

Training Memo

ECC Training Center Library Policy

Original Release: July 2012

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Purpose The purpose of this memo is to update and clarify page 27 of the 2012 *Program Administration Manual—United States Version* to ensure consistent use of ECC course materials. This memo applies to US Training Centers (TCs) only.

General Information The *Program Administration Manual* requires TCs to provide each student with a copy of a current textbook for his or her course and outlines the policy for TCs to use when training their own employees, including employees at TC-approved Training Sites (TSs). The American Heart Association (AHA) also recognizes TC-approved TSs as outlined below. TCs are responsible for ensuring that TSs comply with the policy as written.

Policy Specifics The purpose of the policy is to ensure that students can adequately prepare for the course and refer to the information in the book after the course in their day-to-day practice of skills. This means that every student must be given a copy of the course textbook to prepare for the course and to take home for his or her personal use. **The only exception is an Employee Library as described below:**

- TCs and TC-approved TSs that are *hospitals, EMS agencies, or fire departments* and that train *their own employees* may establish a library of healthcare-level provider textbooks (“Employee Library”) for the use of their employees in training and during working hours.
- The Employee Library must contain at least as many copies of the applicable textbook as the average number of employees trained in the given discipline during a 3-month period.
- Each copy of the textbook must be the current edition, in good condition, and include all original components.
- The Employee Library must be accessible and open, with textbooks available to the trained employees at their worksite

during their working hours. This means that TCs and TSs with trained employees at several different facilities that want to use the library exception will need to establish an Employee Library at each facility. A trained employee is one who has completed an AHA course within the past 2 years.

- All other requirements for delivery of training must be met as defined in the appropriate Instructor Manuals and training materials.

TCs and TSs that fail to comply with the policy are not in compliance with the requirements for issuing course completion cards and may not issue course completion cards for courses where this requirement is not met. A TC that uses the library exception, for either the TC or the TS, must have a written policy, available to the AHA upon request by AHA staff, which provides direction on how the library will be implemented and monitored. At a minimum, the written policy must state how the TC determines the average number of books held in its library and how trained employees can access the library before, during, and after an AHA course.
