



ARC ALS2/Advanced Life Support Provider Course Regulations 2011

1. General

- 1.1 All course directors, instructors and instructor candidates, course observers must abide by the Australian Resuscitation Council Code of Conduct.
- 1.2 Any profit made from Advanced Life Support (ALS2/ALS) provider courses should be used only for purposes directly related to resuscitation.
- 1.3 A registration fee for each candidate is payable to the Australian Resuscitation Council, in addition to the cost of the manual. No refunds or credits are available on unused registrations.
- 1.4 The ALS2/ALS provider course should be run over **2 consecutive days or in the modular format** (see modular provider course regulations).
- 1.5 The Australian Resuscitation Council encourages the open disclosure of ALS2/ALS course profit making enterprises to Instructors, faculty and where appropriate the candidates.

2. ALS Course Centres

- 2.1 Only an approved course centre may run the ALS2/ALS course.
- 2.2 Applications to become a course centre should be made in writing to the Australian Resuscitation Council using the ALS2/ALS Course Centre application form and will be reviewed by the ARC Course Coordinator and/or the ALS subcommittee.
- 2.3 A course centre is regarded as the administrative centre from which the ALS2/ALS course is organised, rather than the geographical location where a course is delivered or the person organising it. For example, an organisation that has 3 hospital sites but organises courses centrally from 1 site need only register as 1 centre. Where a Course Centre runs a course at several venues the Course Centre is responsible for ensuring that the facilities at each venue are adequate.
- 2.4 A course centre may only organise courses within Australia. Courses planned outside of the Commonwealth of Australia must have Australian Resuscitation Council approval not less than four months to the planned dates.
- 2.5 Where a course centre delivers a course at a new location, the course centre is responsible for ensuring that the facilities at the new venue are adequate.
- 2.6 An ARC representative who must be present for the entire course must assess the first course run by any course centre. The date of the centre's first course must be set in liaison with the ARC Course Coordinator. A full faculty list and program must be sent to the Australian Resuscitation Council for this first course.
- 2.7 An ARC representative must assess a course centre every **4 years**. For further guidance please see the "Role of the ARC Representative" document. Any course centre may be assessed at any time without prior notice from the ARC. In the event this is unsatisfactory a new course centre application must be submitted to the ALS subcommittee. The Australian Resuscitation Council will pay all reasonable expenses for ARC representatives. The ARC representative should claim these from the Australian Resuscitation Council rather than the course centre.



- 2.8** If a course centre does not run a course for more than **2 years**, its approval will lapse and a new application must be made to the ARC Course Coordinator/ALS subcommittee.
- 2.9** Where concerns about individual course centres have come to light, the centre may be re-assessed and reviewed at any time at the discretion of the ARC. The ARC reserves the right to revoke course centre validation.

3. Pre-course Organisation

- 3.1** The maximum number of candidates per course is 30. There is no minimum number. It is advised that courses of less than 4 candidates would not be educationally appropriate.
- 3.2** The Australian Resuscitation Council must register each ALS2/ALS provider course. All course centres must notify the Australian Resuscitation Council of the ALS2/ALS course date **at least 6 weeks** in advance using the '**Course Notification**' form.
- Failure to complete this may result in the course not being registered and candidates not being certificated by the Australian Resuscitation Council.
- 3.3** The manual order and course notification form should be submitted no later than 6 weeks prior to the course. This will allow time for delivery of the manuals to the course centre.
- 3.4** The course director must sign the course notification form thereby confirming and accepting responsibility that the course will run in accordance with the criteria set down in these regulations. **The Course Director must ensure all instructors are appropriately registered with the Australian Resuscitation Council.**
- 3.5** All course centres must notify the Australian Resuscitation Council of the ALS2/ALS course faculty **at least 6 weeks** in advance using the '**Faculty Approval**' form.
- If in doubt of individual instructor status prior to submission of the faculty approval form current standing can be confirmed with the Australian Resuscitation Council.
- 3.6** If the course criteria are not met or invoices for manuals not paid promptly in full (within four weeks of course completion), future courses may not be registered (see regulation 13 post course).
- 3.7** Course materials, to include airway management and initial assessment in resuscitation skills assessment forms together with the pre-course MCQ and the manual, must be forwarded to the candidates **at least 4 weeks** before the course start date with advice concerning pre-course preparation and completion of the pre-course MCQ paper.
- Candidates must be informed that the course itself is a basic life support revision exercise and they are expected to be competent in CPR prior to attending the course.
- 3.7** Evaluation forms must be issued to candidates at the start of the course and be collected at the end. The course centre should keep the originals for four years and a summary forwarded to the Australian Resuscitation Council with the course director's report.
- 3.8** All candidates and faculty must be informed to ensure the course confidentiality.



