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Section-10 Employee Development	OP-100204	Page: 1	Effective Date: 06/23/2016
First Aid, CPR and AED Training Standards	ACA Standards: 4-4389M, 4-4390, 4-ACRS-4C-04M, 4-ACRS-4C-05		
Joe M. Allbaugh, Interim Director Oklahoma Department of Corrections	Signature on File		

First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training Standards

I. Program Overview

The Oklahoma Department of Corrections (ODOC) ensures the safety and health of the public, employees and offenders by adopting procedures which are designed to hasten the delivery of emergency first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillation (AED) services by trained and qualified employees. (2-CO-1D-02)

II. Program Coordinator

The Employee Development Manager will appoint a qualified employee with a current instructor-trainer certification to serve as the Oklahoma Department of Corrections Training Center Director for the American Safety and Health Institute (ASHI).

III. Employee Appearance Standards During Training

Employee attire while participating in First Aid/CPR/AED training and the remainder of the work day may be relaxed in accordance with [OP-100101](#) entitled "Employee Development." This exception is granted as participants are required to perform physical activities that are likely to soil or damage clothing or shoes.

A. Clothing and Shoes

1. Clothing and shoes will be clean and of good quality and repair and will not detract from the professional image of the agency in accordance with [OP-110245](#) entitled "Standards for Employee Personal Appearance."
2. Jeans, athletic shoes and ODOC sponsored t-shirts or solid color t-shirts are allowed but not required.

IV. First Aid and CPR/AED Training Standards

Employees designated in [OP-100101](#) entitled "Employee Development" and [OP-140118](#) entitled "Emergency Care" are to demonstrate proficiency in delivering First Aid and CPR for adults, children and infants in both one and two or more person models and the appropriate use of an AED. (4-4389M, 4-4390, 4-ACRS-4C-04M, 4-ACRS-4C-05)

Training will be provided by a qualified instructor of the adopted training model and certification in this training will be maintained at or above the minimum specifications.

A. Certification Training for Basic First Aid

All employees designated to complete first aid training in [OP-100101](#) entitled "Employee Development" and [OP-140118](#) entitled "Emergency Care" will complete the "Basic First Aid" course or have had first aid training prior to employment with a credited program (e.g., American Heart Association, Red Cross, military, etc.).

Employees who have attended an initial first aid course will maintain certification by annual attendance in the first aid refresher course.

It is expected that the refresher course will take less time than the initial instructional time, as practice time will diminish as employees become familiar with the skills required. Testing-out is not permissible in either the initial or refresher course.

1. The initial first aid course and the first aid refresher course will include, at a minimum, the following:
 - a. Viewing a basic first aid video or PowerPoint presentation provided by the vendor, accompanied by instructor lecture and class discussion of topics covered in video;

- b. Correctly demonstrating all skill-based requirements included in course materials;
- c. Passing the written examination with a score of 80% or higher; and
- d. Completion of all other classroom training as well as any other aspects of the certification training as prescribed by the vendor and qualified trainer.

B. Certification Training for CPR and AED Use

All newly hired employees designated to complete CPR training in [OP-100101](#) entitled "Employee Development" and [OP-140118](#) entitled "Emergency Care" will complete the "Initial CPR Pro" instruction course or will have completed an initial course prior to employment with another credited program (e.g., American Heart Association, Red Cross, military, etc.). Employees will maintain certification by annually attending the CPR Pro Refresher course.

It is expected that the refresher course will take less time than the initial instructional time, as practice time will diminish as employees become familiar with the skills required. Testing-out is not permissible in either the initial or refresher course.

1. Training for CPR will include, at a minimum, the following:
 - a. Viewing the CPR Pro video or PowerPoint presentation provided by the vendor, accompanied by instructor lecture and class discussion of topics specified in the adopted training model's instructor's guide;
 - b. Correctly demonstrating all mandatory skill based requirements included in course materials;
 - c. Passing the written examination with a score of 80% or higher;
 - d. Safely attach and operate an automated external defibrillator (AED); and
 - e. Completion of all other classroom training as well as any other aspects of the certification training as prescribed by the vendor.

V. Quality Control

A. Training Officer's Responsibilities

The designated correctional training officer (CTO) will track the certification status of all First Aid/CPR/AED instructors at each location and will schedule only those with current certification to instruct First Aid /CPR/AED courses. The CTO will ensure that course materials are followed in full accordance with course outlines.

B. Instructor's Responsibilities

The individual instructor will maintain current certification, will instruct in full accordance with the course outline and will maintain a copy of all course rosters from classes they have instructed. Copies of the course rosters will be provided to the CTO or other authorized staff for entry into the Enterprise Learning Management (ELM) system for participant training credit.

VI. Equipment (4-4390, 4-ACRS-4C-05)

The Employee Development unit will determine the specifications for First Aid/CPR/AED training equipment to ensure standardization and that these standards are in compliance with vendor requirements. Each training site will maintain at a minimum, the following materials and equipment:

A. First Aid

Disposable gloves; multiple pairs per participant will be available.

