

Advanced Cardiac Life Support Recertification Principles and Process

As of January 2018, all Advanced Cardiac Life Support (ACLS) recertification costs are handled in accordance with the PARO-CAHO contract. This document outlines the general principles and processes associated with the costs of ACLS recertification within the University of Toronto's Department of Medicine (DoM). In instances not covered by this document, or when deviation is required, additional approval from the DoM must be obtained.

Please note: Residents must use one of the DoM's preferred ACLS course providers for recertification to have the cost covered. Courses taken elsewhere will not be reimbursed unless pre-approved in writing by the DoM.

PARO-CAHO Contract

PARO-CAHO contract states:

Residents will be provided free of charge with an Advanced Cardiac Life Support course or equivalent that is consistent with educational and training requirements as determined by the Faculty of Medicine of the respective university. The course will be provided by the universities and will be free of charge to all residents.

ACLS Certification

Initial ACLS certification is a registration requirement for postgraduate medical education training therefore residents will be reimbursed for initial certification costs by the University of Toronto's Postgraduate Medical Education (PGME) Office. For details regarding the eligibility for and process of ACLS certification subsidy, please visit the PGME's ACLS [website](#).

ACLS Timing of Training

If a resident is required to complete ACLS training, attending the training on the weekend would constitute a "weekend worked" for the purpose of having two complete weekend free of clinical duties. Residents are not required to use vacation, professional leave, or any other leave to complete mandatory ACLS training.

Participation in ACLS training on the weekend does not warrant a stipend, as stipends are only payable for working call or a qualifying shift.

ACLS Recertification General Principles

The following general principles apply to all DoM residents required to complete ACLS recertification:

- The following DoM specialty and subspecialty residency training programs have identified ACLS recertification as a requirement:
 1. Cardiology
 2. General Internal Medicine (PGY4 entry)
 3. Internal Medicine (PGY1 entry)
 4. Respiratory Medicine
 5. Physical Medicine and Rehabilitation
- The DoM will work with the residency training programs to confirm the list of residents eligible for ACLS recertification. The DoM will email the confirmed residents directly, and will provide detailed instructions on how to sign up for the ACLS recertification course. **Residents must receive an email from the DoM prior to signing up and/or paying for an ACLS recertification course.**
- If ACLS recertification is not a requirement of the residency training program, then the DoM will not provide or reimburse the cost associated with the recertification course.
- If ACLS recertification is a requirement of the hospital for an elective rotation (i.e. a rotation not required by the residency training program), the hospital will absorb the cost of the ACLS recertification course. In such cases the medical education office for the appropriate hospital should be consulted.
- If ACLS recertification is a requirement of the residency training program, the DoM will absorb the cost of the ACLS recertification course following the process outlined in the ***ACLS Recertification Process*** section below.
- If Basic Life Support (BLS) is required as part of the ACLS recertification process (i.e., BLS is embedded in the ACLS course or must be completed concurrently to meet ACLS requirements), it will be covered by the DoM. However, BLS completed on its own, separate from ACLS, will not be reimbursed.
- If ACLS recertification is a requirement of the residency training program, please speak to your program administrator on when would be the best time to schedule your training.

- The University of Toronto’s Department of Medicine has established agreements with the three ACLS recertification courses listed below:

LOCATION	CONTACT DETAILS
The Michener Institute of Education at UHN	<p>Primary Contact: Michelle Morgan Email: MMorgan@Michener.ca Phone: (416) 596 3101 ext. 3056</p> <p>For further details, please visit the Michener website</p>
Sinai Health Systems – Mount Sinai Hospital	<p>Primary Contact: Shaunne Leung Email: simsinaicentre@utoronot.ca Phone: (416) 586 4800 ext. 6539</p> <p>For further details, please visit the SimSinai Centre website.</p>
Sunnybrook Health Sciences Centre	<p>Primary Contact: Sandhya D’Souza Email: als.educators@sunnybrook.ca Phone: (416) 480 4943</p> <p>For further details, please visit the Sunnybrook ACLS website</p>

- Residents should undertake ACLS recertification courses from one of the DoM’s preferred providers. Only in extenuating circumstances and with the written approval from the [DoM’s Postgraduate Project Coordinator](#), may a resident complete their ACLS recertification course at an alternative venue. In such cases, the resident may apply for personal expense reimbursement through the DoM up to a maximum of \$375.00.
- The Department of Medicine will not be responsible for providing reimbursements for the following:
 - Trainees not covered by the PARO-CAHO contract (such cases should be discussed on an individual bases with the central Department of Medicine administrators)
 - ACLS recertification courses which have not been approved / confirmed by the residency training program
 - Premature renewal of ACLS certification
 - ACLS recertification courses completed with a provider not authorized by the residency training program
 - Travel to or from the ACLS recertification course
 - ACLS certification manuals

- The Heart & Stroke BLS certification
- ACLS recertification for off-service or elective residents

ACLS Reimbursement Process

Step 1: Annually (in January or February), the DoM's Postgraduate Project Coordinator will confirm the list of residents eligible for ACLS recertification with the residency program directors and/or coordinators.

Step 2: The DoM's Postgraduate Project Coordinator will email all eligible residents to communicate the expectations surrounding ACLS recertification – clearly stipulating the ACLS recertification course sites approved by the DoM and the *general principles* outlined above.

Step 3: DoM's Postgraduate Project Coordinator will provide a list of residents eligible for ACLS recertification to the selected ACLS recertification centre contacts.

Step 4: The ACLS courses will invoice the DoM directly. To ensure accuracy, the DoM will verify that all courses invoiced were taken by previously (step 1) approved DoM residents.

Personal Expense Reimbursement: Residents who have received written approval from the [DoM's Postgraduate Project Coordinator](#) to complete ACLS recertification courses at alternative venues will receive instructions on how to submit their personal expense reimbursements to the DoM.

Approved by: Annual Reviews completed by Academic Managers- Department of Medicine

Latest Revision Dates: April 2025

Initial Implementation Date: Jan 2018