

Date: 4/2/2020

TO: All Course Participants & Faculty

The Center for Education and Professional Development (CEPD) is closely following developments related to the spread of COVID-19, the 2019 novel coronavirus. Our highest priority and responsibility are to protect the health and safety of our staff, course participants and faculty so we can continue to serve our patients and community. In an effort to meet the organizational and county request to minimize the spread of COVID-19 in large gatherings, effective immediately we are suspending all elective CEPD events scheduled through May 31. Course participants and faculty will be notified via email and notices will be included on our online registration system. In addition, we will waive cancellation fees for self-cancelled courses offered in March, April and May.

CEPD-sponsored courses and orientation programs required to maintain work status will continue at this time as live courses with modifications to promote a healthy classroom experience. We are working closely with our partners in HR and ELR leadership to ensure alignment with regulatory guidelines.

Life Support classes (Basic Life Support: BLS and Advanced Cardiac Life Support: ACLS) will continue and have been modified in alignment with AHA guidelines related to COVID-19:

- Staff with expiring provider cards in March, April and May, are given a 120-day extension per AHA guidelines
- All full day live classes will be converted to online Heart Code modules
- Online Heart Code Modules that coincide with current expiration date **MUST** be completed in the same month as expiration date
- All Hands-on skills checks will be postponed until we receive clearance from regulating bodies
- The CEPD will send communication related to rescheduled Hands-on skills check

Trauma Nurse Core Course (TNCC)

- Plan to be determined
- For those with verification that expires between now and April 30, ENA has extended their provider status through May 31.

General Clinical Orientation (GCO) and Nursing Assistant Orientation

- will continue with modifications

Professional development workshops (Preceptor and Charge Nurse Leadership Development)

- Will continue with modifications in an online platform (Zoom)
- All students will be contacted with instructions.

Oncology Nursing Society (ONS)

- SHC & ONS/ONCC will extend the renewal dates by 90 days for any ONS Provider Card set to expire between February 1 and June 30, 2020.
- Staff will need to track their own renewal.

We are actively working on modifying our course content and activities to provide alternative modes of teaching including transitioning to virtual instruction when possible. We are closely monitoring developments and will reevaluate at the end of May. We understand the challenges facing our organization and community due to the unpredictability of COVID-19 and appreciate your contributions to our efforts to serve our community.

Please continue to check our course registration site for updates: <https://stanfordhealthcare.cloud-cme.com>