



# RESUSCITATION COUNCIL OF SOUTHERN AFRICA



## RCSA Policy Statement # 4

### **SECURITY OF RCSA / AHA TEST ANSWER SHEETS** **Agreement between RCSA and Training Site Coordinators**

1. I hereby agree that all completed Resuscitation Council of Southern Africa (RCSA) / American Heart Association (AHA) test answer sheets that are handed to me by RCSA / AHA instructors for administration and recording purposes will be kept confidential and that I shall not distribute any of these documents other than for officially sanctioned purposes as determined by the RCSA and / or AHA.
2. I further agree to ensure that these completed test answer sheets will be stored in a secure and locked area where access to such documents is strictly controlled. Only RCSA approved instructors and TS coordinators will have access to these documents.
3. I hereby acknowledge that a breach of this agreement may lead to suspension or cancellation of the Training Site agreement with the RCSA.

I hereby accept the above Terms and Conditions.

<b>Training Site Name</b>		
<b>TS Coordinator</b>	(Name)	(Signature)
<b>Witness</b>	(Name)	(Signature)
	(Date)	(Place)

<i>RCSA Policy Title:</i>	Security of RCSA / AHA Test Answer Sheets – TS Coordinators	<i>Date implemented:</i>	Oct 2011
<i>Compiled by:</i>	RCSA Executive Committee	<i>Last Reviewed:</i>	January 2024
<i>Custodian:</i>	Darren Van Zyl	<i>Policy ref</i>	Policy # 4