



1. General

- 1.1 All Course Directors, Instructors and Instructor Candidates must abide by the Australian Resuscitation Council Code of Conduct.
- 1.2 Any profit made from Advanced Life Support (ALS) courses should be used only for purposes directly related to resuscitation and resuscitation training.
- 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 manuals or registrations.
- 1.4 The ALS course will run for a minimum of 2 consecutive days or in modular format.

2. ALS Course Centres

- 2.1 Only an approved Course Centre may run an ARC / RC(UK) accredited ALS course.
- 2.2 Applications to become a Course Centre should be submitted to the Australian Resuscitation Council, using the ALS Course Centre application form.
- 2.3 A Course Centre is regarded as the administrative centre from which the ALS course is organised, rather than the geographical location where a course is delivered or the person organising it. For example, a hospital or organisation may run course over several sites, including rural venues. If the courses are centrally organised and coordinated from one administrative site they need only register as one centre.
- 2.4 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.
- 2.5 The first course run by any Course Centre must be assessed by a representative nominated by the ARC, who must be present for the entire course. The date of the centre's first course must be set in liaison with this representative.
- 2.6 A Course Centre must be assessed by an ARC Representative every 4 years.
- 2.7 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.
- 2.8 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 Each ALS course must be approved by the Australian Resuscitation Council. Faculty Approval, Programme Approval and Manual Order forms must be submitted to the ARC a minimum of 8 weeks before the course date. Late applications may not be granted approval except in exceptional circumstances. Courses will not be approved if these criteria are not met. The manuals will only be dispatched after the course has been

approved.

- 3.2** Course material and the manual must be forwarded to the candidates at least 4 weeks before the course start date with advice concerning preparation, completion of the pre-course MCQ paper and the course assessment process.
- Candidates must be informed that the course itself is a revision exercise and the skills and core content should be familiar to them prior to attending the course.
- 3.3** Evaluation forms must be issued to candidates at the start of the course and be collected at the end. The originals are to be forwarded to the Australian Resuscitation Council with the Course Director's report. The Course Centre should keep copies.

4. Candidate Eligibility and Certification

- 4.1** The ALS 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. All applicants must hold a current clinical appointment and professional healthcare qualification. Appropriate participants are doctors, nurses and paramedics working in emergency or critical care or as members of the resuscitation / medical emergency team.
- Medical students should be encouraged to complete an ILS course. Medical students in their final year of training can be accepted as candidates on an ALS course if this is an established local arrangement or a requirement of employment.
- All other healthcare providers may attend as observers but their presence must not detract from the teaching provided to those participating fully in the course. No guarantee is offered or implied in terms of skills teaching.
- 4.2** Candidates cannot successfully complete the course unless they are present throughout. If, for a legitimate reason, a candidate misses one element of the course, then provided they successfully pass all the assessment components they may be permitted to complete successfully. If more than one element is missed these must be completed on another course within 4 months before a certificate can be issued.
- Alternatively, and at the Course Director's discretion, the missed element(s) may be reasonably covered on the existing course but this must not detract from the teaching provided to the other course participants.
- 4.3** Candidates who have successfully completed all the assessments and attended the entire course will receive an ALS provider card valid for 4 years.

5. Course Director & Faculty Requirements

- 5.1** Each course must be led by a Course Director who is an ALS Instructor approved by the Australian Resuscitation Council to direct ALS courses. They are responsible for ensuring that the course fully complies with ALS course regulations. Where the regulations are not met, the Australian Resuscitation Council may retrospectively withdraw course approval.
- The Course Director must have a clinical background, but does not need to be medically qualified. He/she must act as a professional and educational role model for the faculty and participants. He/she leads the faculty meetings, ensures the educational component conforms to ALS teaching standards, maintains accurate records and writes the post course report.
- If the Course Director is not medically qualified the course must have an ALS Instructor who is credible to fulfil the position of Medical Lead Instructor on the course, ie Senior Registrar or Consultant in Critical/Emergency Care.

The Medical Lead Instructor should work alongside the Course Director to ensure that the course is run in accordance with the regulations.

The Course Director and Medical Lead must be present throughout the course.

- 5.2** Applications to become an approved Course Director should be made on the ALS course Director's application form. In order to be eligible, he/she must have taught on at least 4 courses as an Instructor, at least 1 of which should be Australian Resuscitation Council, Resuscitation Council (UK) or European Resuscitation Council ALS courses. The remainder can be ATLS / APLS / EMST courses. Two of these courses must have been in the last 12 months. A nominated referee from a current ALS / ATLS / EMST / APLS Course Instructor must be provided.
- 5.3** 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.
- 5.4** Each course must have a multidisciplinary faculty, with experience in a variety of emergency and critical care backgrounds, eg. ITU, CCU, ED, HDU, Anaesthetics. A minimum of 3 of the faculty must be medically qualified, unless the course has fewer than 13 participants. There must be at least one medical ALS Instructor present for each day of the course (the Medical Lead Instructor or Course Director).
- 5.5** There should be a **minimum** of 1 faculty member to every 3 candidates for each day of the course **in addition to the Course Director**. The minimum faculty must consist of Instructors and ICs. ALS Providers and IPs can also assist the faculty but they cannot lead any practical elements unsupervised and cannot undertake assessments (*see also Regs. 6.4 & 7.4*).
- 5.6** The number of Instructor Candidates on the faculty should not exceed one third of the total number of ALS Instructors, to a maximum of four. There is no limit to the number of recertifying instructors.

