



# MEMO

For CPR Centers

## Memo to all centers coordinators/ heads & chairmen

Dear all,

It is our pleasure to congratulate you for the successful implantation of the CPR portal since we started at the beginning of this year 2012. I would like to draw your attention to some points we feel they are of importance to you to have smooth work with the system and you can consider these points as the first draft for the CPR portal policy and procedures:

### The Registration:

#### Trainee:

The registration of the trainees to the courses should be through the CPR portal, through the registration icon at the home page.

- The trainee can register by themselves or through the training centers.
- The trainee should fill all the information in the registration page as required.
- The trainee should write their name as it appears in the I.D. or passport.
- The name in the certificate will be the English one. The Arabic name should be filled as it appears in the national/ residence ID or the passport.
- The username and password should be entered with the trainee in English only.
- The Saudi commission number if available should be entered from the start, but if the candidate new and not yet registered, the system will accept the first registration without. The registration to another different course will not be accepted unless Saudi commission number is available.
- The Saudis should use only the national ID ( start with no.1) and the non-Saudi should use only the residence ID( start with no.2) and the new non Saudi comers should use the entrance ID ( started with no.3) until the residence ID is issued.
- The e-mail address should be valid and correct so the candidates can receive his login credentials and e-mails from the centers or national CPR committee.

When finish from the registration of the information, the trainee will press the submit button once only and wait till he receive a message on the same registration page that his information was successfully submitted, or their might be some missed information that need to be completed.

- If the registration was not successful from the first time the trainee should fill up the required information asked by the system at the top of the registration form, and should enter the username and password again.
- The trainee should keep their username and password and registration ID as they are his keys to login to the portal and do whatever activity he need to do in regards the online courses.
- There will soon be registration fees as an administration fees to be paid by the trainee through SADAD system before starting the registration page. This fee was approved by the SHA board and the national CPR committee to cover the operational expenses and services provided through the portal.
- The registration of trainee to the published courses will not be considered final unless his course fee payment is realized by the center he registered on.



- The registration of the trainee will be cancelled automatically from the system if payment is not confirmed within 72 hours from the time of initial registration or the time of generation of SADAD bill.
- If registration of trainee is cancelled by the system/ the center or by him-self, he cannot register again in the same batch and he should repeat the process of batch registration through course catalog.

### The Instructor:

- All Instructors before the implementation of the CPR portal should be registered through their centers who submit a migration file containing the full information about their instructors and their center data.
- Any instructor registers by him-self through the portal will be registered as trainee and we cannot enter his data as instructor later on, as his personal information is already in the system.
- Any instructor finish his instructorship after the implementation of the portal he will be registered officially in the portal after he/she finish's his assigned supervision courses within the 90 days period after the instructor course.
- Any instructor registered on the portal will receive his login credential from the national CPR e-mail to his registered e-mail in the portal.
- The instructor can look to their assigned courses/ feedback by the trainee through their page once login and click on my activities.
- The instructor can feed the system with their available dates through my calendar.
- The instructor can change their password through change password and can look to their certificates through my courses icon.
- The national CPR committee has the right to stop the certificate of any instructor if he/ she are not complying with the rules.

### The Training Centers:

- The training centers shall schedule all their courses (batches) for the whole year.
- The training centers shall announce their batches through the website by opening them for registration.
- The batches should be opened early enough, so trainees can register on these batches.
- Batches opened as new will be closed by the system 7 days before the date of the course, while batches opened as renew will be closed one day before the date of the course.
- The batches can be closed manually by the center coordinators if the desired numbers of trainees have the confirmed registration in the batch, through edit batch and then you change the status to batch started.
- The batch started status will allow the coordinator to print manually the post test, or initiate the online exams to trainee and also allow the trainees to do unlimited numbers of pre-test.
- The registration of trainees in the batch should be confirmed by the step of payment realization. However, the registration of a trainee will be cancelled automatically from the batch if not confirmed within 72 hours. The same will happen if the registration fee through SADAD system not paid within 72 hours from the bill generation.

- The post test of the course shall be conducted in the same day of the course (BLS after the video film 1st attempt and after the skill stations for the 2nd attempt) (ACLS in the third day of the course as programmed and the remedial exams after the skill stations) (PALS the same as programmed, the pre-test on the website and the post-test manual on the last day of the course).
- The training centers coordinator shall check the names of trainees in the course and verify them. They can correct the spelling mistakes of the names or e-mails of the trainees before filling up the collation result.
- The training center coordinators shall not accept trainee with one or two names registered, as we will not approve any certificates if the names are not corrected or verified. So at least three names are required for any registered trainee in the system.
- Once the collation sheet is filled in the system and submitted, no changes can be done by the training centers.
- Once all collation sheets of the trainees in the batch are filled, the batch status should be changed to batch completed to send the data to the SHA facilitator and chairman to approve the e-certificates of the batch.
- The trainee can approach their e-certificate through their own web page in the system and they can print it after filling the feedback on the course.
- The large certificate for CME hours can be printed from the website through the training centers.
- The course should be conducted with at least 4 trainees and to a maximum 24 +/- 2. Any course having less than 4 trainees will not be approved by the SHA.

