

Saint Joseph Health System Human Resources Policy

TITLE: LEARN Certification Programs for HeartCode Basic and Advanced Cardiac Life Support	SECTION: HR	
	SUPERCEDES:	CODE:

STATEMENT OF PURPOSE:

The purpose of this policy is to identify mandated learning programs, establish a framework by which all employees will complete mandatory education and competency requirements, and outline consequences for non-compliance.

PROCEDURE:

All employees will be assigned mandatory education and certification based on job category and facility. Required learning may include e-Learning HeartCode, classroom courses, and manikin skills demonstration. Mandated learning activities will be assigned by Regional Educational Services in the LEARN Learning Management System. Each HeartCode program will have a target date of **45 days** to complete, which is a recommendation of the American Heart Association. Employees who are required to maintain ACLS and BLS certifications, will compete both course requirements together. References pertaining to certification review, learning options, and registration process may be found at www.sjhlex.org LEARN Resource Center.

POLICY:

A. Mandated Learning Activities

1. Mandated certification requirements will be specific to employee role.
2. Hourly employees are encouraged to register and complete mandated learning at work.
3. Hourly employees may complete mandatory assignments outside of work with **manager pre-approval**. Hours worked in excess of 40 in one week will be paid 1.5 times the employee’s hourly rate. Managers should specify the number of hours to be compensated weekly to prevent overtime. Saint Joseph Health System will compensate the employee based on the American Heart Association standards for continuing education credit. The American Heart Association has defined the duration for each HeartCode to be:
 - **HeartCode Basic Life Support (BLS) = 1 hour**
 - **HeartCode Advanced Life Support (ACLS) = 5 hours**
4. Salaried employees, exempt under the Fair Labor Standards Act (FLSA), are encouraged to complete mandated learning at the work site.
 - a. If the salaried employee decides not to complete required learning during normal work hours at the facility, he/she may complete required learning off-site.
 - b. Salaried employees will not be compensated beyond base salary.
5. Non-compliance of mandated certification activities
 - It is the responsibility of the employee to complete the required learning within **45 days** of HeartCode BLS/ACLS license assignment.
 - Managers are responsible for monitoring staff compliance.
 - Failure to complete the required learning by the HeartCode license expiration date within **45 days** will progress through formal corrective action process:
 - i. If the mandated learning is not completed within **45 days**, non-compliance will result in disciplinary process. If an employee begins a HeartCode Certification Module and fails to complete the requirements of BLS or ACLS Part I (cognitive) and Part 2 (skills demonstration on manikins), the employee will be **required to reimburse** Saint Joseph Health System for costs:
 - **HeartCode BLS = \$30**
 - **HeartCode ACLS = \$85**
 - ii. Due to cost, employees are recommended to review the HeartCode ACLS Practice Demo prior to registration on the LEARN Resource Center page at www.sjhlex.org.

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