

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO:3.2.7

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SUBJECT: First Aid Certification for CNAs/DSPs and Respite Workers

DEPARTMENTS AFFECTED: Nursing, HR, Respite

APPROVED BY: JR

ISSUE DATE: 04/09/2010

REVISED:

EFFECTIVE DATE:

04/09/2010

PURPOSE: To ensure all CNAs, DSPs and Respite Workers are currently certified in First Aid.

POLICY/PROCEDURE:

1. All CNAs and/or DSPs who work in the Developmental Training Program (at Geneva Hyde Center or the on-site program at the Marklund Children's Home) and/or the Intermediate Care Facilities (16-Bed Homes) in Geneva, as well as all Respite workers must be certified in First Aid. First Aid certification through the American Heart Association will be provided to all staff on the final day of their respective Orientation. Any staff who do not attend this training must show proof of enrollment in an upcoming Marklund-provided First Aid class, or must attain First Aid training through an outside source and furnish proof of certification to Marklund.
2. A copy of the First Aid card will be kept in the Human Resources Department.
3. First Aid Training will be available to Marklund employees at a Marklund facility at no cost. If an employee completes First Aid training through a different provider, they will not be reimbursed for the cost.
4. It is the employee's responsibility to present proof of First Aid recertification to the Human Resources Department prior to expiration of their certification.
5. Failure to recertify in First Aid may result in an unpaid suspension from work, pending First Aid certification being obtained and may adversely affect the employee's annual review.
6. This policy will be enforced by the employee's supervisor.