2017 CPR/BLS *(Basic Life Support)* GUIDELINES

*THE CLASS IS A 4 HOUR CLASS - THE COST IS **$57** PER PERSON*

1. Registration for CPR/BLS training is now through Learn@Work, and registration must be completed by the employee who is attending the class. This is to allow for a comprehensive listing of each employee's completed training. The instructions for enrolling in the CPR classes through Learn@Work are listed below.

2. CPR/BLS (Basic Life Support) training includes single and two rescue CPR for infant, child, and adult; AED (Automated External Defibrillator); how to handle a choking situation for a conscious and unconscious person; and use of AMBU bag.

3. Class size minimum is 10 people. If there are less than 10 people in the class, the class will be cancelled and the employees will be rescheduled for the next scheduled class.

4. Class Cancellations:
   - All cancellations must be made through Learn@Work.
   - All cancellations must be made 48 hours in advance of the class date or the department will be charged the $57 class/book fee. (If the class is scheduled on Monday, cancellation must be made on the prior Thursday; or if on Tuesday, cancellation must be made by Friday.)
   - If an employee must cancel and another employee within the department is to attend, please have the 2nd employee register as soon as possible before that opening is taken.

5. If an employee is scheduled and does not show up for the class, the Department will be charged the $57 class/book fee.

6. Please ask employees to be prompt for the class. If they are more than 5 minutes late, they will be turned away and asked to reschedule and the Department will be charged for the class.

7. Each participant is required to have the American Heart Association CPR Book. Additional books are available for purchase at a cost of $15 each through the Clinical Operations Office. If you need a book, please call 362-1086 to get a copy.

8. Available class dates for 2017:

Date	Day	Time	Room
Jan 24	Tues	1 – 5	CAM 2
Feb 13	Mon	1 – 5	CAM 2
March 28	Tues	8 - 12	CAM 2
April 13	Thurs	8 – 12	CAM 1
May 15	Mon	1 - 5	CAM 2
June 13	Tues	1 - 5	CAM 1
July 25	Tues	8 - 12	CAM 2
Aug 14	Mon	1 – 5	CAM 2
Sept 14	Thurs	8 - 12	CAM 1
Oct 24	Tues	8 – 12	CAM 2
Nov 6	Mon	1 – 5	CAM 2
Dec 7	Thurs	8 -12	CAM 1

Steps to register for CPR/BLS Class through Learn@Work:

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Logging into Learn@Work:

- ➢ Open browser (Internet Explorer, Firefox, Chrome)
- ➢ In the address bar at the top type in hr.wustl.edu and click enter on your keyboard
- ➢ Click HRMS Login from the upper right corner of the page.

- ➢ Click Sign In and Type in your Wustl Key ID and password to sign in.
- ➢ You will be on the Home Page of the System. Scroll down to the bottom of the page to the Useful Links session of the page and Click Learn@Work.

- ➢ You will be taken to the Learn@Work system where you can register for a CPR/BLS class.

Registering for Class:

- ➢ In the search box at the top right-hand corner, enter the word 'CPR' and click on the magnifying glass.

- ➢ Select 'CLIN – CPR/BLS (Basic Life Support) Training'
    - o You may have to click on 'find more classes' to show all available classes.
- ➢ Select class and click on 'Enroll'
- ➢ You will see a confirmation for the class chosen
- ➢ Select Close
- ➢ Print page for your records. Right click on screen and select 'Print". You will not receive a confirmation email. You will receive an email approximately 2 weeks prior to class regarding delivery of the class booklet to you.
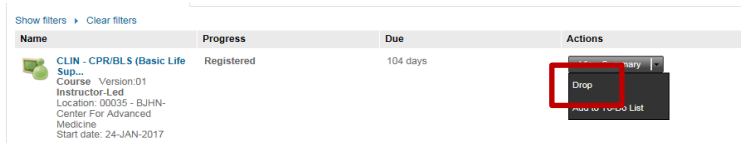
➢ To exit Learn@Work, click on your name at the top right-hand corner and select sign out.

To cancel Class:

➢ Follow instructions above to log into Learn@Work.

➢ Click on 'ME' on the top left-hand corner.

➢ For the class you wish to drop, select 'drop' under Actions.

➢ Click on 'Drop' to confirm and list reason.

➢ Click on save

➢ To exit Learn@Work, click on your name at the top right-hand corner and select sign out.

For Assistance:

For immediate assistance with Learn@Work, please contact the Systems and Procedures Help Desk at (314) 935-5707 where a systems Support Associate is available Monday through Friday from 8:30 am to 5:00 pm, or email LearnatWork@Wustl.edu providing a name and contact number for support to reach you.

If you have questions about or need assistance with the BLS/CPR training, please call FPP-Clinical Operations at (314) 362-1086.