4. Candidate Eligibility and Certification

- 4.1** The ALS2/ALS provider course is designed for healthcare professionals who would be expected to apply the skills taught as part of their clinical duties, or to teach them on a regular basis. Appropriate participants include doctors, and nurses working in critical care areas (e.g. ED, CCU, ICU, HDU, acute medical admissions units) or on the resuscitation / medical emergency teams, and paramedics.

All applicants must hold a current clinical appointment and professional healthcare qualification or be in training for a professional healthcare qualification.

Doctors undertaking clinical attachments who wish to apply for hospital posts where they might be expected to lead a resuscitation team are suitable candidates for the ALS2/ALS course.

Medical students should be encouraged to complete an ALS1/ILS course. Medical students in their final year of training can be accepted as candidates on an ALS2/ALS course if this is an established local arrangement.

- 4.2** Candidates cannot successfully complete the course unless they are present throughout. If, for a legitimate reason, a candidate misses an element of the course, then provided they successfully pass all the assessment components they may be permitted to complete the missed element on another course within **4 months**.

Any candidate not completing all the assessments will be required to complete the whole course at a later date. For example if a candidate on a 2 day ALS2/ALS Course is unable to attend one of the days, they cannot be offered the opportunity to return to complete the course at a later date.

Alternatively, and at the course director's discretion, the missed element may be reasonably covered on the existing course but this must not detract from the teaching provided to the other candidates.

- 4.3** Candidates who have successfully completed all the assessments and attended the entire course will receive the Australian Resuscitation Council ALS2/ALS provider certificate. It is valid for **4 years**.

Course pass certificates may not be altered or have additional logo or badging added. In the event this is a local required additional local certificates may also be awarded but these must not contain the Australian Resuscitation Council badging or logo.

5. Medical / Course Director and Faculty Requirements

- 5.1** A course director who has been approved by the Australian Resuscitation Council to direct ALS2/ALS courses must lead each course. The course director does not need to be medically qualified. They are responsible for ensuring the smooth running of the course. The course director must ensure that records are kept during the course and is responsible for providing the course director's report at the end of the course.

The course director is responsible for ensuring that the course fully complies with the ALS2/ALS course regulations. Where the regulations are not met, the Australian Resuscitation Council may retrospectively withdraw course approval.

The Course Director must act as a role model for the faculty and participants. They lead the faculty meetings, ensure the educational component conforms to ALS2/ALS teaching standards, maintains accurate records and complete the post course documentation.

Each course must have a medical director (who may also act as the course director) who has been approved by the Australian Resuscitation Council. The medical director must be medically qualified and credible to fulfil the position of medical lead on an ALS2/ALS course. i.e. Senior Registrar or Specialist in a acute care with clinical exposure to the subject matter, such as (ICU, ED, Anaesthetics, Critical Care, Physician, GP).



The medical director (if not the course director) will work alongside the course director to ensure that the course is run in accordance with the regulations.

The course director and medical director must be present throughout the course in addition to 1 other Instructor.

Applications to become an approved course director should be made on the ALS2/ALS provider course director application form. In order to be eligible, instructors must have taught on **5** courses as a full instructor, **3** of which should be ALS2/ALS courses approved by the Australian Resuscitation Council (and at more than one centre). The remainder can be NLS / ARC ALS2 Instructor course /EMST / GIC/ APLS / ATLS/ RC(UK) ALS or ERC ALS courses. The courses must have been in the last **3 years**, and 2 of these courses must have been in the last year. Nomination and references are required from current Australian Resuscitation Council approved ALS2/ALS course directors.

5.2 Each course must have a multidisciplinary faculty. A minimum of **1** of the faculty must be medically qualified, and one of who must be the medical director. The medical director must be a full ALS2/ALS Instructor.

The Australian Resuscitation Council strongly encourages all centres to reflect the constituency make up of the candidate group within the faculty (e.g. 50% of a single profession within the candidate group supported by strong faculty representation from the same professional group). The benefits of interprofessional learning are maximised when this is achieved.

5.3 **Instructors undergoing assessment** include Instructor Candidates and Recertifying Instructors. The number of instructor undergoing assessment on the faculty **should not exceed one third of the total number of ALS2/ALS instructors**, to a maximum of **6**.

Instructor Candidates cannot exceed 1 per candidate group or the maximum number stated in the table below. In the event that the Full Instructor faculty has not had sufficient ALS2/ALS course experience to provide development support, (Instructors with less than three ALS2/ALS Courses completed as a Full Instructor), the maximum of number Instructor Candidates may be reduced prior to course approval.

Approval from the ARC may be sought to include additional recertifying instructors and more than one RC(UK) recertifying instructor, (above the maximum number of instructors undergoing assessment stated in the table below) not less than 8 weeks prior to the course.

