

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.2.5

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SUBJECT: CPR Certification for RN's, LPN's, QMRP's and All Direct Care Staff

DEPARTMENTS AFFECTED: Nursing, Human Resources **APPROVED BY:Lrship**

ISSUE DATE: 2/20/95 **REVISED: 7/1/95, 7/13/98,7/26/06, 4/9/10, 1/14/2014, 4-01-2014**

EFFECTIVE DATE: 2/20/95

PURPOSE: To ensure that all eligible employees are currently certified in Cardio Pulmonary Resuscitation (CPR).

POLICY/PROCEDURE:

1. Before an applicant will be considered for an interview, they must present a current CPR card to the receptionist at the MHC or MPC desk. Only applicants with current CPR cards will be considered for an interview.
2. A copy of all eligible employee CPR cards will be kept by the respective department.
3. All eligible staff must recertify in CPR according to the American Heart Association Guidelines or the American Red Cross Guidelines. The certification required is BLS for Healthcare Providers.
4. It is the employee's responsibility to present proof of CPR recertification to the respective individual prior to the current expiration date. Check with your supervisor to see who is tracking the certifications.
5. Failure to recertify in CPR in a timely fashion (before expiration) may result in an unpaid suspension from work pending CPR certification being obtained within a three-day suspension and may adversely affect the employee's annual review.
6. This policy will be enforced by the employee's supervisor.
7. CPR Training will be available to Marklund employees at a Marklund facility at a minimal cost. If an employee completes CPR Training through a different provider, they will not be reimbursed for the cost.
8. Normally, employees will not be scheduled for a class during their normal working hours. However, there may be isolated time when a supervisor may allow a number of staff to go to a class during working hours as long as the supervisor does not have to replace the staff to maintain proper staffing ratios.