Audit Policy

Each Campus Recreation staff member who works within the Rec Center’s gated entrance or supervises activity areas or excursions for Campus Recreation is required to demonstrate their CPR and AED skills to remain eligible for employment.

The two options available are:
1. Staff enrollment in and satisfactory completion of an audit, or
2. Staff enrollment in and successful completion of a full length American Red Cross CPR and AED for the Professional Rescuer course.

Staff members who decide to be audited on their skills will have review materials available to them in the form of a Refresher Course and/or the American Red Cross CPR/AED for the Professional Rescuer Participant Manual. Both the Refresher Course and the Participant Manual can be accessed at Member Services.

Completion of the audit or full length course needs to be within a two month period, one year after the original certification date (e.g. if a staff member expires on July 23rd, s/he will need to complete the requirements between June 23rd and August 23rd). All staff members will receive notice via their pdx email account that their audit period has started. Each staff member is responsible for completing the requirements on time.

Details for FY2011 (July 1, 2010 – June 30, 2011):

During the first year of implementation, staff members can meet requirements for their audit by completing a refresher course and passing a written exam. Each staff member will need to complete either a refresher course OR a full length CPR/AED for the Professional Rescuer course during his/her audit period. Failure to complete his/her requirements during the allotted audit time period will begin the remediation process, described below:

Remediation process:
- The staff member will sign a Not to Render Care form.
  - This form will be documentation stating that the staff member will not be involved in rendering any type of care to patrons in need; instead they will radio for help from another staff member who is eligible to render care.
- The staff member is required to enroll in and complete the next available full length CPR/AED for the Professional Rescuer course; they are no longer eligible to take the Refresher Course.
  - It is the responsibility of the employee to seek out study materials to ensure satisfactory completion of the full length course.