Minimum faculty requirements

Number of Candidates	Minimum Number of Instructors required	Minimum Number of Medical Faculty	Maximum number of Instructors Undergoing Assessment (IC's and Recertifying Instructors)
4 - 6	2	1	1
7 - 12	4	2	3
13 - 18	6	3	5
19 - 24	8	3	6
25 - 30	10	3	6

5.4 At least 50% of the faculty should be present throughout the course. This may include the Course Director.

5.5 There should be at least **1 faculty member to every 3 candidates** for each day of the course. For example a course running with 24 candidates requires a minimum of 8 faculty members at any time during the course.



- 5.6** RC(UK) ALS Instructors may instruct on ARC ALS2/ALS Courses. They are to complete a Instructor Recertification assessment on their first ARC ALS2/ALS Course. All courses can have one RC(UK) Recertifying Instructor in addition to the maximum numbers of instructors undergoing assessment.

European Resuscitation Council ALS instructors are eligible to instruct on ALS courses. They must successfully complete 2 courses as a Recertifying Instructor in the first instance.

- 5.7** A clerical assistant may be employed as a Course Coordinator to facilitate course organisation. The Course Coordinator can assist the Course Director with the pre-course preparation, in-course time keeping, equipment assembly, catering and post-course administration. The Course Coordinator must work closely with the Course Director at all times to ensure that the course regulations are upheld. It is recommended that they attend a course at an approved Centre before undertaking this role. The Course Coordinator is not counted as an Instructing role and does not require adding to the pre-post course faculty details. Instructors/Instructor Candidates undertaking the coordination role cannot include this as their personal development or assessment purposes required towards obtaining/maintaining their Instructor status.

6. Program

- 6.1** There are 2 standard programs. One is based on 24 candidates split into 4 groups of 6. The other is based on 30 candidates split into 5 groups of 6.

The maximum number of candidates per group is 6 and the maximum number per course is 30.

The number of groups for each station is given as a minimum. Centres may increase the number of groups if they have sufficient faculty, space and equipment.

- 6.2** The standard program(s) must be adhered to and the running order must not be changed. The exceptions to this are the 'Decisions Relating to Resuscitation' session on day 1 and peri-arrest/special circumstances workshops on day 2. The logical place for the 'Decisions Relating to Resuscitation' session is at the end of day 1, however this can be changed if the availability of suitable faculty to lead it dictates otherwise. The peri-arrest workshops must still be delivered before special circumstances, but the order of the individual workshops in both sessions can be delivered in any order.

The initial resuscitation workshop may be divided into two separate equal time allocation stations with the ABCDE approach preceding the CPR/Defibrillation station.

The Special Circumstances workshops must include the Asthma and Anaphylaxis topics. The Special Circumstances workshops can be delivered in four (using four of the topics) or six (using six of the topics) workshops in total over the 90-minute duration. If the Immersion/Hypothermia workshop is not covered the Special Circumstances it must feature in the day two CASTeach sessions.

Timing for the faculty meeting and registration at the beginning of the course should be decided locally.

- 6.3** Each CASTeach is designed to deliver varied objectives and the CASTeach sessions must be run sequentially so that all groups work through the simulations in the order designated in the standard program. Where the alternate versions of CASTeaches are offered the structure of the arrest management is similar with the preceding history differing. Course centres may opt to choose the version that offers the best represents the most likely events the candidate group will be exposed and to with consideration to the special circumstances workshops delivered. All candidate groups must use the same scenarios on the course.



- 6.4** An ALS2/ALS instructor or an ALS2/ALS instructor candidate under the direction of a full instructor must lead the skill stations, workshops and CASTeach stations.
- 6.5** The course materials are provided by the Australian Resuscitation Council to course centres via download from the ARC website. Course centres should produce the materials in the most appropriate format.
- Course centres on the understanding that it is appropriate, supports core material and clinically relevant may provide limited additional teaching material.
- 6.6** The course centre must supply, as a minimum, the equipment detailed in the equipment list. If facilities allow, centres are encouraged to supply additional sets of equipment, (e.g. airway, initial assessment and resuscitation stations) to increase candidates' exposure to the skills.

7. Assessment

- 7.1** **There are 4 assessment components on the ALS2/ALS provider course:**
1. Airway management
 2. Initial assessment and resuscitation
 3. CASTest
 4. MCQ
- 7.2** **Airway management and initial assessment and resuscitation:** These skills are assessed by continuous assessment including during the respective skill stations. At least 1 Australian Resuscitation Council ALS2/ALS instructor, and 1 other member of faculty, who is either a full instructor or an instructor candidate, must supervise these skill stations.
- If a candidate fails to demonstrate competency in either of these skill stations, (the appropriate assessment form must be completed and) opportunities for additional practice and assessment should be provided during the course.
- If a candidate has failed to achieve the competencies in either station by the time of the CASTest, the candidate will fail the course and cannot re-sit these individual assessment components. In this situation, it is not necessary for the candidate to undergo the CASTest.
- It is advised that all course centres keep an on-going record of the performance of candidate during the course discussed at each faculty meeting.
- 7.3** **CASTest:** Candidates must be tested using 1 of the standardised testing simulations provided. **ALL candidates on a course must be tested using the same simulation as decided by the course director.** Re-tests must use a different simulation, for example, all candidates are tested using CASTest 3, all re-tests use CASTest 4.
- 7.4** At least 1 Australian Resuscitation Council ALS2/ALS instructor, and 1 other member of faculty, who is either a full instructor or an instructor candidate, must supervise this assessment station. At least 1 additional helper, who may be another instructor/IP/IC or trained assistant, is required. Only a qualified ALS2/ALS instructor or instructor candidate (under supervision) may lead the simulation and assess the candidate. All in the room can contribute information on the running of the test but only the ALS2/ALS Full Instructor and Instructor Candidates may contribute towards the decision making on the assessment.
- 7.5** **CASTest Re-test:** Each candidate is entitled to a re-test. A different instructor pair should assess the re-test.
- These are conducted using a **different** CASTest selected in advance by the course director. If a candidate fails the re-test then they may be permitted to continue with the MCQ (if not already done).