Minimum faculty requirements

Number of candidates	Minimum number of Instructors required	Minimum number of Medical Instructors required	Maximum number of ICs
6	2	1	0
7 – 12	4	2	1
13 – 18	6	3	2
19 – 24	8	3	2
25 - 30	10	3	3

6. Programme, Lectures and Skill Stations

- 6.1** The standard programme is based on 24 candidates split into 4 groups of 6. However the **maximum number per course is 30** and the **maximum number of candidates per group is 6**.
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 programme(s) must be adhered to and the running order must not be changed. The exceptions to this are the Ethics session on Day 1 and Peri-Arrest/Special Circumstances workshops on Day 2. The logical place for the Ethics 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 individual workshops in both sessions can be delivered in any order.

Timing for the Faculty Meeting and Registration at the beginning of the course should be decided locally.

6.3 The CASTeach sessions must be run sequentially so that all groups receive the scenarios in the order designated in the standard programme.

6.4 The Skill Stations, Workshops and CASTeach Stations must be led by an ALS Instructor or an ALS Instructor Candidate under the direction of a full Instructor.

6.5 The course materials are provided by the Australian Resuscitation Council via the ARC website. Course Centres should produce the materials in whichever format is most appropriate for their equipment (eg. acetates for OHP, PowerPoint presentations for laptops).

Limited additional teaching material may be provided by Course Centres on the understanding that it is appropriate and clinically relevant.

6.6 The Course Centre must supply, as a minimum, the equipment detailed in the equipment list. If resources allow, centres are encouraged to supply additional sets of equipment, (e.g. for the Airway, Initial Assessment & Resuscitation stations) to increase candidates' exposure to and practice of the skills.

7. MCQ and Practical Assessment Stations

7.1 There are 4 assessment components on the ALS course:

1. Airway Management
2. Initial Assessment and Resuscitation
3. CASTest
4. MCQ

7.2 **Airway Management and Initial Assessment & Resuscitation:** These skills are evaluated by outcome-based assessment during the respective skill stations. At least one Australian Resuscitation Council ALS Instructor, and one 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 these skill stations, opportunities for further 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 or undergo the CASTest.

7.3 **CASTest:** Candidates must be tested using 1 of the 4 standardised testing scenarios provided. All candidates on a course must be tested using the same scenario as decided by the Course Director. Re-tests must use a different scenario.

7.4 An Australian Resuscitation Council ALS Instructor must supervise the CASTest assessment station, together with another Instructor or an IC. At least one additional helper, who may be an Instructor, IP, IC, Provider or trained assistant, is required to assist with the scenario. Only qualified ALS Instructor(s) and ICs, under supervision of an Instructor, may lead the scenarios and assess the candidates.

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 are entitled to a third and final test within 4 months.

- 7.6** **MCO:** MCO papers must not be loaned or copied. Post course papers must not leave the Course Centre; pre-course papers must be collected from the participants.
- 7.7** A total of 60 minutes will be allowed for the MCO 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.
- 7.8** The pre-course MCO paper mark does not contribute to the final result and candidates should be advised to answer the paper after reading the manual.
- 7.9** Course Centres must mark the MCO paper answer sheets.
- 7.10** **MCO re-tests:** If a candidate fails only the MCO they are entitled to re-sit a different paper under invigilated conditions within a period of 4 months. This may be at a registered Course Centre or other site approved by the Australian Resuscitation Council. If the candidate fails to achieve the pass mark on this occasion they have failed the course.

8. Instructor Potential (IP)

- 8.1** Candidates who show exceptional ability and aptitude may be identified as having Instructor Potential (IP) and considered for Instructor training.
- 8.2** Candidates are eligible for consideration for Instructor training after being nominated and seconded by Instructors at the final faculty meeting. The whole faculty should then discuss any nominated candidates' performance using the IP appraisal form and guidance.
- 8.3** Recommendations for IP should ideally be unanimous, but if one faculty member is opposed, the Course Director may make the final decision.
- 8.4** Those recommended as having IP should be informed immediately after the course. All recommendations for IP must be marked clearly on the result sheet and individually named in the Course Director's report.
- 8.5** Those recommended as having IP and who have successfully completed an approved Generic Instructor Course (or APLS, ATLS, EMST, ATNC Instructor Course, EMAC, ACME) may proceed directly to Instructor Candidate status.
- Where the candidate has completed a Generic Instructor Course but has not gone on to become an Instructor for that course, their Generic Instructor Course must have been completed within 2 years of the last day of their ALS course.
- The ACLS Instructor certificate is not valid for entry at Instructor candidate level.
- 8.6** It is strongly recommended that IPs gain experience by observing one ALS course before undertaking the Generic Instructor Course.
- 8.7** IPs are eligible to undertake the Generic 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.

