

## INSTRUCTOR USEFUL TIPS & INFORMATION

**\*\*\*REMEMBER THAT EVEN THOUGH YOU HAVE BRIDGED AND YOUR ARC CARD EXPIRATION SHOWS 2 YEARS FROM NOW, YOU WILL STILL NEED TO **RENEW YOUR ON YOUR AHA RENEWAL DATE**\*\*\* SO IF YOUR RENEWAL DATE IS MARCH 2021, YOU NEED TO RENEW IN MARCH OF THIS YEAR!!!!**

### CED's CPR RESOURCE WEBSITES

- We have created websites to help learners choose & sign up for ARC classes: <https://ced.muhealth.org/cprenrollment>. It contains simple, easy to navigate links & step-by-step directions to choose & sign up for an ARC class.
- We also have created a CPR Resource Center webpage for all your ARC or AHA needs: <https://ced.muhealth.org/cpr>, it contains job-aids, FAQ's, a link to the 'how to enroll page', etc. Please refer your learners to this page.
- ARC uses a website called HealthStream to launch all of their online courses and house all of their data. Currently though, they will still use SABA to find and enroll in ARC classes. For online offerings, SABA will link them to HealthStream. Completely LIVE ARC classes will enroll in SABA and do not need to be linked to HealthStream.
- Please do not print materials from the CPR Resource Center as we will be continually updating them as necessary. Instead save the

link and pull things up in real time so you know you always have the most current information.

### **Completing learners ARC skills portions**

1. All of our ARC information is housed on a website called HealthStream, this is where you will complete learners. The URL is <https://www.healthstream.com/hlc/umhc>

This is THE ONLY place you are required to go to complete learners' hands on portion and issue their cards. You will **NO LONGER BE REQUIRED TO COMPLETE THEM IN SABA.**

2. I have included a step-by-step guide job aid (which can also be found on our CPR resource center website listed above) it will show you how to complete learners. Once you complete them in HealthStream, **their card is automatically issued** and you're done! No paperwork needed, no record keeping required on your part at all, no going to SABA to mark them complete, that's it! All of the information is housed and retrievable from the HealthStream website at any time.
3. You will not be able to find or complete a learner in HealthStream until they complete the online portion so make sure they have finished **before** doing their check-offs or you won't be able to complete them in the system.
4. Once a card has been issued, a user will be able to go to HealthStream and pull up their ARC card from their profile. It's under Resuscitation certifications. This applies for instructors as well.

\*\*\*Users can always return to HealthStream and review any part of the ARC module until it's time to renew again.

5. To access HealthStream you will use your SSO (pawprint@umsystem.edu and password). Once in HealthStream, the first-time users will be prompted to create a HealthStream user name and password. This is so users always have access to any education or certifications or cards. ALWAYS Use a personal email address, that way your HealthStream account and information will remain available to you regardless of your MUHC employment status.
6. Hands on skills checks MUST be completed within 30 days of start of module.