If a candidate fails only the CASTest they may be offered the opportunity of taking a third and final test within **4 months**, (all three attempts may not be undertaken on the same day). This time period may only be extended following by the ARC. If the candidate fails to achieve a pass on this occasion they have failed the course.

Rarely, the faculty may recommend that a candidate would benefit from taking the entire course again rather than a third attempt at the CASTest. The third CASTest may or may not be on a future course and the whereabouts of this should be determined locally. This third test should be conducted using one of the remaining CASTests the candidate has not been exposed to. This may require some consultation between the course centres.

- 7.6 MCQ:** MCQ papers must not be loaned or copies sent electronically. The course centre must retain them.
- 7.7** The pre-course MCQ paper mark does not contribute to the final result and candidates should be advised to answer the paper after reading the manual.
- 7.8** A total of **60 minutes** is allowed for the MCQ paper and the pass mark is **75%**. On the production of a doctor's certificate, dyslexic candidates may be granted an additional **30 minutes** to complete the paper.
- Answers must be confined to the answer sheet provided and all question papers must be handed in.
- 7.9** Course centres must mark the MCQ paper answer sheets. Candidates are advised to use a black or blue pen or an HB pencil when filling in the answer sheet.
- When the course centres mark the MCQ paper answer sheet a **yellow highlighter pen should be used**, as this colour will not adversely affect a scanner/copier/optical mark reader if used.
- 7.10 MCQ re-tests:** If a candidate fails only the MCQ they are entitled to re-sit a different paper under invigilated conditions within a period of **4 months**. This time period may only be extended following by the Australian Resuscitation Council.
- If the candidate fails to achieve the pass mark on this occasion they have failed the course.
- 7.11** The course director must ensure any candidate requiring a third CASTest or MCQ re-sit is aware of the time period and re-sit requirements prior to the end of the course.
- Retesting can occur at any time including during subsequent courses or at alternate course centres.
- Course centres undertaking a third CASTest and re-sit MCQ for candidates are not obliged to offer the opportunity for further remediation. In the event retesting is occurring on a subsequent course, remediation may be offered only in the event it has no impact upon the delivery of that course or educational opportunity of those courses current candidates.
- 7.12** The course director and faculty have an obligation to prevent further stress to candidates that they feel would clearly and unambiguously be unsuccessful in gaining a pass in the final MCQ and CASTest assessment to council that candidate and offer the opportunity for not undertaking the testing.
- 7.13** In the event a candidate opts not to undertake final MCQ and CASTest assessment on day two, and they have completed the required **airway management and initial assessment and resuscitation** assessments successfully, they may be certificated as an ALS1/ILS provider.
- This option is not available to any candidate following undertaking any part of/or completing the final MCQ and/or CASTest assessment.
- The course director must make comment in the final report of any candidate considered or counselled or opting out of the final assessment testing.



- 7.14 Course directors' attention is drawn to the "Disabled candidates attending Australian Resuscitation Council courses" (section 15) for details on managing assessments for candidates with disabilities.

