



 ProTrainings

Everything You Need to Know About Building Your In-House CPR Training Program

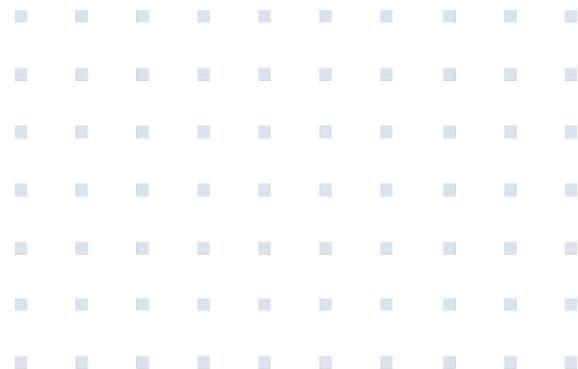


Table of Contents

I

What is an In-House
CPR Program?

II

7 Signs It's Time
to Go In-House

III

6 Steps To In-House
Your CPR Program

- A. *Choose Your Training Style*
- B. *Choose Your Course*
- C. *Choose Your Instructor(s)*
- D. *Obtain Your Supplies*
- E. *Set Up Tracking Systems*
- F. *Future-Proof Your Program*

IV

4 CPR Training
Challenges to Overcome

- A. *Employee Turnover*
- B. *Dispersed Team Members*
- C. *Staff Availability*
- D. *Staff Compliance*

V

Best Practices
for In-House
CPR Programs

VI

How to Choose
the Right Training
Provider

VII

Conclusion

Getting your staff trained in CPR and keeping their certifications up to date can be a challenge. Not only do you need to coordinate everyone's schedules, but you also need to ensure that the training itself is engaging and effective and that no one falls behind on their certifications.

If you struggle to get everyone to the same location and meet class minimum requirements, chances are you're wasting money and employees are falling through the cracks. It may be time to build an in-house CPR training program for your organization.

What Is an In-House CPR Program?

With an in-house CPR program, your company is making the decision to run, manage, and maintain your staff's CPR training and certification process.

An in-house CPR training program allows you to have one or multiple in-house CPR instructors who can perform hands-on skills evaluations on a flexible schedule that works with your team's availability. Since it's all managed internally – from setting up training schedules to keeping records of who's trained – you decide how the training happens:

- **Fully Online**
- **Online & Hands-On**
- **Entirely In-Person**

...all depending on what works best for your team.

If you don't have an in-house program today, it's likely that you have one of these other training programs:

1

Staff to select their own training courses.

This approach means each employee is responsible for finding and completing CPR training on their own, based on their individual preferences for provider and schedule.

2

Partner with a dedicated outside vendor.

In this scenario, your company contracts with an external organization and all your employees receive their training through that organization.

3

Organize on-site training with external instructors.

For this option, you arrange for instructors to visit your workplace at a predetermined time to conduct the training sessions directly at your location.

7 Signs It's Time to Go In-House

When determining whether it's right for your team to go in-house, consider the complexities of your training situation.

The more complex your training situation is, the more likely an in-house program is the best fit for you.

1

Scheduling Group Sessions Is a Struggle:

If arranging training times around staff availability is consistently problematic, an in-house program's flexibility could be the answer.

2

External Schedules Don't Fit:

When external providers' rigid schedules don't align with your team, in-house training might provide the needed adaptability.

3

Keeping Track of Certifications Is Overwhelming:

If high turnover and piles of paperwork make tracking training statuses difficult, an in-house program with a digital tracking system could simplify this task.

4

Training Dispersed Teams Is Complicated:

For teams spread across locations, an in-house program, particularly with online options, could ease coordination efforts.

5

Engagement and Effectiveness Are Lacking:

If training isn't engaging or effective, tailoring an in-house program to employee preferences might improve results.

6

Reliance on External Instructors Is Unreliable:

If instructor availability is causing scheduling headaches, developing internal instructors could offer more control. Plus, they often make you wait for the cards your team earns.

