



RCSA Course Completion Card and CPD Policy

Overview:

The Resuscitation Council of Southern Africa (RCSA) offers training approved by the American Heart Association and therefore controls the issuing of course completion cards and CPD certificates to successful course participants. This process needs to be strictly controlled and quality assured.

Aims:

- To delineate who may receive a course completion card and CPD certificate.
- To describe the control measures behind issuing of course completion cards and CPD certificates.
- To describe the information required on a course completion card.

1. CPR for Family and Friends™ Course

1. There is no formal course completion card or CPD certificate for this course. Rather, a course attendance card is issued by the instructor upon participation on the course.

2. Heartsaver™, BLS, ACLS and PALS Courses (AHA Courses)

1. Course completion cards and CPD certificates may only be issued to participants on the above courses once all the course completion criteria are met, including:
 - Successfully passing the written assessment as per the RCSA Assessment Policy.
 - Successfully passing all the required skills assessments as per the RCSA Assessment Policy.
 - Having attended 100% of the course.

3. Control Measures & Quality Assurance for Course Completion Cards & CPD Certificates

1. Course completion cards are only provided to registered RCSA Instructors together with the relevant course manual (except in the case of participants who are renewing their status, in which case a copy of their expired / expiring card needs to be provided to the RCSA).
2. AHA E-Cards are allocated on the AHA ATLAS system to the Training Site Coordinator (TSC) and the Training Site remains responsible for the allocation and administration of e-cards on behalf of the instructors linked to the TS.
3. RCSA Instructors who are issued with course completion cards for their participants remain fully responsible for the security and integrity of these cards. These cards and CPD certificates may not be issued to any person who has not satisfied all course requirements.
4. Administrative persons working for Training Sites who handle course completion cards and CPD certificates need to be supervised closely by the RCSA registered Instructor who remains ultimately responsible for all quality assurance matters arising from the issuing of course completion cards and CPD certificates.
5. The RCSA Instructor and/or Training Site is required to keep a copy of every course completion card issued.

6. In accordance with American Heart Association regulations, course completion cards must be provided to successful participants as quickly as possible but must be issued within 20 business days of course completion.
7. CPDs are only issued in conjunction with an official RCSA and / or AHA course completion certificate.
8. Course completion certificates are to be issued to the successful participant whose name appears on the certificate and may not be held back by any Training Site following successful completion of a course.
9. All e-cards issued via the AHA ATLAS system must conform to the requirements of the relevant ATLAS manual as appropriate.

<i>RCSA Policy Title:</i>	RCSA Course Completion Card and CPD Policy	<i>Date implemented:</i>	September 2013
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