8. Instructor Potential (IP)

- 8.1 Candidates who show exceptional ability, aptitude and clinical credibility may be considered for Instructor training in ALS2/ALS or ALS1/ILS.
- 8.2 Candidates can be nominated and seconded for ALS2/ALS or ALS1/ILS IP status by any member of the instructing faculty.
- Candidates are eligible for consideration for instructor training only after being nominated and seconded by instructors at the final faculty meeting. The whole faculty should then discuss each nominated candidate's performance using the IP appraisal form and guidance.
- Those candidates who self nominate similarly require the nomination and seconding of faculty members and assessment as above to be successful in being recommended for IP status. All candidates who self nominate must be assessed using the IP appraisal form and such recorded into the Course Directors report.
- It is recommended that all candidate progress and achievement be documented during the course in the event of any candidate appealing to the Australian Resuscitation Council regarding nomination for Instructor Potential.
- 8.3 Recommendations for IP should ideally be unanimous, but if 1 faculty member is opposed, the course director may make the final decision. This should be noted in the Course Directors Report.
- 8.4 Those recommended as having IP should be informed immediately after the course and issued with the instructor course opt-in form and accompanying letter. All recommendations for IP must be marked clearly on the result sheet and individually named in the course director's report.
- 8.5 Candidates nominated for ALS2/ALS IP that do not meet the assessment criteria but meet the criteria for ALS1/ILS may be offered the ALS1/ILS IP.
- 8.6 Those recommended as having IP and who have successfully completed an approved instructor course may proceed directly to instructor candidate status. Please note that such candidates must still complete and submit the Instructor Course Opt-In form.
- Where the candidate has completed an instructor course but has not gone on to become an instructor for that course, e.g. APLS, their instructor course must have been completed within **2 years** of the last day of their ALS2/ALS provider course.
- The ACLS Instructor certificate is not valid for entry at instructor potential/candidate level.
- 8.7 It is recommended (not a directive) that IPs gain experience by observing 1 ALS2/ALS provider course before undertaking the instructor course.
- 8.8 IPs are eligible to undertake the instructor course as long as they have a valid provider certificate, i.e. within **4 years** of the date of the course where they gained IP recommendation. In the event this time period expires the candidate will be required to complete another provider course and be re-appraised to be awarded an IP recommendation.



8.9 Candidates that have not been nominated by the faculty may appeal to the Australian Resuscitation Council in the event they feel they should be considered for Instructor Potential. Appeals must be made no later than six months from the date of the course.

Any appeals will be made to the Australian Resuscitation Council via the ARC National Course Coordinator and reviewed with consultation of the ALS Sub-Committee members. The Course Director and others may be consulted regarding the process but the decision of the ALS Sub-Committee members is final.

9. Instructor Candidates (IC)

9.1 After successful completion of the ALS2/ALS instructor course, all instructor candidates will be required to satisfactorily teach on **2** Australian Resuscitation Council accredited two-day ALS2/ALS provider courses before full instructor status is granted and a certificate issued. (IC's can not be formally assessed on one day recertification courses)

If the instructor candidate has not reached the required standard after the second course the Course Director should include in the directors report a recommendation to complete a third course as an IC or to repeat the instructor course. If a third course is recommended it must be undertaken at another course centre, or in the presence of an Australian Resuscitation Council Representative pre-arranged by the Course Centre not less than eight weeks prior. (The ARC ALS Sub-committee appoints the ARC representative at the course centres cost).

If the instructor candidate has not reached the required standard after the third course they should be offered the opportunity, at their own cost, to repeat the instructor course.

If, however, on a provider course the course director and faculty unanimously recommend after the first teaching practice that a second assessment is unnecessary, the Australian Resuscitation Council on receipt of the course director's report and the completed IC assessments may approve full instructor status. The recommendation can only be made if:

- An ARC ALS2/ALS Instructor Course has been completed
- There is no recommendation from the Instructor Course to complete two instructor candidate courses
- The original provider course and current instructor candidate course must have been undertaken at more than one course centre
- The provider course on which the instructor candidate is instructing has 13 or more candidates

The Australian Resuscitation Council and ALS Sub-committee may choose following review of the recommendation to request the instructor candidate to undertake a second course.

It may be possible to complete 1 teaching practice on a Resuscitation Council (UK) ALS provider course. If you wish to do this, please contact the Australian Resuscitation Council before making any arrangements.

In some instances, the instructor course faculty may recommend instructor candidates complete one or both of their teaching practice(s) at a named centre(s) or multiple centres. The instructor course faculty decision is final and cannot be revoked by the teaching practice centre. For example, where instructor candidates have been given **2** named centres/or asked to complete at different centres, the faculty of the first teaching practice is not permitted to recommend that the instructor candidate may now proceed to full instructor status. The faculty is also not permitted to recommend that the instructor



candidate no longer needs to complete a second teaching practice at their designated named centre. The ARC Course Coordinator or Executive Officer, Instructor Candidate or progress documentation may be referred to for confirmation of these details.

Mentors assigned to Instructor Candidates should have completed two or more ARC ALS2/ALS courses as a Full Instructor.

9.2 Only the instructor course faculty may direct an instructor candidate to teach on designated course(s), at named centres or undertake a minimum number of courses prior to achieving full instructor status.

9.3 Achievement of Instructor status requires completion of **3 elements**:

1. Attend a provider course and be selected for instructor potential
2. Attend an instructor course (or recognised equivalent)
3. Successfully complete teaching practice(s) on ALS2/ALS 2-day Course.

Candidates are not permitted to undertake their provider, instructor course and teaching practices at the same centre without prior arrangement with the Australian Resuscitation Council. **A maximum of 2 of the 3 elements may be completed at 1 centre unless prior agreement has been gained from the Australian Resuscitation Council.** In such cases named Instructors may be assigned to complete the mentorship and assessments.

