* **PRINT** Heartcode Certificate that has the 8-character access code (\_\_\_\_\_\_\_\_\_\_) & **BRING** to skills session. **Make sure you know your VA computer & TMS log-in info before coming to skills check-off session.**
* Log on to your VA & TMS accounts using **laptop** connected to voice-assisted manikin (VAM) & launch **HeartCode® BLS Parts 2&3** **(or HeartCode® ACLS Parts 2&3)** by clicking course from your To-Do-List. (IF this isn’t in your To-Do-List , go to course catalog on UPPER RIGHT section of TMS page, & **SEARCH** by **ITEM NO**. For **HeartCode® BLS Parts 2&3** it’s **3871645** (**ACLS HeartCode® ACLS Parts 2&3** it’s **3871648)**. **Click** ***Add to Learning Plan*** & click either ***Start*** or ***Continue Course***.
* Fill in/print name on AHA Course Roster/**Paper** Sheet. **Print out** (*if you haven’t yet)* **HeartCode® BLS Part 1-3871644(or HeartCode ACLS Part 1-3871647)** Completion Cert. w/ 8-character code. See back page for TIPS.
* ENTER the **eight-character access code** from HeartCode **Part 1** Completion Certificate and select “**MANIKIN”** instead of “Instructor”.
* GATHER needed supplies/equipment (see **\*NOTE** below)!
* Choose **BAG VALVE MASK** for Tutorial **Video** to begin playing.
* Begin the **HeartCode Parts 2 and 3** skills portion. Heed computer instructions carefully. **PRACTICE (Yes, PRACTICE!)\* with VIDEO including use of TrueCPR. *For BLS skills check-off only*:** After completing Adult skills check-off proceed with infant manikin check-off. If **laptop** **STOPS TALKING** or manikin is NOT recognized or CAN’T be found **UNPLUG and PLUG** ***USB end cable*** from laptop & click **“Search for Manikins”.** **DON’T** REMOVE **Adult & Infant Manikins** from VAM Cart. Once you’ve “PASSED” all required skills sections, complete EVALUATION in **TMS**.
* Operate AED next to rhythm simulator. Turn-on LP20e ETCO2 feature! ***For ACLS e-learners only:*** Insert NPA&OPA into airway mngt. trainer.
* Log off TMS. Make sure you’ve really signed in paper roster. Leave behind **HeartCode® BLS (or ACLS) Part 1 cert., this checklist & signed AED sheet.**
* **Discard** one-way valve and **wipe off** all \*pocket mask(s), NPA, OPA and face of manikins **you used** w/ disinfectant/wipe provided. Let dry. Leave the cart as you saw it (in order!). Lock door behind you.
* **Honor Pledge: I completed skills demo without help from another staff.**

***See below for TIPS to SUCCEED with Skills Portion*** *(Heartcode Parts 2 & 3 should take about 30-45 min. to complete. If you haven’t completed Parts 2 & 3 after 45 min (excluding login & code issues), please contact your HeartCode Facilitator or Educator).*

**Depth / Recoil feedback tips:**

* Manikin should be at waist height. Stand close to manikin & compress deeply w/ locked elbows & stacked shoulders. Don’t press at an angle or lean.
* Compress on center of the manikin’s chest, using only the heel of your hand.
* Hinge at waist and to use your full body weight. (USE stool if not tall enough!)
* "Pulse" your compressions so you achieve full recoil. Make sure your fingers are not pressing on other parts of the chest, reducing recoil.

**Ventilation feedback tips:**

* + - Check mask seal, head-tilt, chin-lift – if it says “more air” or “not enough air.” Use E-C hand position for firm seal. If air continues to leak, try another mask.
		- Count *out loud* in between ventilations (Adult – 5 seconds / Infant – 3 seconds) if “too fast.”
		- Adult:  Drag breath out longer / hold squeeze – if “too forceful”
		- Infant: Use 2 fingers and thumb when squeezing if it says “little less air’ or “too much air”
		- Infant: Make sure head not tilted too far. Place manikin in “sniffing” position.

 **CPR feedback tips:**

* You must successfully pass ALL 3 cycles of CPR. If you feel your performance is inadequate during one of the cycles, start over with the CPR skills session.
* You must deliver two breaths in 5, no more than 10 seconds. If you do not successfully give one or both breaths, do not reattempt the breath(s). Quickly move back to the chest.
* You must count your 30 compression in each cycle. The manikin will prompt you to stop only when you have reached three cycles.

**Having difficulty and think it might be the manikin? Try this:**

1. “Reboot” VAM system by unplugging and plugging back black USB end cable(s) located on either side of laptop. One USB cable is connected to each manikin.
2. Check manikin cables & ensure they didn’t become loose at point of attachment.
3. If this does not solve your problem, please contact one of the HeartCode Experts at your facility or contact your HeartCode Facilitator directly.

***Please do NOT attempt to repair manikin yourself! Contact one of your HeartCode Experts for help.***