Australian Resuscitation Council
Advanced Life Support Level 1
Provider Course Regulations

The ALS1 course is designed to train healthcare personnel:

- to manage patients in the immediate periods of crisis aiming to prevent deterioration and cardiopulmonary arrest.
- in common causes and strategies for the prevention of cardiopulmonary arrest, and the ABCDE approach
- in initial resuscitation and defibrillation (manual and / or AED) and simple airway management
- to manage patients in cardiopulmonary arrest until arrival of the resuscitation team or expert help
- To train healthcare personnel to participate as members of the resuscitation team.

This course will meet the needs of those who need more advanced skills than those taught during Basic Life Support (BLS) but who do not require the more comprehensive 2-day ARC Advanced Life Support Level 2, (ALS2) Course.

1.0	General
1.1	All Educators, Course Directors, Instructors and Instructor Candidates must abide by their Professional Code of Conduct.
1.2	All Educators, Course Directors, Instructors and Instructor Candidates must be aware of and follow the current regulations for the course.
1.3	A registration fee for each candidate is payable to the Australian Resuscitation Council (ARC), in addition to the cost of the manual. No refunds or credits are available on unused registrations.
1.4	The Australian Resuscitation Council encourages the open disclosure of course profit making enterprises to Instructors, faculty and where appropriate the candidates. Where possible these profits should be used to support further education in resuscitation of the organisation.
1.5	The Australian Resuscitation Council encourages and advises that all payments (honoraria or faculty fees or expenses), in the interests of probity, payment should be made through the organisation's finance department.
1.6	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. No part of this material may be reproduced in any form or transmitted to any other person without the prior written permission. This includes placing materials for public access on intranet/internet.

2.0	ALS1 course centres
2.1	**General information**
2.1.1	Only an approved course centre may run the ALS1 course. Materials supplied to course centres to facilitate the ALS1 course are protected by copyright and may not be used for other purposes without express written permission.
2.1.2	A course centre may organise courses within the Commonwealth of Australia using the standard approval system as described in 3.2.
2.1.3	Courses are not to be conducted outside the Commonwealth of Australia.
2.1.4	A course centre is regarded as the administrative centre from which the ALS1/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.
2.1.5	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.
2.1.6	An ARC Representative may 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 Regional

	Representative. A full faculty list/approval request and programme must be sent to the ARC for this first course at least 6 weeks prior to the start date of the course.
2.1.7	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 ALS Subcommittee.
2.1.8	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 ALS Subcommittee.
2.1.9	The ARC ALS Subcommittee reserves the right to revoke course centre validation.
2.2	**New centres**
2.2.1	Applications to become a course centre should be made in writing to the ARC using the ALS1 Course Centre application form on the ARC website.
2.2.2	Applications will be reviewed by the ARC and may be referred to the ARC ALS Subcommittee.
2.2.3	Only organisations within the Commonwealth of Australia may apply to become an approved course centre.
2.2.4	The Australian Resuscitation Council reserves the right to refuse course centre status to any applicant.
2.3	**Centre reassessment**
2.3.1	A course centre may be reassessed by an ARC Representative **at any time** if requested by the ARC ALS Subcommittee. For further guidance please see the document 'Role of the ARC Representative'.
2.3.2	The ARC will pay all reasonable expenses for ARC Representatives. The ARC Representative should claim these from the ARC rather than the course centre.
2.3.3	An ARC Representative may assess any ARC course. Whilst reassessing a centre the ARC Representative may teach on the course but must not be counted as one of the faculty number.

3.0	**Course organisation**
3.1	**Candidate eligibility and certification**
3.1.1	The ALS1 course is designed to train healthcare personnel: • to manage patients in the immediate periods of crisis aiming to prevent deterioration and cardiopulmonary arrest. • in common causes and strategies for the prevention of cardiopulmonary arrest, and the ABCDE approach • in initial resuscitation and defibrillation (manual and / or AED) and simple airway management • to manage patients in cardiopulmonary arrest until arrival of the resuscitation team or expert help To train healthcare personnel to participate as members of the resuscitation team. This course will meet the needs of those who need more advanced skills than those taught during Basic Life Support (BLS) but who do not require the more comprehensive 2-day ARC Advanced Life Support Level 2: Advanced Life Support (ALS) Course.
3.1.2	Please refer to Appendix 1 for suitability of candidates for the ALS1 course. If the candidate's background does not fall into any of the categories mentioned, please contact the Australian Resuscitation Council for clarification. Centres must keep adequate records of "other" categories for audit purposes.
3.1.3	Candidates cannot successfully complete the course unless they are present throughout the course in its entirety. If, for a legitimate reason, a candidate misses an element of the course, then provided they successfully complete all the assessment components, they may be permitted to complete the missed element on another course within **1 month**. Alternatively, at the Course Director's discretion, the missed element may be reasonably covered on the existing course, but this must not distract from the teaching provided to other candidates.
3.1.4	Candidates who successfully complete the course will receive an Australian Resuscitation Council ALS1 certificate valid for **4 years** but it is recommended that skills are updated at least annually. The