9. Instructor Candidates (IC)

- 9.1** After successful completion of the Generic Instructor Course, all Instructor Candidates will be required to satisfactorily teach on 2 ALS courses before full Instructor status is granted and a certificate issued. If, however, the ALS Course Director and faculty unanimously recommend after the first teaching practice that a second assessment is unnecessary, full Instructor status will be approved by the Australian Resuscitation Council on receipt of the Course Director's report. If the Instructor Candidate has not reached the required

standard after the second course they should be offered the opportunity to undertake a third assessment.

- 9.3** Achievement of Instructor status requires completion of 3 elements:
1. Attend an ALS course and be selected for Instructor Potential
 2. Attend a Generic Instructor Course (or recognised equivalent)
 3. Successfully complete teaching practice(s) (Instructor Candidacies).

It is recommended that candidates do not undertake their ALS Course, Generic Instructor Course and teaching practices at the same centre.

- 9.4** The Instructor Candidate must attend the entire ALS 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. It is strongly recommended that Instructor Candidates observe all lectures.

- 9.5** The Instructor Candidate assessment forms must be completed by ALS Instructors nominated as IC Mentors/Facilitators by the Course Director. Assessments must be discussed with the Instructor Candidates and a copy kept by the Course Centre. Information regarding the Instructor Candidate(s) eligibility to become a full Instructor should be noted Course Director's report.

- 9.6** An Instructor Candidate should complete their teaching practice(s) within 1 year of the date of their Generic Instructor Course, unless exceptional circumstances prevent this. If a candidate is already an ATLS / APLS / ATNC / EPLS / NLS Instructor, and is exempt from completing a Generic Instructor Course, they should complete their teaching practice(s) within 1 year of their ALS course.

10. Instructors

- 10.1** Instructors must teach on at least 3 courses every 2 years.
- 10.2** It is recommended that one course in every three should be outside their home centre.

11. Re-certification as an ALS Provider

- 11.1** The ALS provider certificate is valid for 4 years.
- 11.2** Providers may re-certify in 2 ways:
- By successfully undertaking a full ALS course.
 - By successfully completing a 1-Day Re-certification Course (not recommended if more than one year has elapsed since the provider certificate expiry date)
- 11.3** In order to be considered for Instructor Potential on re-certification the candidate must attend a full ALS course and cannot do so until at least 1 year has elapsed after their initial certification. Candidates cannot be considered for Instructor Potential if they attend a 1-Day Re-certification Course.

12. Re-certification as an ALS Instructor

- 12.1** The ALS Instructor certificate is valid for 4 years.
- Re-certification involves attending an entire ALS course and being critiqued as an

Instructor Candidate during delivery of a Workshop, Skill Station, CASTeach and Testing Station.

The Skill Station and CASTeach should be formally assessed using the appropriate forms.

- 12.2** Instructors who have not re-certified within 1 year of the expiry date of their Instructor certificate must attend 2 ALS courses 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.
- 12.3** Instructors should keep a professional development record (PDR). Section 2 of the PDR document must be presented to the Course Director when the Instructor attends for re-certification.
- 12.4** Instructors should re-certify on a Australian Resuscitation Council ALS course. However, Instructors may re-certify on RC(UK) or ERC ALS courses provided the local Course Director gives approval. Instructors wishing to re-certify on courses outside Australia must notify the Australian Resuscitation Council prior to their re-certification.
- 12.5** Instructors who are Course Directors may not re-certify whilst acting in this capacity, unless a Regional Representative, or ARC nominated person assesses them.
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13. Post-Course Organisation

- 13.1** The Course Director must complete the Course Director's report in the standard format and send it to the Australian Resuscitation Council. Certificates will not be issued if the fully completed paperwork is not submitted. The report must include the following:
- Standard candidate results sheet
 - Faculty attendance
 - Evaluation forms
 - Details of any action taken to rectify any areas of concern
- 13.2** If the faculty list received with the course report includes changes that were not approved prior to the course a written explanation for the change(s) must be included in the Course Director's report.
- 13.3** Complete course reports must be received by the ARC within 3 months of the course otherwise future courses may not be approved.
- 13.4** The Course Centre should retain copies of all the paperwork. Long term storage of course information (electronically or otherwise) is a local decision, but it is recommended that records are kept for the duration candidate certificate validity, ie. 4 years.
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