

**DIVISION CIRCULAR #31
(N/A)**

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES**

EFFECTIVE DATE: June 8, 2009

DATE ISSUED: June 8, 2009

(Rescinds Division Circular #31, "First Aid and Cardiopulmonary Resuscitation Training", issued November 9, 2001)

- I. TITLE: First Aid and Cardiopulmonary Resuscitation Training**
- II. PURPOSE: To establish policy and standards for training in first aid and cardiopulmonary resuscitation.**
- III. SCOPE: This circular applies to all components of the Division and providers licensed in accordance with N.J.A.C. 10:44A, Community Residences for the Developmentally Disabled.**

Providers licensed under N.J. A. C. 10:44B, Community Care Homes are required by N. J. A. C. 10:42 to call 911 in a life-threatening emergency. These providers are also required to follow up on all individual health needs, including medical treatment, pharmaceutical, dental, or other needed services, including arrangements for medical care to be available for emergencies. Providers licensed under N. J. A. C. 10:44B, Community Care Homes attend a two week training approved by the Division but are not be required to have first aid or cardiopulmonary resuscitation training.

IV. POLICIES:

- A. All first aid training programs provided shall be nationally certified courses. Acceptable programs are those that meet current First Aid Guidelines, are written in plain language, and shall include:**
- 1) Successful completion of a skills test/practicum,**
 - 2) Successful completion of a written test,**
 - 3) A required re-certification every three (3) years, to include skills and written tests, and**
 - 4) A monitoring system for trainers.**

These programs shall be taken in person with a certified instructor. On-line certifications are not acceptable.

- B. All cardiopulmonary resuscitation training programs provided shall be nationally certified courses. Acceptable programs are those that meet current Emergency Cardiovascular Care (ECC) Guidelines, are written in laymen's terms, and that shall include:
- 1) Successful completion of a skills test/practicum
 - 2) Successful completion of a written test
 - 3) A required annual re-certification, to include skills and written tests
 - 4) A monitoring system for trainers

These programs shall be taken in person with a certified instructor. On-line certifications are not acceptable.

The Statewide Training Advisory Committee will determine whether the programs meet ECC and First Aid Guidelines via curriculum review.

V. GENERAL STANDARDS:

- A. Definitions – The following terms shall have the meaning defined herein:

“Emergency Cardiovascular Care (ECC) Guidelines” mean guidelines that provide recommendations regarding how to resuscitate victims in the event of a cardiovascular emergency. The guidelines represent a consensus reached by the International Liaison Committee on Resuscitation (ILCOR) whose membership includes seven international resuscitation organizations.

“First Aid Guidelines” means the guidelines that represent consensus reached by members of the First Aid Science Advisory Board, which was founded in 2004 to review and evaluate the scientific literature regarding first aid. The review resulted in the Consensus on Science for First Aid With Treatment Recommendations, from which the guidelines are derived. The board consists of volunteer members of the international health and safety community.

- B. All required training shall be completed within 120 calendar days of initial employment or reassignment to direct care duties from non-direct care duties.
- C. Staff who hold current certification at the time of initial employment may be required to repeat the initial training at the discretion of the employing agency.
- D. Training shall only be delivered by trainers holding current certification in a nationally certified course. The Statewide Training Advisory Committee and the Trainers Network will review whether the course is nationally certified.
- E. Each staff person receiving training shall attend all instructional phases. On-line training and certification is not acceptable.
- F. Staff trained in first aid shall maintain their skills through participation in a refresher course a least every three years. Staff trained in cardiopulmonary resuscitation shall maintain their skills through participation in a refresher course at least every year. The national timeframes for recertification are determined by the American National Red Cross.
- G. The curriculum utilized for training shall be adapted for people with disabilities as appropriate without compromising standards for certification consistent with the American National Red Cross: Americans with Disabilities Act (ADA) Resource Guide for Conducting and Administering Health and Safety Services Courses, Revised 2007. The Statewide Training Advisory Committee and the Trainers Network will determine whether the standards have been met.
- H. Training records and copies of certificates shall be maintained by the Division component or licensed agency. Original certificates are provided to the trainee.
- I. All affected Division components and provider agencies shall develop written procedures to ensure that the mandates of this circular are implemented.

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