

# Managing Resuscitation Quality Improvement (RQI) Assignments:

New Hires, Transfers, and Leave of Absence

Provided by HealthStream Operations



## Summary

Resuscitation Quality Improvement (RQI) is a new approach to maintaining competence in CPR. The RQI Program uses realistic eSimulation patient cases and a mobile Simulation Station, for quarterly psychomotor skills activities, to help healthcare providers retain life-saving CPR skills.

The target audience for RQI are facilities who want their staff to maintain proficiency and certification in BLS, ACLS, or both, through routine, quarterly check-offs, rather than re-certifying every 2 years. The RQI end user is any staff member within participating facilities who has an ACLS or BLS resuscitation requirement.

The HLC administrator managing the RQI program will be responsible for ensuring a positive learning experience for RQI end users by effectively managing assignments, students, and resuscitation card data.

## Rationale

Special consideration should be given to students who will be added to existing RQI assignments, such as new hires or transfers, and students currently within the RQI assignment who go on a leave of absence. Both scenarios will affect RQI management, specifically related to assignment quarters and resuscitation card expiration dates.

Because the entire program hinges upon up-to-date resuscitation card data in the HLC, quarterly assignments, and American Heart Association (AHA) recommendations used to determine who is eligible to participate in the RQI program, it is important for administrators to be aware of these scenarios and be prepared to address them if they arise.



## How To

### Effective Management of RQI :

#### New Hires, Transfers, and Leave of Absence (LOA)

Management of the RQI program involves determining which curricula (ACLS / BLS) a participant needs along with the effective date (quarterly start date) in which they need to begin receiving the RQI assignment. As you either gain new employees through new hires, existing employee transfers, or existing students' return from a leave of absence, it is important to evaluate when the student should be introduced/re-introduced into the RQI program. Part of the evaluation is to ensure that the student has a valid resuscitation card and has enough time to complete the RQI assignment, in accordance with American Heart Association (AHA) and Laerdal recommendations.

Current guidelines stipulate that a participant in the RQI program must possess a valid American Heart Association (AHA) resuscitation card for Basic Life Support (BLS) or Advanced Cardiovascular Life Support (ACLS) at least **90** days prior to expiration. The AHA and Laerdal recommend that learners enter the RQI program at least **180** days prior to expiration.

Administrators need to review the following information to determine eligibility in the RQI program:

- expiration date of the resuscitation card
- date of hire, transfer or LOA return
- timing of quarterly assignments

The intention of the following scenarios is to assist in the consideration of these factors, as well as the recommended course of action.



## Scenario 1: New Hires and Transfers

An employee joins your organization or transfers to a new role and he or she is required to be included in your RQI Program.

Does the student have a current resuscitation card?	
<b>No</b>	<p>The student is required to achieve a new resuscitation card.</p> <ol style="list-style-type: none"> <li>1. Student receives a valid resuscitation card.</li> <li>2. Add the student to the appropriate job function.</li> <li>3. Add the appropriate quarter effective date.</li> </ol> <p><b>Example</b></p> <p>Student completes the HeartCode® BLS curriculum and receives a new BLS resuscitation card with an expiration date of 2/28/2020.</p> <p>Add the RQI BLS Adult job function to the student.</p> <ol style="list-style-type: none"> <li>1. Because the card expires in a month that occurs in the middle of the Q1 RQI assignment (Feb), assign the student the appropriate RQI BLS job function, with an effective date of 4/1/2018, the first day of the upcoming full quarter (Q2).</li> <li>2. This enables the student the full 90-day assignment quarter to receive a 3-month extension.</li> </ol>
<b>Yes</b>	<p>Does the student's resuscitation card expire within the next <b>6</b> months?</p> <p><i>AHA/Laerdal Recommendation: To participate in the RQI program, learners must possess a valid American Heart Association (AHA) resuscitation card for Basic Life Support (BLS) or Advanced Cardiovascular Life Support (ACLS) at least <b>90</b> days prior to expiration. The AHA and Laerdal recommends learners enter the RQI program at least <b>180</b> days prior to expiration.</i></p> <p><b>Yes:</b></p> <p>The student is required to earn a new resuscitation card.</p> <ol style="list-style-type: none"> <li>1. Student receives a valid resuscitation card.</li> <li>2. Add the student to the appropriate job function.</li> <li>3. Add the appropriate quarter effective date.</li> </ol> <p><b>Example</b></p> <p>The student joining your organization has a hire date of 1/15/2018.</p> <p>The student's BLS resuscitation card expires on 2/28/2018.</p>



