

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES
CERTIFICATION MAINTENANCE (BLS, ACLS, PALS, PEARS, NRP)**

=====

Effective Date: 12/04

Policy No: AD35

Cross Referenced:

Origin: Staff Education

Reviewed Date: 04/06, 12/08, 05/10

Authority: Chief Nursing Officer

Revised Date: 08/13

Page: 1 of 1

=====

SCOPE

All clinical and medical staff requiring mandatory certifications as per their job description.

PURPOSE

To set up a procedure for employees required to have certifications for their position.

DEFINITIONS

- I. ACLS – Advanced Cardiac Life Support
- II. BLS – Basic Life Support
- III. PALS – Pediatric Advanced Life Support
- IV. NRP – Neonatal Resuscitation Program
- V. PEARS – Pediatric Emergency Assessment, Resuscitation and Stabilization

PROCEDURE

- I. All employees whose job description requires them to be certified for their position must be certified through the American Heart Association (AHA). Hackettstown Regional Medical Center (HRMC) is a training center for the AHA.
- II. Certification classes are available to new employees through the Center for Healthier Living (CHL) at their own expense. Another option is completing the AHA's on-line certification class for ACLS or BLS. After completing the online portion, skills testing must also be completed through the CHL, by appointment only, prior to receiving a ACLS or BLS class completion card.
- III. It is the responsibility of the employee to recertify every two years **prior** to the card's expiration date.
- IV. The hospital will cover the fees for recertification for classes taken at the CHL or on line only if taken **prior** to the expiration of the card. If ACLS, PALS or PEARS is not available through CHL, they may be taken at another AHA training center only if permission is received from their manager.
- V. Employees whose certifications have lapsed beyond the card expiration date **will not** be scheduled for work, **will not** be paid and **may be** subject to termination.
- VI. Staff returning from a leave of absence whose certification card has expired must present a current certification before returning to work.
- VII. Staff members are responsible for obtaining material for the class they have enrolled in.
- VIII. Staff members are responsible for giving copies of their certifications to their manager. Staff members also are responsible for monitoring their transcript on Learning Suite to ensure certification information is accurate.