

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER
150.002

Approved

ISSUING ORG. Preventive Medicine Services Division/Medical Department/SAMSO

ISSUE DATE
5/1/2011

REPLACES
09/15/2008

SUBJECT Heart Saver First Aid with CPR & AED Training

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I. CONTENT:

This document describes Saudi Heart Association and Saudi Aramco requirements and procedures for Training in Heartsaver First Aid with CPR & AED, Instructor Training Program (ITP) following Health Promotion Unit's standards and guidelines.

1. Definitions:

- 1.1 **Heartsaver First Aid with CPR & AED Training:** is provided by Instructors of the Health Promotion Unit (HPU), Preventive Medicine Services Division (PMSD), Saudi Aramco Medical Services Organization (SAMSO).
- 1.2 **Heartsaver First Aid with CPR & AED Instructor Training Program (ITP):** is a train-the-trainer course provided by a certified Heartsaver First Aid with CPR & AED Instructor from the Health Promotion Unit to non-SAMSO ITP departmental instructor. Trainers eligible for the course are designated by a requesting organization to conduct job site Heartsaver First Aid with CPR & AED courses only for employees who fall under departments/divisions in the same organization.
- 1.3 **Heartsaver First Aid with CPR & AED Instructor Trainer:** is a Health Promotion Unit's Instructor who is certified to train others to become Heartsaver First Aid with CPR & AED Instructors.
- 1.4 **Health Promotion Unit's (HPU) Instructor:** is an Instructor trained and certified in Heartsaver First Aid with CPR & AED.
- 1.5 **Non-SAMSO ITP Departmental Instructor:** is a designated instructor trained in Heartsaver First Aid with CPR & AED by a certified Heartsaver First Aid with CPR & AED Instructor Trainer from the Health Promotion Unit. He/she will conduct job site Heartsaver First Aid with CPR & AED courses only for employees who fall under departments/divisions.
- 1.6 **Health Promotion Unit's (HPU) Standards and Guidelines:** are based on the Saudi Heart Association (SHA) and American Heart Association (AHA).

II. PURPOSE:

1. To ensure that a standardized high quality training in Heartsaver First Aid with CPR & AED is practiced consistently throughout the company in accordance with the Health Promotion Unit's standards and guidelines.
2. To ensure that at least one employee per shift at each site is qualified to administer Heartsaver First Aid with CPR & AED to the sick or injured victim.

III. GENERAL POLICES:

1. All employees are eligible to be certified to administer Heartsaver First Aid with CPR & AED procedure through a recognized training program. Certification Programs which are accredited by other Internationally recognized associations other than the American Heart Association e.g. First Aid with CPR & AED Training Programs for Swimming Pool Life guards need to be approved by Chief of Preventive Medicine Services Division to ensure compliance with the standards of the American Heart Association.
2. Health Promotion Unit shall provide direction and support to Heartsaver First Aid with CPR & AED Instructors (e.g. life guard) to include a training module on AED use with pediatric electrodes for children from 1 to 8 years of age in all community BLS Heartsaver AED courses.

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3. Heartsaver First Aid with CPR & AED training and certification are the responsibility of the Health Promotion Unit for non SAMSO employees and dependants throughout the company.
4. If the requesting department/division has more than 200 employees to be trained annually, Health Promotion Unit will train candidates from the respective area to serve as Instructors, who will then provide Heartsaver First Aid with CPR & AED Training to their department/division employees only.

IV. TRAINING POLICIES FOR HEARTSAVER FIRST AID WITH CPR & AED:

1. Course Format and Location:

Refer to Appendix A

2. Scheduling:

2.1 Applying:

Training Coordinator of Requesting Organization shall

- Book employees through SAP Training & Event Management SAP T&EM systems.
- For the Business Event Type, refer to Appendix A.
- Inform subject employee of course confirmation.
- Submit a justification letter from the Department Head for cancellation of an employee with a confirmed enrollment and change of No Show status.

Health Promotion Unit shall

- Ensure an automated confirmation of the booking is sent to the employee, his/her Training Coordinator and Supervisor.
- Ensure a confirmation is sent directly to the requester employee for his enrolled dependent.
- Send a no show letter for cancellation of an employee with a confirmed enrollment.