9.4 The instructor candidate must attend the entire ALS2/ALS provider course and must lead a skill station and CASTeach station and be involved in an assessment station. They must not lead any session unsupervised. They may give a lecture but this is optional and should not be formally assessed. If the instructor candidate gives a lecture, feedback should be given using the lecture evaluation form and matrix.

9.5 ALS2/ALS instructors nominated by the course director must complete the instructor candidate assessment forms for the skill station and CASTeach station. These assessments must be discussed with the instructor candidate and a summary of the forms documented within the course director's report. Copies of the forms are to be retained by the course centre for four years. Instructor candidates may attend the lectures at the start of the course or meet with their mentor(s) and prepare for the upcoming stations.

9.6 An instructor candidate should complete their teaching practice(s) within **3** years of the date of their instructor course (and within the date of the expiry of their provider course), unless exceptional circumstances prevent this.

9.7 If a candidate is already an EMST/RC(UK) EPLS or NLS / NZRC ALS / APLS / EMAC/ ACME /GIC instructor and identified as an instructor potential, they should complete their opt in form and establish the pathway towards full instructor status as exemptions may apply.

EMST/APLS/NZRC ALS (core level 6 or above) Instructors must complete an Australian Resuscitation Council ALS2/ALS provider course as a candidate. Following nomination for Instructor Potential they proceed to instructor candidate status.

ACLS and ACCCN provider or instructor qualifications are among those other courses that do not have exemptions for candidates from any of the three elements of the instructor pathway.

If awarded Instructor Candidate status with out need for further attendance at an instructor course they should complete teaching practice(s) within **2** years of either their ALS2/ALS provider course or appropriate instructor course, whichever is the most recent. Where there are exceptional circumstances, please contact the Australian Resuscitation Council.



10. Instructors

10.1 Instructors should teach on at least **3 courses every 2 years** (a minimum of one of these must be a 2-day course). It is a recommendation but not a requirement that 1 of these should be outside their home centre.

- Teaching on the 1-day recertification course is equivalent to a course.
- One course in every 2 years can be an ALS2/ALS Instructor course.
- ALS1/Immediate Life Support Course Instruction does not contribute to the ALS2/ALS re-certification or minimum instructed course requirements

10.2 All who instruct, or otherwise assist, on Courses held under the auspices of the Australian Resuscitation Council:

Have a full understanding that individual (and organisational) accreditation and continuing accreditation is dependent on observing the regulations as well as completing the necessary requirements for re-certification.

Ensure that courses approved by the Australian Resuscitation Council are run in accordance with its regulations currently in force using the manuals, slides and other materials so as to ensure that consistent standards of knowledge, skills and consistent assessment standards are achieved. When concerns are identified the first point of contact is the Course Director. In the event this does not lead to a satisfactory resolution any Instructor or faculty member may contact the Australian Resuscitation Council directly.

Behave, at all times, while participating in courses, or social events related to the courses which are run under the auspices of the Australian Resuscitation Council, in a responsible manner and observe any applicable professional codes of conduct.

Co-operate with other instructors, educators and administrators (of the faculty and Australian Resuscitation Council) and recognise and respect their individual contributions.

Avoid any abuse of their position.

10.3 Any conduct that brings the Australian Resuscitation Council into disrepute, either through instructional or professional error, or misconduct (whether amounting to gross misconduct or otherwise), may result in the loss of accreditation.

Likewise, conduct which results in the loss of professional or other accreditation from will automatically result in the loss of accreditation. A right of appeal, to the Australian Resuscitation ALS Sub-committee is possible. The decision of this committee is however final.

11. Recertification as an ALS Instructor

11.1 The ALS2/ALS instructor must recertify every **4 years**. The Australian Resuscitation Council will not routinely remind instructors of the expiry date of their certification. All Instructors are advised to keep record of their expiry date. A 1 year grace period from expiry exists in which to complete recertification.



Recertification involves attending an entire ALS2/ALS provider course and being assessed during delivery of a **skill station** and a minimum of **2 CASTeach scenarios** and informal feedback on workshops and the testing station. The skill station and CASTeach should be formally assessed using the appropriate forms.

- 11.2** Instructors who have not recertified within **1** year of the expiry date of their instructor certificate must attend **2** ALS2/ALS provider courses at different centres to be assessed as an instructor candidate. The Australian Resuscitation Council may require completion of the courses within a given time frame. Expired Instructors may not be advanced to Instructor status following one course.

Instructors who have not taught on 3 courses every 2 years may also be requested by the Australian Resuscitation Council to attend **2** ALS2/ALS provider courses at different centres to be assessed as an instructor candidate.

Once this has been successfully completed, their ALS instructor status will be re-instated and is valid for 4 years from the date of completion of their second assessment.

- 11.3** Instructors should keep a professional development record (PDR). The course director may request section 2 of the PDR document when the instructor attends for recertification.