7

Training Dispersed Teams Is Complicated:

For teams spread across locations, an in-house program, particularly with online options, could ease coordination efforts.

Spotting these issues can guide the transition to a more flexible, efficient, and customized in-house CPR training approach.

6 Steps to In-House Your CPR Program

Once you've decided to move your CPR training program in house, it's time to begin building the program. Here are six steps to create your in-house CPR training program and set it up for long-term success.

A. Choose Your Training Style

Within the umbrella of in-house CPR training, there are a few different styles of training to choose from.

The first step to setting up your CPR program is to choose: online, classroom, or blended training.



Online training is video-based, and each employee completes the training at their own pace. This can be useful if your team members aren't able to meet at the same location or have scheduling conflicts. However, fully online CPR training typically does not include hands-on skills evaluations.



Group classroom training is exactly what it sounds like — employees train together in a classroom setting. Your in-house instructor leads training sessions and gives hands-on skills evaluations. This is great for teams that have availability to meet, but can be tricky for teams with scheduling conflicts or dispersed locations.



Blended training combines the best of both classroom and online training. Team members complete video-based lessons according to their own schedules, and your in-house instructor gives hands-on skills evaluations in person. A virtual class takes considerably less time than a classroom course, which allows for greater schedule flexibility without sacrificing free time.

B. Choose Your Course

Before moving on to instructor selection, determine what your future instructor will teach. What certifications do your team need to stay compliant? Which courses will assure compliance across the board?

Typically, one of the most crucial decisions in choosing the right CPR course is to determine:

- **The Right Course Based on Needed Skill Level –**
For example, is [layrescuer CPR](#) enough for your staff? Or do your team members need to be trained in [healthcare provider BLS](#)? The best way to determine which course your team needs is to look at the situations and populations your staff will encounter. BLS certification, for example, includes CPR training, but it is more intensive and designed for healthcare professions.
- **The Right Course Based on Population Served –**
There are CPR courses that focus solely on providing rescue skills to adults, while others include [skills for children and infants](#). If your staff serves populations 12 and under, your team likely needs to be trained in CPR for adults, children, and infants.
- **The Right Supplemental Courses Based on Industry –**
If your organization is in healthcare, home health, or behavioral health, your staff likely need to be trained in [HIPAA compliance](#), as well. Other supplemental courses that you may need to consider include [Bloodborne Pathogens](#), [Sexual Harassment](#), or [Anaphylaxis](#).

Taking a moment to choose your course also means that you'll be able to purchase the correct equipment and make sure that all materials and training materials match what your team needs.

C. Choose & Train Your Instructor(s)

If you don't already have a certified CPR instructor on staff, you have a few options.

- You could hire someone who is already certified to serve as your in-house CPR instructor.
- You could make use of a program like ProTrainings' Blended Plus experience, wherein our certified instructors give hands-on skills evaluations over a live video call.
- Or, you could have one or more of your team members train to become certified instructors. This option ensures that you always have a certified instructor on hand to conduct training, answer questions, and keep track of employees' certifications. Plus, your employees will have an instructor they already know and feel comfortable with.

Note:

If you do plan on certifying a team member to become your in-house CPR instructor, make sure that the curriculum provider you choose has an instructor training course in your area or that they offer remote training in a time frame that is suitable to you.

D. Order Your Supplies

Typically, one of the most crucial decisions in choosing the right CPR course is to determine:

- **Manikins (infant and adult) with inflatable lungs:**
Ideally, you should have one set of manikins for each student. If that's not possible, be sure to have at least one set of manikins for every three students. Note that sharing will lengthen class time.
- **Face shields:**
Protective barriers help protect rescuers while giving CPR in real life, but they also help maintain hygiene when sharing manikins during training.
- **AED training devices:**
Most CPR training programs include training on how to use an automated external defibrillator (AED). Trainers function like real AEDs, but do not administer a shock.
- **First aid supplies:**
If your CPR training program includes first aid skills, you'll also need any necessary supplies (e.g., tourniquets, gauze, etc.) for students to practice those additional skills.

