Hands-Only CPR Training Checklist

PLANNING	
	Identify staff to be Hands-Only CPR trainers.
	Send staff to DPH Hands-Only CPR Train-the-Trainer Session. To request assistance in finding a Train-the Trainer Session, contact: https://admin.publichealth.lacounty.gov/phcommon/public/hea/spbureau/index.cfm
	Locate and reserve an ideal teaching location with good public access and adequate parking. Ensure your venue can accommodate the number of people you expect to train.
	Inform your staff about Hands-Only CPR Trainings. Create and post flyers, send out email blasts and reminders.
	Inspect your "Anytime Kit" to ensure you have all materials. ○ CPR manikin ○ CPR replacement lung (just in case of puncture) ○ Disposable wipes to wipe manikin after each demonstration ○ Optional: bilingual CPR Anytime instructional DVD
	Ensure you have necessary printed materials (QR Code, Instructor Guidance, Staff Training Roles, Skills Demonstration Guidance, Talent Works Tip Sheets, Hands-Only CPR Wallet Cards).
	Have additional printed materials available (List of other CPR Trainings sheet, FAQs, Sign-in Sheets, Training Site Directional Signage, Hands-Only CPR Fact Sheets)
	Appoint staff to manage the training sign-in sheets, flow of trainees in and out of room, and report number of people trained to DPH.
TRAINING DAY SUPPLIES	
	Disposable wipes or antibacterial hand cleanser
	One manikin per station for every 3 trainers
	Teaching handout for CPR training staff
	Participant sign-in sheet and pens (if LLR is not available to check off training in real time)
	Thick exercise mat or other level padding for participant to kneel on while demonstrating chest compressions
	Laptop to show teaching videos/play songs
WRAP UP	
	Distribute Hands-Only CPR wallet cards.
	Please report all numbers to Talent Works.