2.2 Eligibility:

➤ **Enrollment of Saudi Aramco employees**

- Is the responsibility of the Dept/Div Training Coordinator as described in IV.2.1
- All Saudi Aramco employees and their dependents (more than 18 years of age) are eligible to receive Heartsaver First Aid with CPR & AED Training.

➤ **Enrollment of contractor employees**

- Training Coordinators shall initiate SMP Training Assignment Request through SAP system for Approval from their Department and to be concurred by SMP Administrator.
- Contractor Company shall fill the TSR (Training Service Request) and submit to the Partnership & Contractor Training Division, Bldg 2202, West Park-2, Dhahran for enrollment.

➤ **Enrollment of dependents:** Employees requesting the enrollment of a dependent should send an email to the HPU registrar with the dependent's complete information. (Age should be more than 18 years). Female classes are conducted in Dhahran only.

➤ For the Business Event Type, refer to Appendix A.

2.3 Scheduling Candidates in Arabic vs. English Classes:

Health Promotion may urge bilingual candidates to select Arabic classes.

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3. Requirements to Successful Completion of Heartsaver First Aid with CPR & AED Training Course:

- 3.1 Attendance: Participants must attend all (7) hours.
- 3.2 Practical evaluation: Participants must perform all skills satisfactorily.
- 3.3 Written test: Participants must pass a written test.

4. Language Skills:

- 4.1 Candidates for Arabic classes must be proficient in reading and writing Arabic.
- 4.2 Candidates for English classes must be proficient in reading and writing English and must have completed ITC English level 7B as minimum requirements.

Instructors must not use two languages in the same class to accommodate language difficulties, as it is distracting to all parties in the class. Students who do not speak the language of the enrolled class, will not be allowed to attend the class and will be sent back to work.

V. STANDARDS AND GUIDELINES FOR HEARTSAVER FIRST AID WITH CPR & AED INSTRUCTOR TRAINING PROGRAM (ITP)

1. Class Format:

Refer to Appendix A

2. Scheduling Procedures:

2.1 Applying: Requesting organization shall:

- i. Submit Application Form (Appendix B) signed by a department head or above.
- ii. Adhere to Heartsaver First Aid with CPR & AED ITP standards and guidelines.
- iii. Select candidates based on the selection criteria described in the Application Form (Appendix B).

2.2 Approval: Health Promotion Unit shall:

- i. Receive Application Form from requesting organization.
- ii. Evaluate candidate based on the selection criteria in the Application Form.
- iii. Inform requesting organization of the status of the application: approval, rejection, or deferral of the candidate.

2.3 Eligibility:

In order for the requesting department/division to be eligible for the ITP, the following guidelines must be met:

- i. The size of population to be trained by the requesting department/division must exceed 200 or more students per year.
- ii. The trained instructor must have a workload of at least two full Heartsaver First Aid with CPR & AED classes per week.
- iii. After completing the ITP Course, instructors must teach their department/division employees only. Instructors are not eligible to teach employees from other departments/divisions unless prior permission from the Health Promotion Unit is obtained.

Note: Ordinarily, if the requesting organization already has a certified Instructor, he/she must be carrying a load of at least (4) full Heartsaver First Aid with CPR & AED classes per week before applying for

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training of an additional Instructor. A request for an additional Instructor, when the existing one teaches fewer than four classes a week, will be evaluated on a one to one basis.

2.4 Requirements for successful completion:

A satisfactory performance evaluation and a passing score on a final test are required for successful completion of the subject ITP course.

2.5 Language:

Priority is given to candidates who will teach Arabic classes.

2.6 Reporting & Record keeping:

Non SAMSO ITP Departmental Certified Instructor shall follow the reporting and record keeping procedures detailed in VI.4.

VI. RESPONSIBILITIES:

1. Supervisors of Requesting Organization shall

- 1.1 Ensure that at least one employee per shift in each site has a current Heartsaver First Aid with CPR & AED certificate by scheduling initial training through the Health Promotion Unit.
- 1.2 Allocate budget for purchase of appropriate training material required to conduct Heartsaver First Aid with CPR & AED course in their areas through SAP Purchase Requisition as recommended by the Health Promotion Unit (Appendix C).