1. This expiration date occurs in less than 90 days. (See AHA/Laerdal recommendation)
2. The expiration date is less than 6 months from the date the student would begin the RQI assignment. (See AHA/Laerdal recommendation)
3. The student will be required to receive a new BLS resuscitation card before joining the RQI assignment.

Once the student provides a new BLS resuscitation card, add the student to the first day of the upcoming quarter.

4. This enables the student the full 90-day assignment quarter to receive a 3-month extension.
5. For example, if the student receives a new BLS resuscitation card in May, add the student to the Q3 assignment. (Job Function Effective date = 7/1/<current year>)

**No:**

Enter the student resuscitation card into the student profile (follow your organization's protocol for adding resuscitation cards).

Add the RQI job function with an effective date on the first day of the next, upcoming quarter.

**Example**

The student joining your organization has a hire date of 2/28/2018.

The student's BLS resuscitation card expires on 5/31/2019.

1. This expiration date occurs in more than 90 days. (See AHA/Laerdal recommendation)
2. The expiration date is more than 6 months from the student's hire date. (See AHA/Laerdal recommendation)
3. The student meets the criteria to join the RQI assignment.

Add the student to the first day of the upcoming quarter, Q2.

4. This enables the student the full 90 day assignment quarter to receive a 3-month extension.
5. The student is eligible; however, since the hire date is in the middle of the Q1 assignment, add the student to the Q2 assignment providing the full quarter to complete the assignment and receive a 3-month extension. (Job Function Effective date = 4/1/<current year>)



## Scenario 2: Leave of Absence (LOA) Students

An employee previously included in the RQI assignment returns from an extended leave of absence.

Does the student still have a valid resuscitation that has not expired?	
<b>No</b>	<p>Remove the student from the current RQI assignment by deleting the student's RQI-related job function(s):</p> <ul style="list-style-type: none"> <li>• RQI BLS Adult</li> <li>• RQI BLS Pediatric</li> <li>• RQI ACLS</li> <li>• RQI PALS</li> </ul> <p>The student is required to earn a new resuscitation card.</p> <ol style="list-style-type: none"> <li>1. Once the card is active, include the student in the beginning of the next quarter's RQI assignment.</li> </ol> <p><b>Example</b></p> <p>Student completes the HeartCode® BLS curriculum and receives new BLS resuscitation card with an expiration date of 2/28/2020.</p> <ol style="list-style-type: none"> <li>1. Add the RQI BLS Adult job function to the student.</li> <li>2. Because the card expires in a month that occurs in the middle of the Q1 RQI assignment (Feb), assign the student the appropriate RQI BLS job function, with an effective date of 4/1/2018, the first day of the upcoming full quarter (Q2).</li> <li>3. This allows the student the full 90-day assignment quarter to receive a 3-month extension.</li> </ol>
<b>Yes</b>	<p>Does the student's resuscitation card expire within the next <b>6</b> months?</p> <p><i>AHA/Laerdal Recommendation: To participate in the RQI program, learners must possess a valid American Heart Association (AHA) resuscitation card for Basic Life Support (BLS) or Advanced Cardiovascular Life Support (ACLS) at least <b>90</b> days prior to expiration. The AHA and Laerdal recommends learners enter the RQI program at least <b>180</b> days prior to expiration.</i></p>



**Yes:**

The student is required to earn a new resuscitation card.

1. Once the card is active, the student can be included into the beginning of the next quarter's RQI assignment.

**Example**

The student returns from leave of absence on 1/15/2018.

The student's BLS resuscitation card expires on 2/28/2018.

1. This expiration date occurs in less than 90 days. (See *AHA/Laerdal recommendation*)
2. The student will be required to receive a new BLS resuscitation card before joining the RQI assignment.
3. Remove the student's existing RQI-related job function to remove them from the current assignment.

