

STEPS FOR REGISTERING FOR AN INSTRUCTOR LED AHA TRAINING (ACLS, PALS, BLS, FACT)

1. Click on "Search Guthrie Learn"

The screenshot shows the Guthrie Learn homepage. The left sidebar contains several navigation links: "My Training to Complete", "My Completed Training", "Search Guthrie Learn" (circled in blue), "Team Monitor", "Learn Help Documentation", and "Learn FAQ". The main content area features a "Welcome, Bethany Altieri" message, "Document Links" (APR and Goal Setting, Using Team Monitor, QWIK Tools for Leaders, Leader Led Activities), "Guthrie Development Model", "Web Links" (Guthrie Workplace, Employee Assistance Program), "Important Announcements" (Welcome to the New Guthrie Learn - It's in our hands, FY19 Mandatory Compliance Training is due October 31, 2018), and "Training Categories" (Epic, Nursing, Office Suite (O365), PeopleSoft, Management, New Leader Orientation, Lean, Finance, Additional Categories).

2. Click on "Continuing Medical Education"

The screenshot shows the Guthrie Learn training catalog. The "Continuing Medical Education" category is circled in blue. The catalog displays a grid of training categories with their respective sub-categories and learning events:

Category	Sub Categories	Learning Events
CMS		
Continuing Medical Education		5
EPIC	14	172
Finance	3	2
Management Training	14	32
Microsoft Office 365	2	
New Employee Orientation		
Nursing Education	5	165
OnBase		

3. Under Categories, click on which class you are looking for

Home | My Profile | Contact | FAQ | Logout

Click on any Category to see a list of available training items.

Catalog ← BACK

Catalog > Continuing Medical Education

NARROW RESULTS

ITEM TYPES

- Enrollment (62)
- ILT Session (60)

CATEGORIES

- ACLS (50)
- BLS (50)
- PALS (21)
- AHA - American Heart Association (1)

ILT LOCATIONS

- Enrollments with Seats Available (62)

BLS - Sayre - 12/21/18 - 9 AM - 1:30 PM - Skills Lab Main Lecture
 To train participants to save live of victims in cardiac arrest through high-quality cardiopulmonary resuscitation as an individual and as part of a team to include rescue techniques for adults, children and infants; relief of foreign-body airway obstruction; effective... more

STATUS	Not Enrolled	CATEGORY	BLS	START DATE	December 21, 2018	LOCATION	Robert Packer Hospital
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AVAILABLE 12 SEATS

BLS - Sayre - 11/16/18 - 9 AM - 1:30 PM - Skills Lab Main Lecture
 To train participants to save live of victims in cardiac arrest through high-quality cardiopulmonary resuscitation as an individual and as part of a team to include rescue techniques for adults, children and infants; relief of foreign-body airway obstruction; effective... more

STATUS	Not Enrolled	CATEGORY	BLS	START DATE	November 16, 2018	LOCATION	Robert Packer Hospital
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AVAILABLE 12 SEATS

4. Find the class that you want and click on the name

Home | My Profile | Contact | FAQ | Logout

Click on any Category to see a list of available training items.

Catalog ← BACK

Catalog > Continuing Medical Education

NARROW RESULTS

ITEM TYPES

- Enrollment (25)
- ILT Session (25)

CATEGORIES

- ACLS (50)
- BLS (50)
- PALS (21)
- AHA - American Heart Association (1)

ILT LOCATIONS

- Enrollments with Seats Available (25)

BLS - Sayre - 12/21/18 - 9 AM - 1:30 PM - Skills Lab Main Lecture
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AVAILABLE 12 SEATS

5. Scroll down to the enrollments and pick that class again

BLS - Sayre - 12/21/18 - 9 AM - 1:30 PM - Skills L... [more](#)

12/21/18 START DATE
9:00AM START TIME
0 MIN SEATS
12 MAX SEATS
12 REMAINING SEATS

Catalog > Continuing Medical Education > BLS - Sayre - 12/21/18 - 9 AM - 1:30 PM - Skills L...