B. Cardiopulmonary Resuscitation (CPR)

1. Disposable gloves. Multiple pairs per participant will be available.
2. Manikins

There is no set ratio of manikins to students, but the number of manikins should allow all participants adequate and equal time for supervised practice of skill demonstrations. Adult and infant CPR manikins, at a minimum will:

- a. Allow for the successful use of a breathing device with a one-way valve or bag valve mask for the demonstration of rescue breathing and the administration of breaths during CPR.
- b. Have a nose that can be "pinched" shut.
- c. Have a chest that will allow chest compressions, visual inspection of the chest rising/falling during breaths and the placement of AED pads.
- d. Child practice skills may be practiced on an adult manikin.

Manikins will be a type that can be disinfected between each use and after each training session with a solution of one part bleach to 10 parts water (1:10 bleach solution). Manikin airways or lungs will be changed after each session and replacement airways/lungs will be installed.

3. CPR Masks

CPR masks will:

- a. Have removable one way valves;
- b. Be available in sufficient number so that each student can have a one-way valve to use for the entire class; and
- c. Be of a type that can be disinfected between each training session.

4. Bag Valve Masks

Each participant will be provided a bag valve mask to practice their use.

C. Automated External Defibrillator (AED) (4-4390, 4-ACRS-4C-05)

AED training devices are to be provided at each training site.

1. Each facility/center or training site will be required to have AED training devices that are of the same brand and model as the AED units actually in place at the facility/district/unit. All facilities/districts will have AEDs available. If the facility/district/unit does not have an AED, the trainer model selected for training will match an AED available on state contract.
2. The minimum ratio of training devices to students is one device for every six students. Training classes having more than six students can be divided into groups of six or fewer students for the skills acquisition demonstration portion of the AED class.

VII. Records

A. Training Records

All training will be documented and maintained in accordance with [OP-100101](#) entitled "Employee Development Standards" and [OP-020202](#) entitled "Management of Office Records."

1. Instructors will provide the correctional training officer the original copies of training documents/records and will keep copies of class rosters for their records. All official class records, including rosters,

are to be maintained locally and copies are not to be sent to the vendor.

2. The CTO or other authorized staff will ensure entry into ELM for each participant.
3. In order to maintain authorization to instruct for the upcoming year, each instructor will submit one copy of a CPR/AED attendance roster and one copy of a first aid roster ([Attachment B](#), attached), identifying them as the instructor, to the Oklahoma Department of Corrections Training Center Director for ASHI. These documents must be submitted annually.

VIII. Instructor Certification

Recruitment of candidates for instructor or instructor-trainer certification is based on need and is accomplished within the following specific guidelines:

A. Instructor Candidate Certification

1. Minimum Qualifications for New Instructors

Candidates for instructor development course are:

- a. Nominated in writing by an existing instructor utilizing an "Instructor Nomination Form" ([Attachment A](#), attached).
- b. Able to score 84% or higher on the written exam and correctly demonstrate all skill-based requirements in the presence of the assigned instructor-trainer at the training site. Failure in either area will disqualify the individual from receiving certification.

2. Candidates who have a current instructor certification from another accredited program other than the one adopted by the agency must meet the following requirements:

- a. Provide documentation of instructor certification to the Oklahoma Department of Corrections Training Center Director for ASHI.
- b. Sign and submit an "[ASHI Instructor Application](#)" form, which is available on the Health and Safety Institute ([ASHI web site](#)), to the program coordinator.

B. Instructor-Trainer Candidate Certification

Instructor- trainer candidates will meet the following guidelines:

1. Provide the Oklahoma Department of Corrections Training Center Director for ASHI with documentation showing proof of having instructed 100 or more students.
2. Be nominated by a current instructor-trainer ([Attachment A](#)).
3. Co-teach an instructor level class, supervised by an instructor-trainer.
4. Must have completed Basic Instructor Development (BID) prior to the instructor-trainer class.

C. Instructor-Trainer Reciprocal Certification

Instructor-trainers who are currently certified as instructor/trainers in a model other than the one adopted by the agency must:

1. Provide the Oklahoma Department of Corrections Training Center Director for ASHI with documentation of instructor-trainer certification in the current model or a reciprocal model;
2. Be nominated by a current instructor-trainer ([Attachment A](#)) attached;
3. Sign and submit an "Instructor Agreement" form to the program coordinator which is available on the ASHI web site; and
4. Must complete Basic Instructor Development (BID) within one year of transfer.

IX. References

Policy Statement No. P-100100 entitled "Training and Staff Development Standards"

OP-020202 entitled "Management of Office Records"

OP-100101 entitled "Employee Development"

OP-110245 entitled "Standards for Employee Personal Appearance"

OP-140118 entitled "Emergency Care"

X. Action

Each division head is responsible for compliance with this procedure.

The chief administrator of Employee Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval of the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-100204 entitled "First Aid, Cardiopulmonary Resuscitation and Automated External Defibrillator Training Standards" dated May 13, 2014

Distribution: Policy and Procedure Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Instructor Nomination Form"	Attached
Attachment B	"Attendance Rosters (CPR, First Aid)"	Attached