



Chapter: Hospital Operations
Subject: Cardio-Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid Certification Requirements

Applicability: State Hospitals and State Operated Community Services

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References: Official Code of Georgia Annotated (O.C.G.A.) 31-11-53.1

Approved: [Signature]

Attachments: Attachment A - CPR/AED and First Aid Training Requirements
Attachment B - Statement of Understanding between American Heart Association and American Red Cross

Gregory C. Hoyt, Director
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Date

CARDIO-PULMONARY RESUSCITATION (CPR), AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND FIRST AID CERTIFICATION REQUIREMENTS

POLICY

It is the policy of DBHDD that all employees maintain Cardio-Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid certification if their job classification puts them or others at risk of injury and illnesses and/or requires employee response to emergency situations in the workplace. DBHDD utilizes American Red Cross and American Heart Association to deliver CPR/AED and First Aid training courses in accordance with Occupational Safety and Health Administration (OSHA) training guidelines.

PROCEDURES

Training and Certification Requirements

Training and certification in CPR/AED and First Aid is considered an essential job function and is required for all those who do their work in an area where they have patient contact. All medically licensed staff (Physicians, Psychiatrists, Nurses, Dentists) and Certified Nursing Assistants (CNA) complete CPR & AED training and certification for professional rescuers; all other state employees who have direct patient contact complete CPR/AED and First Aid training and certification for lay rescuers. Attachment A - CPR/AED and First Aid Training Requirements conveys the minimum requirements but hospitals may offer training beyond these minimum requirements.

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Employees are released to undertake this training during paid work hours. Training takes place in the hospital or at the state operated community service and is provided to employees at no cost.

Requirements for Employees with Multiple Job Functions

Employees with more than one job function, or who are assigned across program or functional areas in the hospital or state-operated community program, must maintain CPR/AED and First Aid training and certification if any of their job functions entail work in an area where they have patient contact.

Temporary Staff, Interns, Locum Tenens and Volunteers

The following temporary employees who work at a hospital **are** expected to have current CPR/AED certification: Physicians who work part-time such as, house officers, medical students, medical interns, Locum Tenens, Agency Nursing and direct care staff. This policy is not applicable to (a) students or interns assigned to work at state hospitals or state-operated community programs for six weeks or less, (b) students or interns whose engagement is ongoing longer than six weeks but is on a very limited basis, and (c) volunteers.

Equivalent American Heart Association (AHA) and American Red Cross (ARC) Training Courses

AHA and ARC serve similar audiences and have a common purpose to increase the number of people trained in First Aid and CPR. A Statement of Understanding (effective June 30, 2007 – June 30, 2011) was established to outline a broad framework for cooperation between the two organizations and provides information regarding the equivalency of topics and content in the First Aid, CPR, and AED training programs, as well as other services for which cooperation may be mutually beneficial. **Attachment B – Statement of Understanding** provides information regarding the equivalency in content for the CPR/AED and First Aid training programs. CPR/First Aid certifications other than ARC and AHA will not be accepted.

Recertification

Per the standards of AHA, First Aid certification is renewed every 2 years and CPR/AED certification is renewed every 2 years.

Per the standards of ARC, First Aid certification is renewed every 3 years and CPR/AED certification is renewed every 1 year.

Recertification is required for employees in all skill levels of CPR/AED and First Aid training required for their job classification. Recertification means that employees must meet the requirements for recertification by the end of the month in the year their card expires.

If the employee is on leave during their designated recertification month, he/she must achieve certification within one month after their return to work.

Inability to Complete CPR/AED and First Aid Training and Certification

Employees Hired July 1, 2009 and After

All employees hired July 1, 2009 and after who cannot complete initial certification in the required CPR/AED and First Aid for their job classification will be separated from employment.

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All employees hired July 1, 2009 and after who cannot complete recertification are given two opportunities to attempt recertification. If an employee still cannot be recertified within 30 days of the first attempt, the CPR/AED or First Aid Instructor documents the employee's status in the Instructor's log book and notifies the Regional Hospital Administrator (RHA). If the reason for an employee's inability to be recertified is a temporary condition, then the employee may submit a written request to the RHA for the opportunity to attempt recertification at a later date. Each situation will be considered on a case by case basis by the RHA in consultation with Human Resources staff.

