



# Community Training Center

02775

## THANK YOU

THANK YOU to all of our instructors who have embraced eCards with open arms! The transition to eCards has gone much smoother than the training center thought.

THANK YOU to all of our instructors for continuing to turn in all paperwork in a timely fashion so that we can process the paperwork and send out eCards to your students!

THANK YOU for continuing to spread the word and provide training on CPR, First Aid and use of an AED to the public, hospital employees, Fire Departments, EMS, etc. You all are lifesavers!

THANK YOU for sticking with UnityPoint Health—Des Moines through these times of transition! We greatly appreciate you and everything you do!!

## BLS Renewal

In January the AHA released information on the new BLS Renewal Course! Instructor materials can be found on the AHA Instructor Network. The course takes approximately 3 hours to instruct with a 6 student to 1 instructor ratio and a 3 student to 1 manikin ratio. There is no online component with this course and students will take the written test at the end of class.

There is a separate DVD you will need for this course. It is called Basic Life Support Renewal.

Please contact Katie Dumermuth if you have any questions about BLS Renewal!

## Instructor Renewal

Instructor Renewal classes are offered every month. Please renewal either one month prior to expiration or in your renewal month. Extensions will only be given for medical or military circumstances and the Training Center must have prior knowledge before the renewal date.

UnityPoint Health-Des Moines CTC  
1200 Pleasant Street  
Des Moines, IA 50309

Office hours:  
Mon-Thurs 7 am - 4 pm  
Fri 7am - 2 pm

Phone: 515-241-6811  
Fax: 515-241-5038

### Inside this issue:

THANK YOU 1

BLS RENEWAL/  
INSTRUCTOR RENEWAL 1

CTC PREMINDERS 2

FEEDBACK DEVICES 2

AHA INSTRUCTOR 2

SITE MONITORING 2

## REMINDERS

### Challenge Option:

The AHA no longer allows students to challenge courses. Students must attend a course or skills session (after online component) to receive a card.

### Excel Spreadsheet

Please send in student information on the excel spreadsheet. The training center will not be manually entering information. eCards cannot be processed without the spreadsheet. If you have any questions regarding the excel spreadsheet please contact Katie Dumermuth or Robin Gilbert.

## CTC Records and Payment Reminder

All records must be submitted electronically. Rosters, skills sheets, evaluation summary, card order form, excel file with student information, and payment must all be submitted at the same time. These records can be sent to UPHDM\_CTC@unitypoint.org

Payment for eCards is now due at the time paperwork is submitted. We will no longer be invoicing.

## Exams

**Exams must be requested from Katie Dumermuth. Please send Katie an email at [Katie.dumermuth@unitypoint.org](mailto:Katie.dumermuth@unitypoint.org) to request any exams you may need.**

Course	Date of Release	Version in Use
<b>ACLS</b>	11/28/17	A and B
<b>BLS</b>	8/15/17	A and B
<b>HeartSaver</b>	8/15/17	A and B
<b>Peds Heartsaver</b>	9/11/17	A and B
<b>PALS</b>	8/15/17	A and B
<b>PEARS</b>	3/15/18	A and B

## AHA Instructor Network

Please remember to log into the AHA Instructor Network at least quarterly! If you have not logged in, in awhile and cannot remember your user name or password you will need to call the AHA Instructor Customer Service at 1-877-AHA-4CPR

## Feedback Devices

The AHA is making the use of feedback devices for adult CPR mandatory January 2019. These devices need to provide audio **OR** visual feedback. If you have any questions regarding feedback devices please contact Katie Dumermuth 515-241-4207 or [Katie.Dumermuth@unitypoint.org](mailto:Katie.Dumermuth@unitypoint.org)

## Site Monitoring

The training center will be starting to monitor courses at some of your training sites. Katie Dumermuth will contact you to set up a time to monitor one of your courses.