



Military Training Network

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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MEMORANDUM FOR MILITARY TRAINING NETWORK PROGRAM DIRECTORS AND ADMINISTRATORS

SUBJECT: Recommended Renewal/Expiration Date Procedures for Deployed Personnel

1. Due to the nature of current, prolonged military operations deployed personnel may be unable to attend or teach Military Training Network (MTN) courses. Courses include those under the Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) programs. The MTN recognizes that many deployed personnel will return to their home station after the recommend renewal date or expiration date indicated on the MTN course completion wallet card. This memorandum provides supplemental guidance to the MTN Administrative Handbook and is intended to help Training Sites expedite renewal.
2. Renewal of provider status: Program Directors should develop a plan to re-train personnel who have lapsed or expired while deployed or performing temporary duty. Personnel **may** enroll in condensed, refresher or renewal courses. Training Sites that do not already offer condensed renewal courses are encouraged to develop them. Please submit ACLS and PALS course agendas to the MTN for pre-approval and Continuing Medical Education approval (if requested). In addition, flexible course scheduling, adding additional courses, and one-on-one training sessions should be considered. Individuals must complete renewal training within 60 days of return.
3. Renewal of instructor status. Expired/lapsed instructors are encouraged to renew by completing the requirements found on the Instructor Renewal Checklist (*MTN Administrative Handbook, page 190*) within 60 days of return. Instructors must be monitored while teaching a course. The Affiliate Faculty may waive the requirement to teach four courses in two years provided the instructor is recommend for renewal as documented on the Instructor Monitoring Form.
4. The employer, supervisor, or credentialing official determines if personnel with lapsed/expired training may perform duties (e.g. patient care). The American Heart Association states "*course completion in no way warrants performance, guarantees futures actions, qualifies or authorizes a person to perform any procedure, and is unrelated to licensure.*" Barring any conflict with directive or local policy the MTN recommends extending the BLS, ACLS, or PALS renewal/expiration date 60 days from the date of home station return to support renewal training for deployed personnel.
5. If you have any question please contact us at DSN 295-0964, commercial (301) 295-0964.


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