SAMPLE

APPENDIX A

NATIONAL REHABILITATION HOSPITAL
Policies and Procedures

<table>
<thead>
<tr>
<th>DIVISION:</th>
<th>Speech-Language Pathology</th>
<th>NUMBER:</th>
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<tbody>
<tr>
<td>SUBJECT:</td>
<td>CPR Certification/Recertification</td>
<td>EFFECTIVE</td>
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<td>DATE: 7/1/85</td>
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1.0 POLICY

It is the policy of the Speech-Language Pathology Service to assure that all staff be capable of rendering life saving support such as CPR should the need arise within the service area or within the Hospital.

2.0 PURPOSE

To ensure that appropriate professional staff are CPR certified on an annual basis.

3.0 APPLICABILITY

All Speech-Language Pathology Staff

4.0 RESPONSIBILITY

Director of Speech-Language Pathology

5.0 PROCEDURE

5.1 All service personnel actively involved in patient care (all service staff) must be certified annually as a basic rescuer in accordance with the standards of the American Heart Association.

5.2 At the time of hire, initial certification will be scheduled and carried out in conjunction with the Office of Education and Training. Scheduling attendance for yearly recertification classes will be arranged by the appropriate supervisor in conjunction with the Director of Service.

5.3 It is ultimately the responsibility of the individual employee to ensure that he/she obtains CPR certification/annual recertification.

5.4 Failure to obtain timely recertification may result in disciplinary action being taken.

Approved by:

____________________________________________  4/21/89
Director, Speech-Language Pathology  Date

____________________________________________  4/21/89
Assistant Administrator  Date

Clinical Services