



How To- Writing the monthly CPR.Center Class Schedules

Step 1: Get the Instructor Availability for each City

Send an Email and Text message to all instructors for all cities a group email requesting they enter the next 2 months of their availability that is 90 days out. Give them a deadline (generally 1 week) to have their availability entered into the CPR.Center calendar.

Example-

On August 1, email the instructors requesting their November and December schedules. Our goal is to always have a minimum of 3 months of schedules posted at any given time.

Step 2: Send 2nd Reminders to Instructors Who Did Not Enter Their Dates

As you closely approach the deadline provided to the instructors, monitor who has and has not entered their dates. Also monitor to ensure everyone has provided the weekend shift requirements. This is different for everyone and outlined in their independent contractor agreement in their instructor file in Dropbox. Send a second individual email and text message to all instructors who have not yet entered their dates requesting them so we can get our dates posted for students who need to register.

Step 3: Write the Schedule in CPR.Center and Assign Primary/On Call Instructors

This step can begin once you have the majority or all of the instructor availability on the CPR.Center calendar.

Use the rule chart at the bottom of this document to create the schedule.

As you write the schedule, if there are 2 or more instructors available on the same day, assign primary to one and on call for large class to the other.

NOTE: If we have someone available who can teach the advanced courses (ACLS or PALS) we will always offer these classes on those dates. We reserve offering BLS only or Heartsaver classes for when we only have an instructor available who cannot teach ACLS or PALS unless we have enough advanced courses already scheduled.



Step 4: Send the Calendar for Approval

After a city's schedule has been written, send an email to kimberlysnaric@gmail.com for approval. Include the city and month that needs to be reviewed for approval in the email.

NOTE: Change requests may be emailed to you in return. If this happens, make the corrections necessary and send a second email for approval.

Step 5: Assign the Calendar to a Team Member

After you receive the final email approving the calendar, assign the calendar task via email to an administrative team member. Send the email template below to their personal email and the "city" Outlook email inbox.

Make the subject line:

Team Member Name- Month City Calendar Task

Example- Kimberly- June Louisville Calendar Task

Email Template:

Please do the following for (Month) (City) CPR.Center Calendar:

1. Add all classes from the CPR.Center calendar to Wordpress.
2. Cross check your completed Wordpress calendar with the CPR.center calendar to make sure they match.
3. Add all class entries to the AHA Instructor Network
4. Add all skills check options to the AHA Instructor Network
5. When all tasks here are complete, move this email to your email folder.



6. Update the tracker in Dropbox as you complete each part of this task.

*This is located in the CPR Class Schedules By Month Folder and then on the Calendar tracker excel file.

7. Upload the PDF file of the completed calendar to the city specific folder in the CPR Class Schedules By Month when complete.

8. Email the completed calendar PDF file to Max at info@acslstlouis.com for review and cross check-

Subject Line: Max- Calendar Complete Please Cross Check.

If you have any questions at all, please let me know!

Thank you!

Your Name

Step 6: Add the Calendar Assignment to the Dropbox Excel Tracker

*This is located in the CPR Class Schedules By Month Folder and then on the Calendar tracker excel file.

Step 7: Compare the CPR.Center calendar with the website calendar

Cross check the website calendar against the CPR.Center calendar for accuracy. Also, confirm that all entries were added to the AHA Instructor Network. If there are any errors, email the team member requesting the necessary corrections. Go back and forth until it is final and 100% correct.

Step 8: Make sure the excel tracker in Dropbox shows all is complete for this calendar assignment.

Rules for Writing the Class Schedule

Class Type	When to Offer
BLS-ACLS Combo AM RED	1 – 2 every week Monday-Friday on a different weekday throughout the month And 1 on at least 1 weekend day each weekend
BLS-ACLS Combo PM Red	1 every week Monday-Thursday on a different weekday throughout the month No PM Fridays unless there is no other option
First Time ACLS Dark Red	3 each month and 1 of the 3 on a weekend Make sure they are spread throughout the month. One early, one in the middle, and one towards the end of the month
First Time PALS Light Purple	3 each month and 1 of the 3 on a weekend Make sure they are spread throughout the month. One early, one in the middle, and one towards the end of the month
PALS Renew Light Pink	2-3 each month- 1 AM weekday 1 PM weekday 1 weekend NOTE: if we don't have a weekend option, we can add the 3 rd PALS renew on a weekday morning

Other

<p>Heartsaver CPR-First Aid Combo Green</p>	<p>3-4 each month: 1 or 2 AM weekday 1 PM weekday 1 weekend morning or afternoon</p>
<p>BLS Class Light Blue</p>	<p>Add these as needed when we do not have advanced instructors available.</p> <p>If adding these in the PM after an AM class, make sure there is enough time after the AM class to clean and flip the room and for student sign in.</p> <p>If doing an AM and PM BLS class, use the following time examples</p> <p>8am BLS Class AM 2pm BLS Class PM</p> <p>9am BLS Class AM 3pm BLS Class PM</p> <p>NOTE: If you want to do a double class, confirm the instructor is willing if their notes do not indicate it.</p>

Scheduling Notes:

1. When an instructor puts PM on a Friday, Saturday, or Sunday, email them to find out what time the class can begin. On weekends we do not want to start a class later than 3pm.
2. When an instructor is traveling to a city that is not their “home” base, make sure to have them on both calendars.
Example: Clint travels to Indianapolis. On the Indianapolis calendar add his name to the dates he is teaching. On the Kanas



City calendar (his home base) add is name to the dates he will be in Indianapolis with a note “Indianapolis Training Site”.

3. If your calendar is missing a TON of instructor availability because no one can add more, contact Kimberly to discuss a plan.