### The Senior & Faculty Members:

- The application for senior and faculty post should be done with the criteria posted in the website.
- All applications should be sent when completed to the national CPR committee to be verified and then to schedule the interview if necessary to the applicant.
- Once the applicants are approved for the post the title will be changed in the website and the applicants can approach their certificates through the portal.
- The SHA shall emphasize on the role of these categories to help in improving the standards of CPR all through the Kingdom of Saudi Arabia.

### The Instructor Courses:

- The SHA stops all accreditation of training centers as instructor courses provider since January 2011.
- The application for such courses will be secured through the SHA, and will depend on the availability of senior and faculty members approved in these facilities by SHA.
- The courses will be run through the SHA headquarter training center and courses will be conducted and / or supervised with approved members.

## General Rules:

- The SHA will not accept any implementation of double standards during courses conduction or policy implementation.
- The SHA will accept the other organizations life support certificates provided that the holder will successively pass the assessment of the skill stations and the post- test of the corresponded course.

The SHA shall use the electronic processes for their communication with other centers locally. To ensure that the centers should update the SHA for any change of communication persons, numbers or addresses. Failure to do so from the centers will subject the centers for suspending their activities.

- The SHA will soon launch SADAD system and that will make the financial transaction easy through the bank account of SHA.
- The SHA has the right to make sudden visit or scheduled ones to the training centers to look for the compliance to the rules or send a representing persons according to the need.
- The SHA is updating the list of equipment needed for the courses and the training materials provided through the website or the headquarter office.
- The SHA required from all centers to have a computer lab enough for the number of trainees per course/ courses, and this will be a mandatory requirement for all accreted centers by 2013.
- Wherever it is needed, the original text materials are mandatory to be used per candidates and can be purchased from author/authors directly via their published communication addresses. If any center found to use copy of any text materials, the center access to the portal will suspended (without prior notification) as this is considered violation to the rules and copy wrights.
- The SHA is updating the guidelines of CPR and design the required training courses that suit our need and culture.
- There were changes in the price list of some courses provided by SHA we will update the list and send it to you all later.
- There will be an admin registration fee on any first registration on the website that should be paid by the trainees through SADAD system.
- The SHA is developing and planning to improve its customer service and quality of courses, so your feedback on the system when required is of value to us to improve and update our future plans.

## PRICE LIST OF MATERIALS AND FEES PER INDIVIDUAL OR GROUP COURSES

(subjected to changes without previous notification)

ITEM	COURSE DURATION	PROPOSED PRICE / SR
<b>COURSE COSTS (INDIVIDUAL)**</b>		
Heartsaver course	½ Day	180.00
Heartsaver course + First Aid	1 Day	350.00
BCLS Healthcare Provider Course	1 Day	350.00
BCLS Healthcare Instructor Course	1 Day	1000.00
BCLS Provider /Instructor Courses	2 Days	1350.00
BCLS Healthcare & First aid provider course	2 days	700.00
BCLS Healthcare + First Aid Instructor Course	2 Days	2.000.00
ACLS Provider Course	3 Days	1,200.00
ACLS Instructor Course	Days	1000.00
ACLS Provider / Instructor Courses	4 Days	2200.00
BLS/ACLS Provider Courses	4 Days	1,550.00
BCLS Provider /ACLS Provider / Instructor Courses	5 Days	2,550.00
BCLS Instructor /ACLS Provider/ Instructor Courses	5 Days	3,200.00
BCLS Provider / Instructor /ACLS Provider / Instructor Courses	6 Days	3,550.00
<b>RECERTIFICATION</b>		
Heartsaver	2 Hours	100.00
BLS Healthcare Provider	4 Hours	200.00
ACLS Provider	2 Day	500.00



ITEM	COURSE DURATION	PROPOSED PRICE / SR
<b>COURSE COST (INSTITUTIONS)** (Maximum 24 candidates)</b>		
Heart saver	½ Day	5,000.00
BCLS Provider Course	1 Day	9,000.00
BCLS Instructor Course	1 Day	24,000.00
BCLS + FA Instructor Course	2 Days	48,000.00
BCLS Provider /Inst. Course	2 Days	33,000.00
ACLS Instructor Course	1 Day	24,000.00
ACLS Provider Course	3 Days	29,000.00
BCLS Provider /ACLS Provider Course	4 Days	38,000.00
ACLS Provider / Instructor Course	4 Days	53,000.00
BCLS Provider /ACLS Provider / Instructor Course	5 Days	62,000.00
BCLS Instructor/ACLS Provider/ Instructor Course	5 Days	77,000.00
BCLS /ACLS Provider/ Instructor Course	6 Days	86,000.00