I. PURPOSE

To establish guidelines on staff requirements for certification in cardiopulmonary resuscitation and other life-saving interventions.

II. POLICY

A. All incoming Graduate Medical Education (GME) Trainees are required to become certified in Cardiopulmonary Resuscitation (CPR) within 3 months of employment. All GME Trainees must maintain CPR certification throughout the entire training period. Some training programs have additional lifesaving certification requirements that must be maintained throughout the entire training period (unless otherwise noted). They are:
   1. Pediatric Advanced Life Support (PALS): Emergency Medicine, Pediatrics, Pediatric Critical Care and Neonatal/Perinatal Medicine
   3. Advanced Cardiac Life Support (ACLS): Anesthesiology, Cardiothoracic Surgery, Dermatology, Emergency Medicine, Medicine/Dermatology, Medicine, Cardiovascular Disease, Clinical Cardiac Electrophysiology, Interventional Cardiology, Heart Failure, Nephrology, Pulmonary/Critical Care, Neurology, Neurosurgery, Nuclear Medicine, Otolaryngology, Plastic Surgery, Radiology, Neuroradiology, Vascular/Interventional Radiology, Radiation Oncology, Surgery, Vascular Surgery (residents and fellows)
   4. Advanced Trauma Life Support (ATLS): Anesthesiology Critical Care, Emergency Medicine, Neurosurgery, Otolaryngology (renewal after PGY 3 not required), Pediatric Critical Care, Plastic Surgery, Surgery, Vascular Surgery (renewal after PGY 3 not required)

B. Registered Nurses, Nursing Residents, Licensed Practical Nurses, Nursing Assistants, Medical Assistants, Respiratory Therapists, Pharmacists, Radiation Therapists and Technicians having direct patient contact must demonstrate, on a biennial basis, certification in Health Care Provider CPR. Recertification must occur prior to expiration (per American Heart Association Guidelines). Beyond the aforementioned disciplines, each department is responsible to determine whether its employees need to be CPR certified. Medical staff members who are not involved in performing CPR are exempted from this requirement. Registered Nurses who are permanently assigned to Med Flight, the Emergency Department, D65 PCU, Radiology or the Adult Intensive Care Units will maintain current certification in ACLS. Registered nurses who are permanently assigned to CHETA, Med Flight, the Emergency Department and PICU, the Pediatric Sedation Clinic, and the Burn Unit will maintain certification in PALS. Registered nurses who are permanently assigned to Med Flight, CHETA and the NICU will maintain certification in Neonatal Resuscitation Program (NRP). Other certifications may be required as detailed by position requirements.

III. PROCEDURE

All employees must maintain required certifications throughout employment with the UWHC. Persons with a medical leave or other extenuating circumstances will be granted a grace period on a case by case basis.

A. GME Trainees:
   1. The GME Office is responsible for informing GME trainees of the lifesaving certification requirements.
   2. GME trainees will provide proof of certifications to their Program Coordinators.
   3. GME trainees who must be certified in ATLS must achieve certification prior to the rotations or PG level for which it is required and must keep the certification current throughout their training at UWHC (unless otherwise noted).
   4. For all other required certifications, GME trainees must show current certification or be certified within the first 3 months of employment. Certification must be kept current throughout their training at UWHC.
   5. The Program Coordinator will facilitate the scheduling of the trainee in any training required to obtain certification.
   6. Program Coordinators will upload copies of certifications into MedHub for GME Office verification.

B. All Other Employees:
1. For new employees, a Human Resource Department’s Recruitment Representative will confirm previous employment, certification, and other relevant information, such as educational history when appropriate. If the employee’s certification is due to expire prior to his/her start of employment, he/she will be expected to complete the renewal process and bring the new certification card to the Department Manager. Those who have never been certified in basic life support will be scheduled to attend a basic CPR course provided by the Emergency Education Center within 3 months of employment.

2. Department Managers are responsible for informing new employees of this policy at departmental orientations.

3. It is the responsibility of Department Managers to document initial training and ongoing certification.

4. Each department will establish procedures to ensure enforcement of the requirement for current certification. These procedures may include temporary removal from patient care responsibilities pending re-certification.

5. CPR:
   A. The employee demonstrates ability to perform CPR by successfully attaining Health Care Provider CPR certification.
   B. The performance review must occur biennially. A renewal course must be completed prior to the expiration date on the card.

6. ACLS/PALS/NRP/ATLS:
   A. RNs newly employed in Med Flight, the Emergency Department and the ICUs are scheduled for respective advanced life support training during their first six months of employment, unless already holding current ACLS/PALS certification.
   B. RNs newly employed in the IP PACU are required to be ACLS certified and PALS certified within their first year of hire. An agency staff clinician who is not PALS certified shall not be assigned to care for a pediatric patient.
   C. RNs newly employed in the AFCH PACU are required to be PALS certified within their first year of hire.
   D. Department Managers will require employees to provide proof of certification in ACLS/PALS/ATLS. Certification is attained after the employee demonstrates the ability to perform ACLS/PALS/ATLS by meeting criteria to be an advanced rescuer, as established by the American Heart Association/American College of Surgeons.
   E. Re-certification training will be scheduled every two years for ACLS and PALS, as established by the American Heart Association, and every four years for ATLS, as established by the American College of Surgeons.
   F. RNs newly employed in Med Flight, CHETA, and the NICU are required to attain NRP certification during their first six months of employment, unless already holding current NRP certification. Continued certification is required every two years as established by the American Academy of Pediatrics and American Heart Association.
   G. NRP Courses.
      A. The NICU will provide limited NRP courses for certification maintenance through the Learning and Development System, with prioritization for NICU RN’s.
      B. If unable to enroll in a NICU NRP course, staff must seek alternative courses to meet certification requirements.

IV. REFERENCE POLICIES

Hospital Administrative Policy & Procedure 8.13-Cardiopulmonary Resuscitation Response Team
Hospital Administrative Policy & Procedure 9.41-Verification of Licensure or Certification
Nursing Policy & Procedure 3.10-CPR Performance Review
Hospital Administrative Policy & Procedure 9.18-Employment/Pre-Employment Reference and Background Checks

V. COORDINATION

Sr. Management Sponsor: Sr. VP, Patient Care Services and CNO
Author: Director, Nursing Practice Innovations; Director, Emergency Services; Director, Graduate Medical Education

Review/Approval Committee: Resuscitation Review Committee; Patient Care Policy and Procedure Committee

SIGNED BY

Ronald Sliwinski
Interim President and CEO