

Sample Precourse Letter to Students, ACLS Course

(Date)

Dear ACLS Course Student:

Welcome to the Advanced Cardiovascular Life Support (ACLS) Provider Course.

When and Where the Class Will Be Given

Date:

Time:

Location:

Please plan to arrive on time, because it will be difficult for late students to catch up once we start. Students are expected to attend and participate in the entire course.

What We Sent You

We have enclosed the agenda and your copy of the *ACLS Provider Manual*. Use the following steps to access the Student Resources:

1. Visit **elearning.heart.org/courses**.
2. Find the course name (**instructor: insert the exact course name from the catalog here**).
3. Once you find your course, select Launch Course to begin.

Note: If you haven't already logged in, the system will ask you to do so. If you haven't visited the site before, you'll be prompted to set up an account.

How to Get Ready

The ACLS Course is designed to teach you the lifesaving skills required to be both a team member and a Team Leader in either an in-hospital or out-of-hospital setting. Because the ACLS Course covers extensive material in a short time, you will need to prepare for the course beforehand.

Precourse Requirements

You should **prepare for class** by doing the following:

1. Review and understand the information in your *ACLS Provider Manual*.
2. Review, understand, and **pass the mandatory precourse self-assessment**.
3. Review, understand, and **complete the mandatory precourse work (video lessons)**. You must pass the precourse self-assessment before gaining access to the video lessons. Once you have passed the ACLS Precourse Self-Assessment and completed the video lessons, print your certificate, and bring it with you to class.
4. Ensure that your BLS skills and knowledge are current for the resuscitation scenarios. You will be tested on adult high-quality BLS skills using a feedback manikin at the beginning of the ACLS Course. You must know this in advance because you will not be taught how to do CPR or use an AED.

What to Bring and What to Wear

Bring your *ACLS Provider Manual* to each class. You will need it during each lesson in the course. You may wish to purchase the AHA's *Handbook of Emergency Cardiovascular Care for Healthcare Providers* (optional), which you may bring to class to use as a reference guide during some of the stations in the course.

Please wear loose, comfortable clothing to class. You will be practicing skills that require you to work on your hands and knees, and the course requires bending, standing, and lifting. If you have any physical condition that might prevent you from engaging in these activities, please tell an instructor. The instructor may be able to adjust the equipment if you have back, knee, or hip problems.

We look forward to welcoming you on (day and date of class). If you have any questions about the course, please call (name) at (telephone number).

Sincerely,

(Name), Lead Instructor