



INSTRUCTION

INSTRUCTION NO.

265

DATE

10/31/19

SUBJECT:

ANNUAL RECERTIFICATION STANDARDS

MANUAL

AQUA

PAGE

1 OF 6

Recertification Notification (Email and Postcard)

The recertification notification will consist of the following:

1. Dates, times and location of recertification
2. Reminders for:
 - a. Employee Status Form
 - b. Tuberculosis Screening
 - c. Notice of Expired Work Permit

Employee Status Form (Online Submission Required)

The Employee Status Form is a communication tool from the employee to Citywide Aquatics concerning the employee's intent for the upcoming summer season. The Employee Status Form contains the following items: confirmation of intent to return for the summer season, request for transfer to a different facility, request for late recertification, and request to be placed/removed from Reserve Status. The Employee Status Form must be submitted to Citywide Aquatics by the last Friday in December. By submitting the Employee Status Form, the employee verifies her/his intent for the summer as well as acknowledges the minimum amount of hours that must be worked during the summer season to maintain their assignment. Employees who do not submit the Employee Status Form by the due date will be viewed as "not returning" and may lead to the loss of their assignment.

Expired Tuberculosis (TB) and/or Work Permit

Employees with an expired TB test and/or Expired Work permit will receive notification. To participate in the recertification process, staff must return a negative TB test result from Medical Services to Citywide Aquatics by the last Friday in December. Employees with an expired Work Permit must return an updated Work Permit to Citywide Aquatics by the last Friday in December. The TB results or Work Permit will not be accepted at the recertification site.



INSTRUCTION

INSTRUCTION NO.

265

DATE

10/31/19

SUBJECT:

ANNUAL RECERTIFICATION STANDARDS

MANUAL

AQUA

PAGE

2 OF 6

Rescheduling Recertification Date(s)

An employee may reschedule their recertification date(s) provided they contact Citywide Aquatics by the last Friday in December. An employee who does not attend their scheduled recertification, without prior notification, will be removed from their work schedule and must contact Citywide Aquatics to schedule another recertification date and will remain off schedule until recertification is completed.

Expectation Standards

Employees must arrive on time and be in uniform for training, except on the beach, or while performing their swim test. Uniform items include issued trunks, t-shirt, fanny pack, one-way valve mask and whistle (pool lifesaving only). Refer to Instruction 902.

Late Recertification

An employee will be granted Late Recertification for the following reasons:

1. Medical related – Injury or illness that causes physical limitations. An employee who is injured or unable to recertify due to a medical condition must provide a doctor's note to defer their assigned recertification. An employee who is injured after submitting their Returning Packet must call Citywide Aquatics to reschedule their recertification date to the Late Recertification date. A doctor's note must be submitted as valid proof of injury. If the injury is not City of Los Angeles Workers Compensation related, the employee must contact Citywide Aquatics to schedule a Return to Duty exam at Medical Services prior to recertification and returning to work without medical restrictions.
2. Attending school more than 100 miles away from Citywide Aquatics - Employee must submit proof of enrollment. Acceptable documents such as an Official Transcript should include the students name, semester, and other pertinent information.



INSTRUCTION

INSTRUCTION NO.

265

DATE

10/31/19

SUBJECT:

ANNUAL RECERTIFICATION STANDARDS

MANUAL

AQUA

PAGE

3 OF 6

Lifesaving Classifications

Lifesaving Classification consists of the Open Water Lifeguard II, Open Water Lifeguard I, Pool Manager II, Pool Manager I, and Pool Lifeguard classifications.

Recertification Stations

In addition to the items listed below, all lifesaving classifications must successfully complete the renewal requirements for First Aid for Public Safety Personnel (Title 22) - Pool Lifeguard, American Red Cross Emergency Medical Response (Open Water Lifeguard), American Heart Association Basic Life Support, and the Los Angeles City Lifeguard Exam. Lifesaving staff will receive training if there are updates to CPR, Title 22, and lifesaving skills. All stations must be successfully completed to pass recertification.

Pool Lifeguards

Pool Lifesaving swim recertification consists of the 70 Foot Dummy Tow test under one minute and eighteen seconds and 200 Yard Lifeguard Medley test under three minutes and fifty two seconds. On recertification day, a practice station will be available for pool lifesaving staff before attempting the actual Dummy Tow swim. Employees have the option to warm-up prior to their recertification swim.

Failure to pass the Swim Test at the assigned date will result in the temporary loss of assignment.

