart Association (AHA):** The American Heart Association is the recognized leader in resuscitation science and training. The Emergency Cardiovascular Care program of the AHA also develops, publishes and disseminates the science of cardiopulmonary resuscitation and emergency cardiovascular care and first aid internationally. In coordination with various national organizations, the AHA publishes guidelines and scientific statements recognized as the international standard.

**Basic Life Support (BLS) for Healthcare Providers / Professionals:** Course designed to teach recognition of signs of sudden cardiac arrest (SCA), heart attack, stroke, and foreign-body airway obstruction (FBAO); cardiopulmonary resuscitation (CPR); and defibrillation with an automated external defibrillator (AED).

**eCard:** An e-card is the electronic equivalent of a course completion card based on the design specifications of the distributing professional acceptable agency. eCards are valid course completion cards and can be presented to employers as proof of successful completion as an alternative for printed cards. eCard information is populated electronically by the Training Center Coordinator or Instructor. AHA E-cards must contain the e-card code.

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**Heart and Stroke Foundation of Canada:** The Heart and Stroke Foundation, a volunteer-based health charity, leads in eliminating heart disease and stroke and reducing their impact through the advancement of research and its application, the promotion of healthy living, advocacy.

**Neonatal Resuscitation Program (NRP):** Neonatal Resuscitation Program is an educational program that introduces the concepts and basic skills of neonatal resuscitation. The focus is on ventilation rather than cardiac defibrillation.

**Pediatric Advanced Life Support (PALS):** Course designed to teach the pediatric healthcare provider knowledge and skills necessary to manage critically ill infants and children. Skills taught include recognition and treatment of infants and children at risk for cardiopulmonary arrest; the systematic approach to pediatric assessment, effective respiratory management; defibrillation and synchronized cardio version; intra-osseous access and fluid bolus administration; and effective resuscitation team dynamics.

**Pediatric Emergency Assessment, Recognition and Stabilization (PEARS):** The Pediatric Emergency Assessment, Recognition, and Stabilization (PEARS) course was designed for healthcare providers that infrequently see critically ill children. PEARS prepares a student to assess, categorize, decide and act early to stabilize the child. The main focus of PEARS is prevention, and specifically the assessment, recognition and stabilization of pediatric victims at risk of severe cardiopulmonary distress.

**Primary Source Verification (PSV):** Is the act of verifying the applicant's documents directly from the original source of a specific credential (education, training, licensure) to determine the accuracy of the qualifications of an individual.

## 5.0 Policy/Provisions

- 5.1** BLS, ACLS, PALS, and PEARS training is acceptable from American Heart Association (AHA). BLS training is also acceptable from the Heart and Stroke Foundation of Canada (HSFC) which use the AHA guidelines.
- 5.2** Computer-based didactic training is acceptable if offered through the American Heart Association or an authorized AHA Provider. Skills validation must be completed by an authorized AHA Provider.
- 5.3** Renewal classes BLS for Providers, ACLS, PALS and PEARS are offered at the local medical facilities for all NCAL Kaiser Employees by a regionally contracted vendor. The vendor contract is managed by Regional Patient Care Services.
- 5.4** A medical center may choose to offer classes for Initial BLS, ACLS, PALS and PEARS using the regionally contracted vendor. These classes are managed and paid for by local medical centers.



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- 5.5** If an individual employee (e.g. nurse) chooses to take an initial class not required for their current job, or in preparation to apply for a different job, it is the responsibility of the individual to pay for that class.
- 5.6** NRP training is provided online through a learning management system with skills validation from NRP certified instructors at the local medical centers. The American Academy of Pediatrics is an approved provider and agency for NRP.

**6.0 Procedures**

- 6.1** It is the employee’s responsibility to know departmental course completion requirements and renew all required cards of completion (BLS/ACLS/ /PALS/PEARS/NRP) before the date of expiration. Verification of current BLS/ACLS/ /PALS/PEARS/NRP course completion is due to the manager (or designee) prior to the date of expiration. It is acceptable to email eCards to the manager and HR Compliance through the KP learning management system. Kaiser does not allow for a grace period for completion of the class after the date of expiration on the card. Managers (or designee) are accountable to ensure that all employees and contract registry staff who are required by their job description to have current BLS and/or ACLS/PALS/PEARS/NRP certification have the required documentation from an approved provider.
- 6.2** Primary source verification is available on the Regional contracted vendor's website and Kaiser Permanente's online learning management system for employees who have recertified using either of these methods. HR Compliance personnel at the medical centers are authorized to access these sites to obtain verification of employee course completion.
- 6.3** Written verification from the provider of BLS/ACLS/ PALS/PEARS/NRP class completion is acceptable; however, the employee must provide the actual card of completion within 30 days.
- 6.4** If the employee does not provide the verification of renewed BLS course completion, he/she must be placed on unpaid administrative leave effective the day following expiration.
- 6.5** If the employee does not provide proof of completion of BLS by the 30th calendar day of unpaid administrative leave, the employee will be terminated unless there are mitigating circumstances that would prevent the employee from becoming compliant with the above within the thirty (30) calendar days.
- 6.6** Unless otherwise provided for in the collective bargaining agreement (e.g. CNA CBA Appendix G), the same process as described in 5.4 and 5.5 will be followed for ACLS, PALS, PEARS and NRP course completion.

**7.0 References/Appendices**

- NCAL Human Resources Policy and Procedure “Regulatory Compliance”
- NATL.HR.010 Policy: License, Certificate, and Registration Verification Policy
- American Heart Association, Course Matrix, 2010,

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[http://guidelines.ecc.org/pdf/ucm\\_317267.pdf](http://guidelines.ecc.org/pdf/ucm_317267.pdf)

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American Heart Association (2015). Emergency Cardiovascular Care: Course Card Reference Guide.