

## **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. In order 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](mailto: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 advise them to call HLC at 1-800-521-0574.

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](mailto:EducationDevelopment@communitymedical.org). Request must be submitted 90 days before the due date.

NRP is different in that it is not headed by the education department. In order to schedule a group session, you must organize your group to self-register for the same day. You can reach out to Diana Cormier via email at [dcormier@communitymedical.org](mailto:dcormier@communitymedical.org) in regards to creating a specific session date, but she will not be able to register on her end. In order to have a special session date made, you must

submit request 90 days before the due date. Please include Clinical Learning on all requests. Please note that the NRP online portion will require payment by the trainee. Please advise to submit proof of payment to the coordinator for reimbursement. Please submit questions to [CRMCClinicalLearningEnvironment@communitymedical.org](mailto:CRMCClinicalLearningEnvironment@communitymedical.org) or extension 53084 (559-459-3084) or [EducationDevelopment@communitymedical.org](mailto:EducationDevelopment@communitymedical.org).

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

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Michael Peterson, MD, Associate Dean, Chair GMEC

ALL INFORMATION MUST BE FILLED OUT BEFORE ISSUING A BOOK

Date	Employee#	Resident Name PRINT	Resident Email	Cost Center	Resident Dept	Title of Class (example: PA:s Cert or PALS Recert)	Title of Book	QTY	CMC Manager Approval
7/1/18	123456	Sample Resident	<a href="mailto:sresident@fresno.ucsf.edu">sresident@fresno.ucsf.edu</a>		IM	ACLS Recert	ACLS /BLS	1	