

POLICY: ACLS or PALS Certification Policy

PURPOSE: To establish a protocol for trainees obtaining and maintaining certification in Advanced Cardiac Life Support (ACLS) and/or Pediatric Advanced Life Support (PALS) while in residency and fellowship training at UCSF Fresno.

POLICY: All trainees are required to obtain and maintain ACLS (and/or PALS) certification at all times during their residency training and to provide the Graduate Medical Education (GME) Office with documentation evidence of current certification prior to employment. **It is the professional responsibility of all trainees to maintain this certification.**

PROCEDURE:

Certification Requirements: UCSF Fresno requires all incoming trainees to comply with hospital by-laws and be certified in ACLS as a pre-employment requirement. Some programs may require additional life support certification(s) based on specialty specific guidelines.

Recertification Requirements and Eligibility: All trainees are required by UCSF Fresno to maintain current ACLS or PALS certification during residency/fellowship training. **The programs must monitor/track certification status as required for all trainees and upload current certifications into MedHub. Programs are required to notify trainees of any upcoming expiration for ACLS or PALS certification at least 3 months in advance of the expiration.** To be eligible for no cost recertification, the resident must be enrolled in a UCSF Fresno training program with an expectation of continued education within a UCSF Fresno program. **No-cost recertification is not provided in the last 30 days of the training program.** Once the program has verified that a trainee is due for certification/recertification, please follow the steps below:

1. The program must submit the certification/recertification request on a Transfer of Funds form to CRMCClinicalLearningEnvironment@communitymedical.org. The form can be found at the end of this document.
2. Clinical Learning will obtain Director Approval and submit the request to Education Development who will assign the task in HLC. Education Development will then notify each trainee via the email provided on the form with further instructions.
3. Please submit the Transfer of Funds form 90-120 days within notification (MedHub will now alert you 120 days before the due date.) This will give ample time for trainees to complete the online portion and schedule the hands-on session. Do not request recertification more than 120 days before the due date. These requests will not be approved.
4. If trainees have completed the course but unable to find their card, please refer to the attached document below: "Viewing your Heartcode eCard."

ACLS and PALS recertification training courses are offered at Community Medical Centers Education & Development, located at 1550 E. Shaw Ave, Suite 120 (Near Old Spaghetti Factory).

Programs should allow trainees to schedule time away from their training responsibilities if needed to maintain current certification requirements.

Group Session Options: All hands-on sessions are self-registered by the trainee however, there is an option to schedule group sessions for instructor lead classes. These classes include only the following; ACLS Certification, PALS Cert/Recert. To schedule a group class for these courses a request must be submitted via email to EducationDevelopment@communitymedical.org. Request must be submitted 90 days before the due date.

NRP– In order to schedule a group session, you must organize your group to self-register for the same day. If you are interested in creating a specific session date, you can reach out to the Education Department via email at EducationDevelopment@communitymedical.org to see if the instructor can accommodate your request. Requests should be submitted at least **90 days** before the requesting date. Please note, the NRP online portion will require payment by the trainee. The trainee is responsible for this \$35 fee.

(Original signed Policy is available in the UCSF Fresno Graduate Medical Education Office)

Michael Peterson, MD, Associate Dean, Chair GMEC

Instructions for Students: Viewing your Heartcode eCard



Questions? Email
Education Development.

Upon completion of the HeartCode Voice Activated Manikin (VAM), the eCard will be available for view immediately.

To view your eCard:

- Click the **Profile** tab to open the options list.
- Select the **Resuscitation Cards** option to open the My Resuscitation Cards page.
- Click the **Options** button next to the eCard that you want to view.
- From the options list that opens, click **View eCard** to open the card in a new browser window.

Education will update Lawson Certification the day after HLC completion (Unless completion is on a Friday or a holiday)