

Cardiac Recertification – Pre Application Preparation Package

The launch of the AACVPR Certification Center on March 1, 2010 will provide an easy to use online application process. This Cardiac Recertification overview is designed to assist you in preparing materials needed to submit your online Cardiac Recertification application.

Note that the application will be available on March 1, 2010, and **all applications must be submitted online**. While the application cycle is shortened, we are committed to providing a simpler, easy process for applying. This document is intended to provide you with a guide for what you'll be asked to submit.

Guidelines regarding the requirements of this application can be found here:

<http://www.humankinetics.com/products/all-products/guidelines-for-cardiac-rehabilitation-and-secondary-prevention-programs-4th-edition?ISBN=0736048642&http://www.aacvpr.org/Certification>

Key dates:

November 1, 2009: PDF of application is available on the AACVPR Web site.

March 1, 2010: AACVPR Certification Center is live!

May 1, 2010: Online recertification submissions are due.

July 1, 2010: Review of submissions completed; feedback provided to applicants.

August 31, 2010: Cycle is complete; applicants are notified of final status.

***Please note that these dates submit to change.**

Page 1: Staff Competency Skills

- Does your program assess staff competency skills on a yearly basis that is specific to cardiac rehabilitation?
- Please provide a narrative explanation of the process on how staff competencies are assessed.

Be prepared to submit the follow documentation if you are audited:

- A completed competency assessment tool used to assess a staff member that is specific to cardiac rehabilitation.
- A Checklist of all competencies assessed for both direct and indirect supervision

Page 2: Written Policies/Procedures

- Does you program have a policy and procedures specific to Cardiac Rehabilitation that are reviewed yearly by the medical director and coordinator/manager/director?

Be prepared to submit the follow documentation if you are audited:

- A table of Contents from your program's Policy and Procedures Manual and documentation that these policies and procedures have been reviewed within the last year.

Page 3: Physician Referral

- Does your program contain a completed and signed physician referral form for your program?
- Provide a narrative explanation on how the physician referral is processed for your program.

Be prepared to submit the follow documentation if you are audited:

- A completed and signed physician referral.

Page 4: Exercise Prescription

- Is each exercise prescription signed by the referring physician?
- Does your exercise prescription contain:
 - mode
 - frequency
 - duration
 - intensity targets within AACVPR or ACSM guidelines
 - progression
- Provide a narrative explanation of the development of the exercise prescription, including physician involvement and how the Prescription is progressed through the duration of the program.

Be prepared to submit the follow documentation if you are audited:

- A completed, department specific exercise prescription signed by a physician.
- A department-specific policy for developing and progressing exercise prescription.

Page 5: Medical Emergencies

- Do you have a written departmental policy for the following:
 - cardiopulmonary arrest
 - angina

- acute dyspnea
- tachycardia
- bradycardia
- hypertension
- hypotension
- hyperglycemia
- hypoglycemia
- acute or increasing bronchospasm (not required until 2010)

Be prepared to submit the follow documentation if you are audited:

- Individual, department specific policies for medical emergencies.

Page 6: Outcomes

- Does your program have outcome tools for the following domains:
 - Clinical
 - Behavioral
 - Health
- Complete the following table:

	Clinical	Behavioral	Health
Measurement (tools utilized)			
Sample size or N			
Pre program score			
Post program score			
% change, units of change or change towards goal			
Conclusions: What do you conclude from this data?			
Process improvements: what did you change or implement in your program based on this conclusion?			

- Provide a narrative description of the program’s patient satisfaction or quality of care process.

Be prepared to submit the follow documentation if you are audited:

- Completed patient tools for each domain.
- Documentation of process improvement.

Page 7: Individual Treatment Plan

- Does your program have an individual treatment plan for each patient?
- Is the Individual treatment plan contained in single document? (starting in 2010 this will be a requirement)

- Does the Individual Treatment Plan reflect the Rehabilitation Process (assessment, goal setting, intervention, reassessment, and discharge)?
- Is the rehabilitation process clearly labeled for all four domains?
- Provide a narrative description of the Rehabilitation Process for all four domain.

Be prepared to submit the follow documentation if you are audited:

- The completed tools and individual treatment plan document. Each domain must include labels for the rehabilitation process.

Page 8: Physician Feedback

- Does the physician feedback process include the following:
 - Exercise data
 - Clinical data
 - Risk factor modification recommendations
- Provide a narrative description of the physician feedback process.

Be prepared to submit the follow documentation if you are audited:

- Physician contact documentation.