Be sure to thoroughly disinfect equipment between each use and regularly inspect your supplies for cleanliness and to ensure they function properly.

E. Set Up Tracking Systems

Don't wait until your employees have started training to decide how you will keep track of their certification status, compliance, and other important training records. Set up a reliable system ahead of time that is easily accessible, centrally located, and as automated as possible.

Studies show that 84% of employees are more satisfied with the company they work for when it incorporates automation in the workplace, so automating your tracking systems is a great way to both simplify things for your staff and increase employee satisfaction and retention.

For best results, use a CPR training platform that offers an online dashboard or that integrates with your existing learning management system (LMS). This ensures you always have accurate, up-to-date records and allows you to send automatic reminders when employees are due to renew their certifications.

F. Future-Proof Your Program

An effective CPR program is one that can adapt as your organization grows and changes.

Moving your training in house, training your own certified instructors, and setting up online systems for tracking and compliance are all ways to future-proof your CPR training program, but there are other actions you can take, as well.

Establishing a CPR training SOP ensures your program keeps running smoothly even if the person in charge steps down.

Also, choosing a customizable CPR training platform that offers flexible scheduling and billing options saves time and money as your business scales or employee circumstances change unexpectedly.

Designating a CPR-certified employee to administer your team's CPR training ensures you don't have to rely on a third-party to come to your site for the training. At ProTrainings, we'll even set up your designated CPR instructor in our online system for their convenience.

Finally, effective future-proofing means keeping up with changes in technology and workplace best practices. A 2023 Littler report shows that over 70% of U.S. employers have adopted a hybrid work schedule. If you've previously done in-person training, it may be time to consider online or blended training to accommodate your hybrid or remote employees.

4 Common CPR Training Challenges to Overcome

No matter what type of CPR training program you choose, there are a number of factors that can hinder its effectiveness. Understanding and anticipating these potential challenges will both help you choose the right training platform for your organization and equip you to create an effective, long-lasting program.

A. *Employee Turnover*

Tracking employees' CPR certifications and keeping everyone up to date on training can be challenging for any organization, but it's even more difficult if your industry experiences high turnover rates.

Constantly adding new hires and removing former team members from your tracking system is a hefty burden on top of coordinating the training itself. To further complicate matters, if the administrator of your CPR program leaves your organization, the whole system can fall apart. Turnover can lead to employees falling through the cracks and to their CPR certifications being out-of-date or missing entirely.

When establishing your CPR training program, make sure your tracking system is easy to update as team members come and go. Even better, use a cloud-based tracking system that gives you real-time monitoring of employees' certification status and sends automatic recertification reminders.

B. Dispersed Team Members

According to research shared by Harvard Business Review, dispersed teams “succeed fast, fail slow.” This means that while dispersed teams work more efficiently and reach goals quicker than exclusively in-house teams, they also take longer to fail when people and mistakes slip through the cracks, costing companies money and resources over time.

To mitigate failure, then, it’s essential that organizations streamline their processes and stay on top of employee certifications. If your organization has multiple locations, employees who work in the field, or dispersed team members who rarely (or never) come into headquarters, coordinating CPR training for everyone is a huge undertaking.

While an in-house CPR training program won’t inherently solve the challenge of managing a dispersed team, it can help reduce the strain and improve your compliance. To be successful, you need to:

- Make everyone aware of the need for CPR training and recertification
- Engage all employees in your training program
- Work around their various schedules to set training dates
- Transport them to the training location
- Ensure they complete all the necessary steps

Depending on your employees’ schedules and locations, group classroom training may not be a viable option for your organization, even if it’s in house. Instead, you may need to provide online or blended training options that team members can complete at their own pace and in their preferred location.