To train participants to save live of victims in cardiac arrest through high-quality cardiopulmonary resuscitation as an individual and as part of a team to include rescue techniques for adults, children and infants; relief of foreign-body airway obstruction; effective team dynamics, effective ventilation by using a barrier device, and use of an automated external defibrillator.

TYPE ILT Session	MINIMUM SEATS 0
START DATE December 21, 2018 9:00 AM EST	MAXIMUM SEATS 12
END DATE December 21, 2018 1:30 PM EST	SEATS REMAINING 12
CATEGORY BLS	
LOCATION/ROOM Robert Packer Hospital, Skills Lab Main Lecture Area	ADDRESS 1 Guthrie Square Sayre, PA, 18840
INSTRUCTOR 1 TIMOTHY CAHILL JR	APPLICATION Nursing Education
SESSION DURATION IN MINUTES 270	

Enrollments

Select from the list of Enrollments below

BLS - Sayre - 12/21/18 - 9 AM - 1:30 PM - Skills Lab Main Lecture

OPEN DATE December 13, 2017 **EVENT END DATE** December 21, 2018
CLOSE DATE December 20, 2018 **STATUS** Not Attempted

6. Click on "ENROLL"

12/21/18 START DATE
9:00AM START TIME
0 MIN SEATS
12 MAX SEATS
12 REMAINING SEATS
0 ATTACHMENTS

Catalog > Continuing Medical Education > BLS - Sayre - 12/21/18 - 9 AM - 1:30 PM - Skills L...
 > BLS - Sayre - 12/21/18 - 9 AM - 1:30 PM - Skills L...

ENROLL

To train participants to save live of victims in cardiac arrest through high-quality cardiopulmonary resuscitation as an individual and as part of a team to include rescue techniques for adults, children and infants; relief of foreign-body airway obstruction; effective team dynamics, effective ventilation by using a barrier device, and use of an automated external defibrillator.

TYPE Enrollment	CURRENT STATUS Not Enrolled
EVENT TYPE Instructor Led Training Session	EVENT BLS - Sayre - 12/21/18 - 9 AM - 1:30 PM - Skills Lab Main Lecture (100002504)
ENROLLMENT OPENS December 13, 2017 8:00 AM EST	MINIMUM SEATS 0
ENROLLMENT CLOSES December 20, 2018 8:00 AM EST	MAXIMUM SEATS 12
START DATE December 21, 2018 9:00 AM EST	SEATS REMAINING 12
END DATE December 21, 2018 1:30 PM EST	WAIT LIST REMAINING Unlimited
CATEGORY BLS	
ADMIN CONTACTS Bethany Altieri	

ENROLL

7. You will then receive an email about your enrollment in the class which will include all the information needed regarding the course.

NEEDED ITEMS

- If any other paperwork is needed, you will be contacted by the Training Center Coordinator after your enrollment.
 - For ACLS and PALS original classes – a copy of your BLS card is needed.
 - For ACLS renewal – a copy of your current ACLS card and copy of BLS card are needed.
 - For PALS renewal - a copy of your current ACLS card and copy of BLS card are needed.
 - For BLS renewal – a copy of your current BLS card is needed.

TAKING A RENEWAL CLASS WITH EXPIRED CARD

An individual with an expired card can register for a renewal class, but they must be aware of the following American Heart Association Guideline regarding such:

These students will need to complete the entire provider course if they cannot successfully meet the course completion requirements when tested. If the student fails any skills test, he or she should be referred back to the full Provider course.

Therefore, those taking a renewal course with an expired card, must pass the written test with an 84% and the skills testing first time with no remediation. If they fail to do so, they will be advised that they must then attend an originals course in that curriculum.

CLASS CANCELLATION

- If you need to cancel out of the class, you can do so on the Guthrie Learn web site by unenrolling from the class. If you fail to unenroll from a class prior to the class start time, there will be a no-show fee assessed.

BOOKS

- Check with your department to see if they keep books on hand to loan out to students. If not, see if you can borrow from another department or buy your own book at Murph's Mart (Sayre Campus). AHA requires that all student come to class prepared and with the proper provider's manual present. The providers manuals can be used as a resource during all written exams.