If an employee is unable to pass at the conclusion of the time requested, then they are separated from employment. The RHA has discretion to place the employee in a job that does not require CPR/AED and First Aid certification.

Employees Hired Before July 1, 2009

An employee hired prior to July 1, 2009 who cannot complete the certification or recertification in the required CPR/AED and First Aid for their job classification is given two opportunities to become certified. If an employee still cannot be certified within 30 days of the first attempt, the CPR/AED or First Aid Instructor documents the employee's status in the Instructor's log book.

In each instance of an employee unable to be certified in the required skill level for their job classification, the hospital Training Program Administrator notifies the Regional Hospital Administrator. The RHA has the option of assigning the individual alternate duties or otherwise managing staff coverage to ensure safety. Under no circumstances may an employee who is unable to be certified remain in a position requiring CPR/AED and First Aid certification.

Supervisory Responsibilities and Requirements

It is the responsibility of each employee's supervisor to ensure the employee receives the appropriate CPR/AED and First Aid training.

CPR/AED and First Aid Training Requirement

Audience	Level of Training	American Heart Association (AHA) CPR/AED Training Course	American Red Cross (ARC) CPR/AED Training Course
		<i>Renewal required: 2 years</i>	<i>Renewal required: 1 year</i>
<p>All medically licensed staff (<i>Nurses, Physicians, Psychiatrists, Dentists</i>) and CNAs</p> <p>Locum Tenens staff (<i>MDs, DOs, APRNs</i>) and House Officers</p>	Professional Rescuers	Basic Life Support (BLS) for Healthcare Providers & AED	CPR/AED for the Professional Rescuer
<p>All other state employees who have direct patient contact</p> <p><i>(For example: HSTs, FSTs, HCWs, Program Asst., DLC Staff/Instructors, Service Directors, Team Leaders, Shift Supervisors Psychologists/Behavior Specialists, Social Workers, Consumer Peer Specialists, Speech Pathologists, Personal Advocates, Maintenance, Environmental Services and Food Services, OT, PT, AT, Instructors etc.)</i></p>	Lay Rescuers	Heartsaver CPR & AED (adult & child)	CPR/AED (Adult and Child)
Audience	Level of Training	American Heart Association (AHA) First Aid Training Course	American Red Cross (ARC) First Aid Training Course
		<i>Renewal required: 2 years</i>	<i>Renewal required: 3 years</i>
<p>All medically licensed staff (<i>Nurses, Physicians, Psychiatrists, and Dentists</i>) and CNAs</p>	Professional rescuers	Not required unless an individual hospital requires it	Not required unless an individual hospital requires it
<p>All other state employees who have direct patient contact, except medically licensed staff</p> <p><i>(For example: HSTs, FSTs, HCWs, Program Asst., DLC Staff/Instructors, Service Directors, Team Leaders, Shift Supervisors Psychologists/Behavior Specialists, Social Workers, Consumer Peer Specialists, Speech Pathologists, Personal Advocates, Maintenance, Environmental Services and Food Services, OT, PT, AT, Instructors etc.)</i></p>	Lay Rescuers	Heartsaver First Aid	First Aid or Standard First Aid



Together, we can save a life



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**STATEMENT OF UNDERSTANDING BETWEEN
THE AMERICAN HEART ASSOCIATION
AND
THE AMERICAN NATIONAL RED CROSS**

I. Purpose

The purpose of this Statement of Understanding is to continue a working relationship between The American Red Cross (ARC) and the American Heart Association (AHA) for the matters described below and to replace their earlier Statement of Understanding for such matters. This Statement outlines the broad framework for cooperation between the two organizations in providing information to their chapters and affiliates regarding the equivalency of topics and content in First Aid, Cardio-Pulmonary Resuscitation and Automated External Defibrillators (AED) training programs, as well as other services for which cooperation may be mutually beneficial.