The Australian Resuscitation Council may also request section 2 of the PDR document when the instructor is due or following attending a course to complete the process of recertification.

- 11.4** Instructors should recertify on an Australian Resuscitation Council ALS2/ALS provider course. However, instructors may recertify on the Resuscitation Council (UK) or the European Resuscitation Council (ERC) ALS provider courses provided an Australian Resuscitation Council or RC (UK) ALS instructor assesses them. Instructors wishing to recertify on the RC(UK) or the ERC courses must notify the Australian Resuscitation Council prior to their recertification.

- 11.5** Instructors who are either course directors or medical lead may not recertify whilst acting in this capacity, unless an Australian Resuscitation Council appointed representative assesses them.

- 11.6** The Course Director of any course where Instructors who are unsuccessful in their assessments will be required to make a recommendation from the following options in the Course Directors report with explanation for the decision:

- They should be offered the opportunity, at their own cost, to repeat the instructor course
- Attend **2** ALS2/ALS provider courses at different centres to be assessed as an instructor candidate. They may not be advanced to Instructor status following one course.
- Attend **2** ALS2/ALS provider courses at the same centre, with one of the 2 courses in presence of Australian Resuscitation Council nominated representative and assessors.

They may not be advanced to Instructor status following one course.

- 11.7** Any recertifying instructor must be made aware of the decision to recertify or recommendation for further development prior to closure of the course.

- 11.8** Once the Instructor has been successful in completing recertification, their ALS instructor status will be registered and is valid for 4 years from the date of completion.



12. Recertification as an ALS Provider

- 12.1** The Australian Resuscitation Council and Resuscitation Council (UK) ALS2/ALS provider certificate is valid for **4 years**.
- 12.2** Providers may recertify in **2** ways:
- By successfully undertaking a full ALS2/ALS provider course.
 - By successfully completing a 1-day ALS2/ALS recertification course (not possible if the provider certificate expiry date has elapsed).
- 12.3** Candidates can be considered to attend the 1-day ALS2/ALS recertification course if they have an Australian Resuscitation Council or Resuscitation Council (UK) ALS2/ALS provider certificate that is current.
- 12.4** Candidates can be considered for instructor potential if they attend a 1-day recertification course.

13. Post-Course Organisation

- 13.1** Delays in providing the certificates to candidates should be minimised. On receipt of the **standard candidates result sheet** the certificates will be processed. These should be submitted **within 1 week** of the course date (typed and sent electronically). All certification will be issued according to the spelling on the results sheet. Any corrections required following error in submission would be at the course centres cost.
- 13.2** The **course director must sign the final faculty form**. To prevent delays, the signature can be obtained in the final faculty meeting.
- 13.3** The course director must complete the course director's report in the standard format, (typed and sent electronically).
- 13.4** The course centre must submit, as soon as possible but **no later than 1 month** after the course all of the following (typed and sent electronically):
- Results sheet
 - Signed final faculty form
 - Course director's report (detailing any areas of concern and action taken to rectify)
 - Summary of the candidate course evaluation

The course centre must retain after the course, (but are not required to submit) all of the following for the duration of certification of the course:

These can be in hard copy, or soft/electronic format such as scanned copies.

- Program (including a breakdown of instructor allocations for testing stations)
- Candidate course evaluation forms
- Completed Instructor Candidate and Recertifying Instructor assessment forms
- Completed IP appraisal forms for all those appraised
- Pre and post course MCQ answer papers for each candidate
- The CASTest papers for each candidate
- Any continuing assessment scoring/rating of candidates during the course that was completed

- 13.5** If the final faculty, course requirements and administration do not comply with the criteria set down in these regulations and no reasonable explanation given, future registrations and course centre status and course approval will be reviewed.
- 13.6** The course centre should retain copies of all the paperwork for the duration of certification of the course. The duration of long term storage of course records is a local decision.



- 13.7** The course centre must forward summaries of candidate feedback scores to the instructors in order for them to include in their PDR.
- 13.8** The course centre should complete payment of invoices for manuals within 4 weeks of the course dates. In the event more than one invoice remains outstanding future courses may not be registered.

Course centres may be requested to provide the name of the individuals processing payment of invoices in the event the four-week post course period elapses.

Where payments from individual course centres have been continually or excessively delayed (greater than 90 days from the course dates) or remain unpaid, the ARC reserves the right to revoke course centre validation.

14. Health and Safety

- 14.1** All course centres are responsible and maintaining for providing a safe environment in which to deliver the course. Course centres are under a legal duty to ensure that the workplace is kept safe at all times, that the health and wellbeing of candidates and faculty is protected. Visiting faculty and candidates are to be covered for health and safety requirements by the course centre.

Any incident must be recorded in accordance with the local policy and state/federal legislation.

