POLICY STATEMENT

This policy is intended to establish a standardized and consistent approach to Grey Bruce Health Services’ (GBHS) Basic Cardiac Life Support (BCLS/CPR), Advanced Cardiac Life Support (ACLS), Paediatric Advanced Life Support (PALS) and Neonatal Resuscitation Provider (NRP) expectations for regulated and non-regulated health care providers (HCP) in direct patient care roles.

The purpose is to provide clear expectations regarding the requirements for obtaining and maintaining certifications for all GBHS employees who are working and/or transferring to a department where there is a requirement to obtain and/or maintain competence in basic resuscitation and/or advanced cardiac life support.

APPLICATION  
This policy applies to all GBHS staff, physicians.  
  
DEFINITION OF TERMS

**Basic Cardiac Life Support (BCLS):** is designed to train participants in promptly recognizing several life-threatening emergencies, giving high-quality chest compressions, delivering appropriate ventilations, and providing early use of an Automated External Defibrillator (AED).

**Advanced Cardiac Life Support (ACLS):**  is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies.

**Paediatric Advanced Life Support (PALS):** is designed for healthcare professionals who initiate and direct advanced life support in paediatric emergencies, this includes the diagnostic and therapeutic interventions and prevention, assessment and treatment of respiratory and cardiac arrest in both infants and children.

**Neonatal Resuscitation Provider (NRP):**  is an educational program designed to teach individuals and teams who may be required to resuscitate newborn babies. Learners must successfully complete a face-to-face NRP workshop that includes performance skills stations, integrated skills stations (practice scenarios including a megacode assessment for each participant), and participation in a simulation based learning and debriefing exercise

**Competence:**  The ability of the regulated and non-regulated health care providers (HCP) to integrate the professional attributes required to perform in a given role, situation or practice setting. Professional attributes include, but are not limited to, knowledge, skill, judgement, values and beliefs.

**Accountability:** The obligation to answer for the professional, ethical and legal responsibilities of one’s activities and duties.

**Mandatory Training:** Training is mandatory when a specific skill or knowledge is deemed essential by the Corporation, Ministry of Health, Ministry of Labour, Occupational Health and Safety Act, Privacy Legislation etc.

PROCEDURE

**Roles & Responsibilities**

When BCLS, ACLS, PALS or NRP have been noted as a pre-requisite required qualification in the job posting, the employee must provide a current Heart and Stroke approved basic and/or advanced provider card upon hire or transfer to the unit.

Recertification courses for BCLS, ACLS, PALS and NRP will be scheduled and offered at GBHS on a regular basis.

**Expectations upon Hire**

Basic Cardiac Life Support (BCLS)/CPR

* At point of hire, all regulated and non-regulated HCPs in direct patient care roles are required to have a current BCLS certificate at the Health Care Provider level through a recognized Heart & Stroke Association program.

Advanced Cardiac Life Support (ACLS), Paediatric Advanced Life Support (PALS) and Neonatal Resuscitation Provider (NRP)

* Proof of a valid course completion card for Advanced Cardiac Life Support (ACLS), Paediatric Advanced Life Support (PALS) and Neonatal Resuscitation Provider (NRP) must be provided to Human Resources when it has been noted as a required qualification in the job posting/description at the time of hire.

Any outstanding course completions will be obtained by the employee at their own cost and time within their probationary period and/or as outlined in their offer letter from Human Resources.

**Ongoing Competence Expectations**

It is the responsibility of all regulated and non-regulated HCPs to ensure that he/she maintains certifications and competence in basic cardiac life support, advanced cardiac life support and paediatric life support if required for his/her job responsibilities.

The Heart and Stroke Foundation outlines certification intervals as follows:

* BCLS providers must successfully complete a certification or re-certification course annually.
* ACLS and PALS providers must successfully complete a certification or re-certification course every two years.

It is the responsibility of the employee to maintain certification/re-certification as outlined below:

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| **Recertification** | **Frequency of Recertification** | **Required Unit/Position** |
| ACLS | Every 2 years | Respiratory Technologists and RNs assigned to:   * OS – CCU/ICU, ER * ME –All patient units * MA – All patient units * LH –All patient units * WTN – All patient units * SO – All patient units |
| PALS | Every 2 years | Respiratory Technologists and RNs assigned to:   * OS – CCU/ICU, ER * ME – ER * MA – ER, * LH – All RN Staff * WTN – ER * SO – ER |
| NRP | Every 2 years | * Respiratory Therapists * WCCU – All RNs and RPNs |

Employees are allowed a grace period of 90 calendar days from the expiry date to recertify. If the employee does not provide proof or current certification to their immediate Supervisor by the end of the grace period, the Supervisor or Manager will contact the Human Resources Director, and the employee will be put on notice that the re-certification must be obtained within the next thirty (30) calendar days. If the recertification is not obtained in the outlined timeframe, the employee will be placed on non-disciplinary suspension without pay and the employee will not be scheduled to work until proof of valid certification is provided.

An employee who fails to provide current certification within 150 days of his/her certification expiring will be deemed no longer qualified to perform their job duties and this will result in the termination of his/her employment.

Employees who are unable to participate in the required course must seek employment accommodation by notifying Human Resources and Occupational Health and Safety and will be required to supply substantiated medical evidence as requested.

Employees whose certification expires while on approved maternity leave, sick or long-term disability leave, shall be allowed a grace period of 90 calendar days from the date of return to work, in order to obtain valid certification. If the employee does not provide proof of current certification to their immediate Supervisor by the end of the grace period, the process outlined above will apply.

Course materials belonging to the Hospital will be loaned to employees for re-certification purposes as required.

Proof of completion of the certification and re-certification shall be submitted to Learning Resources by the immediate Supervisor or Manager and will be recorded in the Learning Management System (LMS).

It is the responsibility of the immediate Supervisor or Manager to ensure employees are not working if they do not meet these criteria.