This Statement of Understanding is being established in consideration of the fact the ARC and AHA serve similar audiences and a common purpose to increase the number of people trained in First Aid and CPR. Along with reaching similar populations the ARC and AHA also share similarities in the content of their training programs. This collaboration will allow ARC Chapters and AHA state and local affiliates to provide information and recognition of the other's training to both instructors and to end users.

II. Concept of Operations:

Each party to this SOU is a separate and independent organization. As such, each organization retains its own identity in providing service and each organization is responsible for establishing its own policies and financing its own activities.

III. Mission of The American Red Cross

The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its congressional charter and the fundamental principles of the International Red Cross and Red Crescent Movement.

IV. Mission of The American Heart Association

The American Heart Association is a national voluntary health agency whose

mission is building healthier lives, free of cardiovascular diseases and stroke.

V. Organization of the American Red Cross

The national headquarters of the American Red Cross is located in Washington, D.C. National headquarters is responsible for implementing policies and regulations that govern American Red Cross activities, and for giving administrative and technical supervision and guidance to the chartered units. Chartered units include chapters and Blood Services regions. The Board of Governors has delegated to the duly constituted volunteer governing board of each chartered unit the authority and responsibility for: (a) governance of the chartered unit, (b) delivery of authorized services in the territorial jurisdiction of the chartered unit, (c) meeting corporate obligations, in conformity with and subject to the limitations stated in corporate regulations.

The American Red Cross provides services in the following five (5) lines of service: Biomedical Services, Disaster Services, Health and Safety Services, International Services, and Armed Forces Emergency Services.

Each chartered unit has the authority and responsibility for carrying out the purposes of the American Red Cross, for delivering local American Red Cross services, and for meeting corporate obligations within the territorial jurisdiction assigned in conformity with corporate regulations. The chartered units ("chapters") coordinate their work through eight (8) regional service areas.

VI. Organization of the American Heart Association

The American Heart Association is the largest voluntary health organization fighting heart disease, stroke and other cardiovascular diseases in communities across America. To prevent, treat and defeat these diseases, the association funds research, educates the public and health professionals, and advocates for healthier communities.

The American Heart Association is a single corporation, divided physically into the National Center located in Dallas, Texas, and 10 affiliate offices that cover the United States. Operations are divided into seven main areas: Office of Chief Executive Officer, Advocacy, Corporate Operations, Field Operations and Development (which includes FCC), Healthcare Markets, Science Operations and Technology, and Customer Strategies.

The American Heart Association is a volunteer board led organization. The Emergency Cardiovascular Care Committee, which formulates scientific standards of care and guidelines for the ECC training programs in the United States is commissioned by the American Heart Association Board of Directors. The ECC Committee has five sub-committees on Basic Life Support, Advanced Life Support, Pediatric Life Support, Education, and the Program Administration Committee. The

ECC Program Administration Committee establishes the training and program standards of all ECC courses.

The Emergency Cardiovascular Care business unit is a National Center operational unit with both National Center and Affiliate-Regional based staff. The ECC program is comprised of 105 ECC field staff covering 43 Regions comprising the 50 states, District of Columbia, and Puerto Rico; the ECC program additionally has international staff providing services to more than 50 countries. Services of the Emergency Cardiovascular Care program include Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Neonatal Resuscitation Program (in partnership with the AAP.) The National ECC office provides administrative and technical oversight to the Regional staff and programs.

The ECC program has over 270,000 instructors in BLS, ACLS, and PALS, who teach through 3,500 authorized Training Centers in the United States and throughout the World. Courses are delivered to healthcare providers, corporate workforces, public and parochial schools students and teachers, military servicemen and women, and the general public.

VII. Method of Understanding

ARC and AHA agree to recognize the other's student level CPR and First Aid training programs as equivalent in content, as shown in the following table of courses. The recognition is for entrance into an appropriate provider (student) renewal course or an instructor course.