Once the student provides a new BLS resuscitation card, add the student to the first day of the upcoming quarter.

4. This enables the student the full 90 day assignment quarter to receive a 3-month extension.
5. For example, if the student receives a new BLS resuscitation card in May, add the student to the Q3 assignment. (Job Function Effective date = 7/1/<current year>)

**No:**

The student's current RQI-related job function will remain unchanged. The student will have the opportunity to complete any outstanding RQI assignments to bring their assignment current with quarterly cycles.

**Example**

The student returns from leave of absence on 7/15/2018.

The student's BLS resuscitation card expires on 5/31/2019.

Student's leave of absence spans RQI quarterly assignments for Q1 and Q2, resulting in two past due RQI assignments.

- The student has time to complete prior quarter and current Q3 requirements.
- The student will receive a 3-month extension once the Q3 assignment is complete within the current quarter.



## Resources/Additional Scenarios

<b>RQI Q1 Assignment</b> <b>Jan 1 – Mar 31</b>	<b>RQI Q2 Assignment</b> <b>Apr 1 – Jun 30</b>	<b>RQI Q3 Assignment</b> <b>Jul 1 – Sept 30</b>	<b>RQI Q4 Assignment</b> <b>Oct 1 – Dec 31</b>
<p>Student is on leave/ RQI assignment past due</p>	<p>Student is on leave/ RQI assignment past due</p>	<p>Student Returns Card expiration &gt; 6 months out</p> <ul style="list-style-type: none"> <li>• Student continues in RQI in this quarter.</li> <li>• Makes up past due Q1 and Q2 assignments.</li> <li>• Complete quarterly assignment on time, receives 3-month extension.</li> </ul>	<p>Student continues RQI assignment cycle as scheduled.</p> <ul style="list-style-type: none"> <li>• Receives 3-month extension when completed.</li> </ul>
<p>Student is On leave/ RQI assignment past due</p>	<p>Student returns to work. Card expiration &lt; 6 months out.</p> <ul style="list-style-type: none"> <li>• Remove student's current RQI job function to remove from current assignment.</li> <li>• Student will need to complete HeartCode training to receive new resuscitation card.</li> <li>• Student receives new resuscitation card in Q2.</li> </ul>	<p>Student is added back into RQI assignment in Q3.</p> <ul style="list-style-type: none"> <li>• This enables the student the full 90 days within the quarter to complete the assignment and receive a 3-month extension.</li> <li>• Add student's RQI job function effective date = 7/1/&lt;current year&gt;</li> </ul>	<p>Student continues RQI assignment cycle as scheduled.</p> <ul style="list-style-type: none"> <li>• Receives 3-month extension when completed.</li> </ul>
<p>New hire joins organization in Q1. Resuscitation card expiration in more than 6 months.</p>	<p>Student begins RQI assignment in Q2.</p> <ul style="list-style-type: none"> <li>• Add student's RQI job function effective date = 4/1/&lt;current year&gt;</li> </ul>	<p>Student continues RQI assignment cycle as scheduled.</p> <ul style="list-style-type: none"> <li>• Receives 3-month extension when completed.</li> </ul>	<p>Student continues RQI assignment cycle as scheduled.</p> <ul style="list-style-type: none"> <li>• Receives 3-month extension when completed.</li> </ul>





<p>New hire joins organization in Q1.</p> <p>Resuscitation card expiration in less than 6 months.</p>	<p>Student will need to complete HeartCode training to receive new resuscitation card.</p> <ul style="list-style-type: none"> <li>• Student receives new resuscitation card in Q2.</li> </ul>	<p>Student is added into RQI assignment in Q3.</p> <ul style="list-style-type: none"> <li>• This enables the student the full 90 days within the quarter to complete the assignment and receive a 3-month extension.</li> <li>• Add student's RQI job function effective date = 7/1/&lt;current year&gt;</li> </ul>	<p>Student continues RQI assignment cycle as scheduled.</p> <ul style="list-style-type: none"> <li>• Receives 3-month extension when completed.</li> </ul>
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