2. Supervisor, Health Promotion Unit (HPU) shall

- 2.1 Assume overall responsibility to respond to the industrial and community need for Heartsaver First Aid with CPR & AED Instructor training company-wide through adequate manpower and materials.
- 2.2 Assume responsibility to monitor the issuance of Heartsaver First Aid with CPR & AED Instructor certificates throughout the company.
- 2.3 Assume overall responsibility to have a system in place, to ensure that updated statistics and records of certified Heartsaver First Aid with CPR & AED Instructor Training Program participants throughout the company are kept with HPU.
- 2.4 Assign Instructors to teach Heartsaver First Aid with CPR & AED Instructors Training courses in Dhahran or Districts, in Arabic or in English, as appropriate.
- 2.5 Conduct ongoing evaluation of Health Promotion Unit Instructor to ensure that employees receive the highest possible quality of teaching.
- 2.6 Provide Non-SAMSO departments/divisions with Training Manuals.
- 2.7 Assume overall responsibility of keeping the program up to date. This includes:
 - i. Ensuring that the literatures and audiovisual materials are available in both Arabic and English languages at all time.
 - ii. Updating certified Instructors with the most recent information.

3. Heartsaver First Aid with CPR & AED Instructor Trainer shall

- 3.1 Conduct Heartsaver First Aid with CPR & AED and ITP courses in their respective areas, as assigned.
- 3.2 Monitor the quality of Heartsaver First Aid with CPR & AED courses conducted by Non SAMSO instructors

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- 3.3 Provides Non-SAMSO departments/divisions with information on how to order Heartsaver First Aid with CPR & AED training material including Manuals, in their assigned areas.
- 3.4 Keep records of all classes conducted by Non SAMSO ITP departmental Instructors and submit to HPU supervisor.
- 3.5 Submit to the HPU supervisor daily records of attendance sheets, skill performance, test scores, and evaluation sheets of their classes.
- 3.6 Call instructors for a pre and post evaluation session:
 - Assessment before attending the ITP course.
 - Assessment after attending the ITP course for recertification.

4. Non-SAMSO ITP Departmental Instructor shall

- 4.1 Teach full Heartsaver First Aid with CPR & AED course (n= 2 classes per week).
- 4.2 Send monthly statistics of completed classes to Registrar, Health Promotion Unit.
- 4.3 Enter course completion data into the SAP System.
- 4.4 Issue pocket certificates to participants after successful completion of the course as described under IV.3.

5. Health Promotion Unit's Instructor shall

- 5.1 Conduct Heartsaver First Aid with CPR & AED courses in their respective areas, as assigned.
- 5.2 Submit to the HPU Supervisor daily records of attendance sheets, skill performance, test scores, and evaluation sheets of their classes.

VII. Appendix

- 1. Appendix A: Course format for Heartsaver First Aid with CPR & AED training and Instructor Training Program (ITP)
- 2. Appendix B: Heartsaver First Aid with CPR & AED Instructor Training Program (ITP) Application Form
- 3. Appendix C: Heartsaver First Aid With CPR & AED Instructor Training Program (ITP) Required Material And Budget

Recommended:

Chief, Preventive Medicine Services Division

Date

Concurred:

Director, Medical Department

Date

Approved:

Executive Director, Medical Services Organization

Date

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Course Title	Duration	Max. Class Size Participants	Arabic	English	Validity of Certificate
Heartsaver First Aid with CPR & AED	7 hours	8 candidates	BE # 40061680	BE # 40061796	2 years
			Ladies only BE # 40061766	Ladies only BE # 40061765	

The course is taught in one day, but may be split into two consecutive mornings for special reasons of convenience, such as Ramadan schedule.

2. Location

Health Promotion Unit offers these courses on its premises in Dhahran, Ras Tanura, Abqaiq, Al-Hasa, Udhailiyah, Riyadh, Jeddah and Yanbu.

