



PRECOURSE PREPARATION CHECKLIST

Your IV Sedation Certification Course is going to be an incredible learning adventure using the latest in interactive technology.

To help guide you through this new approach, we've created a chronological checklist for you to follow to ensure you have completed all the steps needed on time. There are three sections:

- Getting Started
- Completing the Medical Emergency Preparedness
- Logistics & Venipuncture Practice

GETTING STARTED

- Sign and Return Waiver - You should have received a waiver when you registered.
- Please sign and send it back to us. Course access will not be given until this step is completed.
- Complete IV Sedation Certification Module 1 Prior to July 16 (Chapters 1-6). Your course manual precisely follows the video segments. Be sure you have it in front of you while watching.
- Write down any questions you have for faculty as you work through the module. You will have an opportunity to review these as well as quiz results with the faculty during your Moderated Office Session on July 16th.
- Complete Quiz – the DOCS team will track your results
- Attend Faculty Moderated Office Hour Session 1 July 16 7-8PM EST
- [Click Here to Register for the Office Hour Session 1](#) - each session is 1 hour long and allows for questions and answers. You will be sent a meeting invitation and are required to attend one session for each module. The sessions are multidirectional video, so make sure you have the right equipment to participate fully (video cam & microphone)
- Complete IV Sedation Certification Module 2 (Chapters 8-12) prior to July 30
- Write down any questions you have for faculty as you work through the module. You will have an opportunity to review these as well as quiz results with the faculty during your Moderated Office Session on July 30.
- Complete Quiz – the DOCS team will track your results
- Attend Faculty Moderated Office Hour Session 2 July 30 7-8PM EST
- [Click Here to Register for the Office Hour Session 2](#) - each session is 1 hour long and allows for questions and answers. You will be sent a meeting invitation and are required to attend one session for each module.



GETTING STARTED (continued)

- Complete IV Sedation Certification Module 3 (Chapters 13-19) prior to Aug 13
 - Write down any questions you have for faculty as you work through the module. You will have an opportunity to review these as well as quiz results with the faculty during your Moderated Office Session on July 30.
 - Complete Quiz – the DOCS team will track your results
- Attend Faculty Moderated Office Hour Session 3 August 13 7-8PM EST
 - [Click Here to Register for the Office Hour Session 3](#) - each session is 1 hour long and allows for questions and answers. You will be sent a meeting invitation and are required to attend one session for each module.
- Complete IV Sedation Certification Module 4 (Chapters 20-24) prior to August 27
 - Write down any questions you have for faculty as you work through the module. You will have an opportunity to review these as well as quiz results with the faculty during your Moderated Office Session on August 27.
 - Complete Quiz – the DOCS team will track your results
- Attend Faculty Moderated Office Hour Session 4 August 27 7-8PM EST
 - [Click Here to Register for the Office Hour Session 4](#) - each session is 1 hour long and allows for questions and answers. You will be sent a meeting invitation and are required to attend one session for each module.

COMPLETING THE MEDICAL EMERGENCY PREPAREDNESS

You should have received an email with instructions to access the online course through the DOCS website.

- Go to www.docseducation.com
- Log in with your UID/PW
- Click on “My Courses”
- Choose “Advanced Cardiac Life Support (ACLS) Certification”

START COURSE VIDEO

- When instructed, refer to page ii of your ACLS Provider Manual to watch the video on High Quality BLS*
 - Go to www.heart.org/eccstudent
 - Enter code acls15
 - Return to DOCS Pre-course Video



START COURSE VIDEO (continued)

- When instructed to, refer Page ii of your ACLS Provider manual to watch the video on ACS Video
 - Go to www.heart.org/eccstudent
 - Enter code acls15
 - Return to DOCS Pre-course Video
- When instructed, refer to page ii of your ACLS Provider manual to watch the video on Stroke Video
 - Go to www.heart.org/eccstudent
 - Enter code acls15
 - Return to DOCS Pre-course Video
- When instructed to, refer Page ii of your ACLS Provider manual to watch the video on Airway Management Video
 - Go to www.heart.org/eccstudent
 - Enter code acls15
 - Return to DOCS Pre-course Video
- When instructed to, go to your browser to watch EZ-IO Video
 - Go to [YouTube](https://www.youtube.com)
 - Search for EM:RAP EZIO Placement
 - Return to DOCS Pre-course Video
- When instructed to, take the final pre-course quiz
 - Click on the "view exam" button on your main course page to take the quiz
 - Print the completion certificate
- Go back to www.heart.org/eccstudent
 - Complete the mandatory Self-assessment
 - Print Self-Assessment certificate
- Bring with you to the LIVE event
 - Pre-Course Completion Certificate
 - Self-assessment Passing Certificate
 - ACLS Provider Manual and Algorithm card

**Complete a BLS course or be able to perform high-quality BLS, including the use of an AED, according to the 2015 AHA Guidelines Update for CPR and ECC.*



LOGISTICS & VENIPUNCTURE PRACTICE

- Now is a good time to start practicing basic venipuncture techniques.
- See the Venipuncture and Supply Checklist
- Kentucky Charitable License Application due back by August
- See your Travel Confirmation email for more details
- Obtain and pack all the Equipment needed for the Clinical on September 12.
- See the Venipuncture and Supply Checklist
- Bring with you to the course
 - AHA self-evaluation
 - DOCS Test results
- September 11 travel to Lexington for your clinical dates September 12-15
- See your Travel Confirmation email for more details

I understand the need for significant pre-course preparation, and I understand that without adequate pre-course preparation I may not successfully complete the ACLS Course.

Print Name

Signature

Date
