

**CHAPTER 7**  
**CARDIOPULMONARY RESUSCITATION—ROLES AND RESPONSIBILITIES**

**REVISED JANUARY 2025**

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## CHAPTER 7

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1. DIVISION COMMANDERS.
  - a. Ensure all personnel within the Division requiring cardiopulmonary resuscitation (CPR) recertification are recertified biennially.
  - b. Assign an individual to coordinate the program within the Division.
  - c. Ensure the names of the Area CPR instructors are forwarded annually to the Academy, Emergency Medical Services (EMS) Unit.
  
2. AREA/SECTION COMMANDERS.
  - a. Ensure all personnel requiring recertification are recertified biennially.
  - b. Ensure instructors complete a CPR Practical Application Evaluation for each recertified employee and update the Employee Training Records System.
  - c. Assign individuals to serve as Area CPR instructors.
  - d. Ensure Area CPR instructors attend Academy-sponsored instructor refresher training when required.
  
3. AREA CARDIOPULMONARY RESUSCITATION INSTRUCTORS.
  - a. Recertify all personnel requiring recertification biennially.
  - b. Complete an American Heart Association skills testing sheet for each individual recertified and attach a copy of the CHP 126, Course Record. Place in the uniformed employees' training folders.
  - c. Complete a CHP 126 for each training class.
  - d. Ensure the CPR mannequins are cleaned at the completion of each recertification session.
  - e. Biennially, instructors shall forward a copy of a CHP 126 roster to the Academy, EMS Unit, to receive instructor credit. The roster shall indicate "instructor credit only."

4. ACADEMY COMMANDER.
  - a. Program management.
  - b. Direction of Academy, EMS Unit, supervisor.
  
5. ACADEMY EMERGENCY MEDICAL SERVICES UNIT SUPERVISOR.
  - a. Coordinate the Academy initial and refresher instructional programs.
  - b. Approve all course content.
  - c. Approve all written and skills examinations.
  - d. Ensure the training program is in compliance with California Code of Regulations, Title 22, Division 9, Chapter 1.5.