HEARTSAVER FIRST AID WITH CPR & AED INSTRUCTOR TRAINING PROGRAM (ITP)**1. Course Format**

Course Title	Minimum Duration	Maximum class Size	Prerequisites
Heartsaver First Aid with CPR & AED Instructor	10 days	4 candidates	Certification Trainer Program course-phase I & II (Staff Development Program, Training & Development Dept)

2. Content and Daily Schedule

Week 1	Task	Week 2	Task
1 st day	Attend the Heartsaver First Aid with CPR & AED "Provider"	6 th day	1 st Instructor Teaching
2 nd day	Solo One	7 th day	2 nd Instructor Teaching
3 rd day	Solo Two	8 th day	3 rd Instructor Teaching
4 th day	Solo Three	9 th day	4 th Instructor Teaching
5 th day	Solo Four	10 th day	Graduation

3. Location

Health Promotion Unit offers these courses on its premises in Dhahran, Southern Area, Northern area and Western Region.

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APPENDIX "B"

HEARTSAVER FIRST AID WITH CPR & AED INSTRUCTOR TRAINING PROGRAM (ITP) APPLICATION FORM

THE COURSE IS REQUESTED IN ☐ ARABIC ☐ ENGLISH

Candidate's Name:	Badge #:	Birth Date:
Level of Education:	Training Experience: <input type="checkbox"/> Yes ____ years <input type="checkbox"/> No	
Job Title:	Div/Dept:	Org. Code:

1. Has the candidate instructor taken any of the below courses? If yes please check the appropriate box(es) and fill in date(s).

☐ Certification Trainer Program course, Phase I & II from Training and Development Department (Mandatory).

Please attach a copy of certificate.

Date: _____

☐ Heartsaver First Aid with CPR & AED Training Instructor Course

Date: _____

☐ Heartsaver First Aid with CPR & AED Training Course

Date: _____

☐ Physiology Course

Date: _____

2. Location(s) where the instructor will give the Heartsaver First Aid with CPR & AED Training class: _____

3. Number of people the instructor candidate will train per year: _____

4. Please check the below boxes as applicable:

☐ Candidate is proficient in reading and writing English.

☐ Candidate is an excellent communicator.

☐ Candidate has an interest in health and safety.

☐ Candidate will have a workload of 2 classes per week

5. Does your department have any other instructor(s) who has (have) been trained by Health Promotion Unit?

Yes ☐ No ☐ [If Yes, please fill in name(s) and certification date(s) below]:

A) _____

B) _____

C) _____

6. Supervisor's name: _____ Div/Dept: _____

Address: _____ Telephone/Fax #: _____

7. Contact person's name: _____ Div/Dept: _____

Address: _____ Telephone/ Fax #: _____

8. Department Head's Name: _____ Title: _____

Address: _____ Telephone/Fax #: _____

Department Head's Signature: _____ Date: _____

Please note:

- Candidate must pass an interview with the HPU instructor trainer to be enrolled in the course.
- The form will be rejected if not fully completed.

OFFICE USE ONLY:

Forward to: _____ Comments: (PTO for additional space)

() Approved

() Not Approved

Supervisor, Health Promotion Unit

ITP App form

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APPENDIX "C"

HEARTSAVER FIRST AID WITH CPR & AED INSTRUCTOR TRAINING PROGRAM (ITP)
REQUIRED MATERIAL AND BUDGET

Item Description	Quantity	Estimated Unit Price \$
1. Heartsaver First Aid With CPR & AED Student Workbook including Heartsaver First Aid Quick Reference Guide	01	20.00
2. Instructor Manual	01	80.00
3. Standard Human Torso Model (Adult)	02	788.00 Each
4. Standard Human Torso Model (Child)	02	725.00 Each
5. Standard Human Torso Model	02	509.00 Each
6. Face Shields: Rolls of 36	01	127
7. Electro Pads for the AED	02	70.00 Each
8. AED Trainer	01	700.00
9. Alcohol Swaps: One box contains 75 packs of 100 swaps	01 box	2 per pack
10. Gauze: One box contains 84 pack of 200 pieces	01 box	2 per pack
11. Medical Gloves: One box contains 100 pieces of gloves	10 boxes	4 per box
12. BLS Pocket Certificate: Two side printing, Size: 8.5"x 11"	100 sheets	52

* CHANGE

** ADDITION

NEW INSTRUCTION



COMPLETE REVISION