TRAINING PROGRAMS

American Red Cross	Recommended Audience	American Heart Association
CPR—Adult	Lay rescuers	<i>Heartsaver CPR: Adult</i>
CPR—Child and Infant	Lay rescuers	<i>Heartsaver CPR: Pediatric</i>
CPR/AED—Adult and Child	Lay rescuers	<i>Heartsaver AED (includes adult CPR certification)</i>
CPR —Adult, Infant and Child	Lay rescuers	<i>Heartsaver CPR: Adult and Pediatric</i>
First Aid or Standard First Aid	Lay rescuers	<i>Heartsaver First Aid</i>
CPR/AED for the Professional Rescuer	Healthcare providers and professional rescuers	<i>Basic Life Support for Healthcare Providers</i>

ARC agrees to:

- Inform their instructors, chapters, other units or departments, and otherwise widely distribute, this Statement of Understanding and urge full cooperation with the Statement of Understanding.
- Recognize the quality of the AHA's instructors, and expedite the process for AHA instructors to become authorized to teach similar ARC courses in First Aid, CPR and AED usage. The Administrative Guidelines for Crossover Courses which provide a framework for cross training AHA instructors to become ARC instructors will be maintained and widely distributed.
- Recognize the AHA's certification for the same time period as the ARC's equivalent certificate.
- Acknowledge the American Heart Association in bringing together top scientists and researchers to evaluate the latest cardiovascular and resuscitation research and develop the published consensus for the treatment of cardiovascular emergencies.
- Recognize that the American Heart Association is the nation's largest voluntary health agency fighting heart disease, stroke and other cardiovascular diseases. Through donations and fundraising events, the American Heart Association annually funds cardiovascular research throughout the United States.

AHA agrees to:

- Inform their instructors, affiliates, other units or departments, and otherwise widely distribute, this Statement of Understanding and urge full cooperation with the Statement of Understanding.
- Recognize the quality of the ARC's instructors, and expedite the process for ARC instructors to be authorized to teach the AHA's similar courses in First Aid, CPR and AED usage. A Crossover Agenda which provides a framework for cross training ARC instructors to become AHA instructors will be maintained and widely distributed.
- Recognize the ARC's certification for the time period indicated on the certification.
- Recognize that the American Red Cross is the premiere provider of humanitarian disaster relief services. The American Heart Association supports the position of the American Red Cross in conducting special appeals and campaigns for funds during times of disaster.

The organizations will strive to ensure that open communications between the parties is maintained. Communications systems such as meetings, conferences, telephone calls, and email will be utilized.

Recognizing the need for advising the public of the work of both organizations, the American Red Cross and American Heart Association will make every effort through their public information offices to keep the public informed of their cooperative efforts.

The ARC and AHA will actively seek to determine other areas/services within their respective organizations where cooperation and support will be mutually beneficial and to amend this Statement of Understanding accordingly to include such agreements.

The organizations agree that each will be responsible for the costs of its own activities, however any mutual expenses incurred as a result of cooperation or collaboration under the terms of this Statement of Understanding will be apportioned as agreed to in writing by both parties prior to incurring such expenses.

Use of the name and emblem of one party by the other party shall be allowed only in the case of particular projects undertaken and only upon obtaining the prior express written consent.

VIII. Periodic Review

Representatives of the American Red Cross Preparedness and Health and Safety Services Department and American Heart Association, Emergency Cardiovascular Care Programs will meet annually, on or around the anniversary date of this Statement of Understanding, to evaluate progress in the implementation of the Statement of Understanding and to revise and develop new plans or goals as appropriate.

IX. Term of Statement of Understanding

This Statement of Understanding shall be effective on June 30, 2007 and expire on June 30, 2011. Six months prior to expiration, the parties shall meet to review the progress and success of the Statement of Understanding and determine whether it should be extended for an additional five years. Any agreed extension shall be memorialized by the parties in writing. In no event shall any extension of this Statement of Understanding be for a period exceeding five (5) years.

This Statement of Understanding may be terminated at any time by either party upon written notification from one party to the other.

X. **Miscellaneous.**

This Statement of Understanding does not create a partnership or a joint venture, and neither party has the authority to bind the other.



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Date: 6/28/07

Date: 6-27-07