- 14.2** All faculty and candidates must be reminded that they are responsible for maintaining safety when ever possible. All are to be reminded that any incident or injury requires immediate reporting to the course director so local policy and practice may commence promptly.

Any unsafe practices are to be referred to the Course Director and managed appropriately. Continuation unsafe practices by candidate or faculty despite intervention by the Course Director may lead to the individual being ejected from the course.

Performing repeated kinesthetic tasks such as chest compressions is physically demanding and has potential to fatigue or injure the candidate. Other candidates should take over CPR about every two minutes to prevent fatigue and injury or the instructor should manage the scenario such that the risks are minimised.

- 14.3** Workers Compensation Law refers to the laws and regulations that establish liability of employers for injuries, harm or illnesses to employees while on the job or within the workplace. All course centers provide adequate protection for all faculty and candidates under the local policies, state and federal law.

- 14.4** All medications including those that have expired or used for demonstration retain their scheduling and must be stored in accordance with such.

15. Disabled Candidates

- 15.1** Candidates with disabilities are eligible to undertake Australian Resuscitation Council life support courses.

All course centres must abide by appropriate federal and state legislation and with local policy and procedures.

Various acts have been introduced to end discrimination against the disabled including but not limited to the federal Disability Discrimination Act (1992). They place duties on service providers not to discriminate against, and to make reasonable adjustments to their policies and procedures, for those with disabilities in order to avoid any discriminatory impact.



The ARC recognises its obligations in this field and will do everything it can to assist those with a disability, and will ask its course providers to do the same and offer as close to normal clinical practices as is possible/practical in the educational environment.

Candidates should notify the course director of any disability before the start of the course and the course director should then make reasonable efforts to accommodate the candidates' requirements. For example, the course provider may be able to make changes to the physical surroundings or, if a disabled candidate is physically unable to undertake a task, it may be possible to allow the candidate to instruct a proxy instead. However, any such changes made by the provider should not cause any deterioration in the experience or training of the other candidates.

The award by the ARC of a Certificate of Qualification (whilst not a certificate of competence nor a licence to practise) indicates that a candidate has successfully completed a course and by inference has undertaken active participation. In some situations a disabled candidate might successfully pass all of the theoretical aspects of a course but, due to a disability, be unable to complete all of the physical course requirements.

Employers are themselves directly responsible for establishing that their staff have the capabilities requisite to their clinical setting – this is essential in the interests of patient health and safety.

Accordingly, they must not rely to any extent on the holding by an individual of a Certificate of Qualification from the ARC as lessening their responsibility in that respect.

16. Payment of Expenses to Faculty

16.1 Any agreement of expenses payment for travelling faculty must be disclosed prior to the course to the faculty to ensure they are fully understanding of what will be covered.

The model from Australian Resuscitation Council includes:

- Economy airfare
- Ground travel (taxi/parking)
- Accommodation
- Breakfast and evening meals (excluding alcohol)
- All expenses are paid in a timely manner within 28 days of submission of copies of receipts or expenses report as requested. In the event this is not achieved the individual can add the interest at 22% p.a. to the total until payment is received. (This is to match any interest incurred from credit card payments)

16.2 Any agreement entered into over expenses is between the course centre and individual(s) or organisation concerned.

The Australian Resuscitation Council will not financially support or subsidise any payments or expenses for course centres or instructors.

Regrettably, there is always the possibility of allegations about financial irregularities, which would lead to disciplinary and/or legal action within healthcare organisations. Any dispute regarding such irregularities is a matter for the organisation concerned. If the organisation's findings uphold breaches of probity, the Council reserves the right to revoke its approval for the course centre.

16.3 Course centres may stipulate a timeframe for acquiring expenses claims from faculty of not less than six weeks following the individual or organisation obtaining the final receipt.



17. Course Confidentiality

17.1 It is to be understood that the scenarios to which the course exposes candidates and faculty to may induce lapses and errors in performance. Because of these issues all present must maintain strict confidentiality regarding individual performance and the performance of others to within the course.

While free to discuss in general terms the technical and behavioral skills acquired and maintained during the course, there is a requirement to maintain strict confidentiality regarding the specific candidate and faculty performance to which you are both directly and indirectly exposed.

Discussion and documentation of candidate performance by faculty is for the purposes of the course and professional purposes only.

Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants. This could cause irreparable harm to individuals and colleagues and would seriously impair the effectiveness of any simulation-based training program. Breach of this confidentiality may also lead to further action by those potentially impugned.

All simulation sessions or scenarios, regardless of their outcome, and all debriefing sessions should be treated in a professional manner. All participating in any simulation session or debriefing session should have everyone's respect and attention.

Simulated situations, workshops, skill stations and other sessions are to be used as a learning tool and not to be used for the humiliation or ridicule of other candidates, instructors, or other participants.

17.2 All educational, and supportive materials supplied for this course by the Australian Resuscitation Council are protected under copyright. These materials are not to be used for other purposes without express written permission of the Australian Resuscitation Council.

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