C. Staff Availability

If your organization requires at least one staff member to be on duty at all times — such as organizations in the home health industry, day care or after-school programs, and others — finding a time when everyone is available for group training can be difficult.

In-house group training in a classroom setting may seem like the most cost-effective and efficient option, but it isn't always the best route.

Additionally, if you have people come in on their day off, you'll have to factor in overtime pay for 6-8 hours of classroom CPR training. What seemed like a way to cut costs on training could turn into an even more costly option in the long run.

When building your CPR training program, consider your staff's availability. Is it convenient and affordable for you to have everyone train together in a classroom setting, or do you need to offer more flexible training options like a blended online and in-person course that staff can complete at their own pace?

An in-house CPR training program can give you more options, more flexibility, and less financial burden than outsourcing your training to a third-party instructor or organization.

D. Staff Compliance

Many leaders assume that once CPR training moves in-house, team members will magically conform to the new program. Not so! It's important to stay on top of schedules and certifications while communicating expectations so that nobody slips through the cracks.

Best Practices for In-House CPR Training

As you build and future-proof your in-house CPR training program, following best practices will help you avoid common pitfalls and create the best possible training environment for your employees.

1

Offer flexible training options.

There's no one-size-fits-all CPR training style. Offering a variety of options for in-person, online, and blended training ensures scheduling conflicts and location differences won't prevent your team members from getting trained and certified.

2

Train multiple in-house team members as certified CPR instructors.

Having an in-house certified instructor is convenient and cost effective. But who's going to take over when that person leaves or is unavailable? Training multiple team members as instructors ensures you always have a certified instructor on hand.

3

Use cloud-based administrative record keeping.

Don't rely on spreadsheets or pen-and-paper notes to keep track of certifications and compliance. Store your records in a secure, cloud-based system so they're always accessible, automatically updated, and easy to share when needed.

4

Choose a training platform that integrates with systems your team already uses.

Learning an entirely new system is time consuming and often tedious. When you choose a platform that integrates easily with systems your employees already know and use, they'll be less resistant to adopting the new platform.

5

Set automated (re)certification reminders.

Often, it takes at least three follow-up emails to get one employee trained and recertified. If you spend five minutes per follow-up email, and you have 150 employees, you're wasting a minimum of 37.5 hours — 2,250 minutes — on something that could be entirely automated.

6

Choose a provider with no class minimums or financial commitments.

Don't waste money paying for things you don't need, like extra seats when you can't fill up a class minimum. Instead, choose a provider with flexible billing and class structures, so you only pay for exactly what your team members need.

The more flexibility your program allows for — be it in training styles, scheduling, or platform integrations — the easier it will be to get all your employees trained and keep their skills and certifications up to date.

How to Choose the Right CPR Training Platform

When choosing your CPR training provider, keep the above challenges and best practices in mind. You want a provider that offers the flexibility your team needs while helping you maintain compliance standards.

Well-known providers like the AHA and ARC are reliable for compliance and traditional classroom-style training, and some also offer blended learning options. However, they don't offer LMS integrations or tracking for the entire student process, and they have rigid requirements for class minimums and billing.

If you need more flexibility and administration tools, ProTrainings' group CPR training platform offers all of that and more, helping streamline the certification and recertification processes no matter how large or small your organization is.

Conclusion

Building your CPR training program should never be an afterthought — but it doesn't have to be a headache, either. By moving your training in-house, you can more easily tailor it to your organization's schedule, processes, and employee needs. And by choosing the right training provider, you can avoid common pitfalls and optimize your program's effectiveness.

ProTrainings' platform gives you the tools and flexibility you need to build and maintain an effective in-house CPR training program that can grow and scale with your organization, automate administrative tasks, and prevent your staff from falling out of compliance — all while equipping them with essential, life-saving skills.

Have Questions?

Our Group Solutions Team helps you find the best solution for your training needs (even if we aren't the answer!).

[Book an Appointment →](#)

or give us a call **866-840-4331**