Open Water Lifeguards

Open Water Lifesaving staff must complete a 500 Meter Swim Test under ten minutes to successfully complete the recertification process. If an employee does not pass the swim portion, they will be given a second opportunity, on an assigned date. The employee will be off active duty until the swim portion is successfully completed. Employees have the option to warm-up prior to their recertification swim.

Failure to pass the 500 Meter Swim Test at the assigned date will result in the temporary loss of assignment.



INSTRUCTION

INSTRUCTION NO.

265

DATE

10/31/19

SUBJECT:

ANNUAL RECERTIFICATION STANDARDS

MANUAL

AQUA

PAGE

4 OF 6

Disqualification from Swim Stations

Pool Lifeguard

An employee will receive one additional attempt to pass the 70 Foot Dummy Tow Swim Station on the same day. If the employee is unable to pass the second attempt, they will receive an additional try on a different date. If an employee does not pass the 200 Yard Lifeguard Medley Swim Station on their assigned recertification date, they will be given a second attempt to retake the dummy tow swim and the lifeguard medley swim on a different date. If an employee does not pass the second recertification attempt, they are given a third opportunity at Late Recertification. An employee who is granted Late Recertification will get one opportunity to pass the swim test stations.

Failure to pass the 70 Foot Dummy Tow Station or 200 Yard Lifeguard Medley Swim Station at Late Recertification will result in the loss of assignment.

Open Water Lifeguard

An employee will receive one additional attempt to pass the 500 meter Swim Station on the same day. If the employee is unable to pass the second attempt, they will receive an additional try on a different date. If an employee does not pass the second recertification attempt, they are given a third opportunity at Late Recertification. An employee who is granted Late Recertification will get one opportunity to pass the swim test stations.

Failure to pass the 500 meter swim at Late Recertification will result in the loss of assignment.

Classroom Lecture

Successful completion of the swim test is not necessary to attend the classroom lectures. Employees will receive updated information on CPR and/or Emergency Medical Response (First Aid). Lectures will also cover annual training in Bloodborne Pathogens, and Heat Illness and Prevention. Additional training topics may be introduced and/or reviewed.



INSTRUCTION

INSTRUCTION NO.

265

DATE

10/31/19

SUBJECT:

ANNUAL RECERTIFICATION STANDARDS

MANUAL

AQUA

PAGE

5 OF 6

Patient Assessment Skills Station

Employees shall have a maximum of three attempts to demonstrate proficiency in each of the following two disciplines: cardiopulmonary resuscitation/automated external defibrillation and first aid/patient assessment skills.

1. The two initial attempts shall be conducted by two different designated proctors on the same day.
2. If the employee does not pass either attempt, a third testing opportunity shall be scheduled for a separate day at the convenience of an Aquatic Director.

The employee shall be removed from active lifesaving service until a successful third attempt is completed.

3. In the event the third attempt is not successful, the employee shall remain off active lifesaving duty, and the matter will be referred to Human Resources for final disposition.
4. The supporting reference authority for this procedure is as follows:

“Applicants are allowed three attempts to perform the skill successfully.” Los Angeles County Emergency Medical Services Agency - “Certifying Skills Examination.”

Written Exams

The passing rate for written exams are:

1. **Pool Lifeguards:** First Aid for Public Safety Personnel (Title 22) and CPR/AED for Professional Rescuers, 80% with 70 questions.
2. **Open Water Lifeguards:** American Red Cross Emergency Medical Response Final Written Exam, 80 %, 75 questions.
3. American Heart Association Basic Life Support, 84%, 25 questions.

If an employee is unable to pass the written exam on the first attempt, he/she will have a second opportunity (unpaid) to review and change the incorrect answers on the first exam, at the Patient Assessment Skills Station. If, upon the second attempt, staff are unable to pass successfully, a third attempt (also unpaid) must be scheduled by appointment, with an Aquatic Director at Citywide Aquatics. The employee will be removed from their work schedule until they have successfully passed the written



INSTRUCTION

INSTRUCTION NO.

265

DATE

10/31/19

SUBJECT:

ANNUAL RECERTIFICATION STANDARDS

MANUAL

AQUA

PAGE

6 OF 6

exam. If an employee needs additional help with the written exam, they can request help from the proctor.

Recertification Review Dates and Study Material

Employees will have an opportunity to attend a skills practice and review workshop (not paid). Employees are not mandated to attend the workshops. Study material will be made available for download.