

STANDARD OPERATING GUIDELINE - 5.1.1

TOPIC - CPR MANNEQUIN USE

PURPOSE:

To ensure that the mannequins used for the instruction of Cardio Pulmonary Resuscitation (CPR) are used and distributed in a coordinated manner and to ensure that these tools are ready for the next use.

GENERAL:

The District is fortunate enough to have several persons who are qualified and certified to teach CPR. The District also has a strong commitment to teach this basic life saving technique to the public as often as time and interest will allow. Because of this fact there is a need to coordinate, through scheduling, the distribution of the required number of mannequins to meet the needs of each class and to be sure that the mannequins are always ready for the next use.

GUIDELINE:

1. Contact the CPR Instructor Coordinator to determine the availability of mannequins. Do not commit to teaching a class prior to performing this step.
2. Using the calendar, provided for this purpose, enter your class (who you are teaching, Kiwanis, etc.), the number and type of mannequins required for the class, and who is teaching the class in the appropriate date space.
3. Whenever there are two class requests presented to the Coordinator for the same date preference will be given to the earliest request. Reasonable efforts will be made to accommodate the second request, allowing for the possibility of simultaneous classes. However, it is of extreme importance that we focus on maintaining a high degree of quality for any class presented by the District, and that we will not sacrifice the quality of the first scheduled class merely to conduct more sessions.
4. Requests for CPR classes from individuals, groups, businesses, or agencies outside the District boundaries must be scheduled to be held at one of the District owned facilities. An agreement to teach CPR to those entities will be entered into only after those entities have exhausted all other avenues. We will not enter into competition with private CPR training providers by teaching classes outside District boundaries.
5. Any and all fees charged to the individual students, agency, or organization shall be used to defray the actual costs associated with

providing the class. Whenever there is a surplus of funds over actual cost of the class, that sum shall be applied to accounts which benefit the CPR instruction program.

NOTE: District policy 2.3.4 - Code of Ethics prohibits the use of District owned equipment and/or district supplied services for personal gain or benefit.

6. Any instructor who incurs an expense during the performance of duties directly associated with teaching a CPR class will be reimbursed for those expenses provided that adequate receipts are presented at the time of the request for reimbursement.
7. The instructor is responsible for the security and care of the mannequins while they are being used for that specific class and during transport to and from the class site.

NOTE: It is recommended that instructors check the condition of the mannequins prior to taking possession, and therefore responsibility.

8. The instructor is responsible for ensuring to the student that the mannequin has been adequately cleaned prior to use.
9. The instructor is responsible for cleaning all mannequins that were used in that specific class before placing the mannequin(s) in storage.
10. The instructor must follow all written procedures regarding the cleaning of mannequins.
11. The instructor is responsible all documentation regarding the cleaning of each mannequin used in the class.
12. The instructor is responsible for inspecting the condition of each mannequin used in the class and must follow written guidelines describing inspection procedures.
13. The instructor is responsible for documenting any deficiencies found during the condition inspection of the mannequin.
14. Whenever the deficiency is of such a nature to cause the mannequin to perform inaccurately, or is in such condition to not be beneficial to the learning experience of the student, that mannequin shall be taken out of service until such time that it can be repaired or replaced.