	ARC ALS1 certification is not a certificate of competency. Replacement certificates will be issued only on request by the centre's Nominated Named Person at a charge of AU$30 each. (This fee is subject to review and change without notice)
3.1.5	Candidates who have failed the final CASTest and/or MCQ components of an ALS2 course must attend and pass the ALS1 course if they require an ALS1 certificate.
3.1.6	Doctors, nursing and paramedical staff who might be expected to lead a resuscitation team should be encouraged for the ALS2 course.
3.1.7	Candidates who have attended the entire course and completed all the assessments successfully will receive the ARC ALS1 provider certificate. It is valid for **4 years**. In order to attend the half-day recertification course the certification must be within two years, (within two years of prior course).
3.1.8	Candidates with a disability are eligible to undertake the ARC ALS1 course. Please refer to the regulations section 11 for further guidance.
3.2	**Pre-course organisation**
3.2.1	The maximum number of candidates permitted on an ALS1 Provider course is 30. On a recertification course the maximum is 30. There is no minimum number, but courses below 4 candidates may have reduced ability to facilitate team skills.
3.2.2	The manual order form should be submitted no later than 4 weeks prior to the course. This will allow time for delivery of the manuals to the course centre. The course manual and copies of the assessment forms must be forwarded to the candidates at least **2 weeks** before the course. All candidates must be provided with an ALS1 manual purchased from the Australian Resuscitation Council. The cost per manual and certification are subject to change without notice.
3.2.3	A registration fee is payable for each candidate, in addition to the cost of the course materials. This total amount is payable from 30 days of dispatch of the manuals (and not course dates).
3.2.4	Each ALS1 provider course must be registered with the ARC. All course centres must notify the ARC of the ALS1 course date **at least 4 weeks** in advance using the 'Course Notification' form.
3.2.5	The Course Director must complete the course notification form thereby confirming and accepting responsibility that the course will run in accordance with the criteria set out in these regulations
3.2.6	The ARC will not provide refunds or credit on unused registrations. If a course candidate does not attend registrations may not be transferred to a future course or alternate course centre. Candidates who have received manuals and are registered on the course as 'not attending' must be included in the results. Unused registrations may be used on subsequent courses administered by the course centre.
3.2.7	Course fees are set locally. These should take into account costs of running the course but consider the current financial climate within the health system and the availability of funding.
3.2.8	The ALS1 Course Notification and Manual Order forms must be completed. Once the required information is received and checked, a course will be registered.
3.2.9	It is the Course Director's responsibility to ensure that all Instructors are registered with the ARC and have a valid ALS2 or ALS1 Instructor certificate. 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.
3.2.10	Course Directors/Organisers must ensure that faculty have access to the course materials prior to the course. Equipment must be available and be in sound working order.
3.2.11	If on any occasion the course criteria are not met, future courses at that centre may have their registration withdrawn or future registrations may not be accepted.
3.2.12	If the course criteria are not met or invoices for manuals not paid promptly in full, future courses may not be registered or alternative conditions for payment may be implemented, (see regulation 13 post course).
3.2.13	Candidates should be given notification of and access to: • course venue details • start and finish times for the face-to-face day(s)

	• need to report any impediment to participating in the physical activities of the course • the course materials including those on airway management, ABCDE and high-quality CPR • the ALS1 manual **at least 2 weeks** before the course start date.
3.2.14	It is advised that reminder notifications should be sent to candidates one week before they attend the face-to-face course of the venue and course timing.
3.2.15	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.
3.3	**Candidate preparation:** Course Centres should provide the following advice to candidates concerning pre-course preparation
3.3.1	Candidates are expected to be competent in CPR prior to attending the course and to have prepared for the course by reading the manual.
3.3.2	Candidates have a professional responsibility to act with probity. For example where candidates are given study leave to attend an ALS1 course and/or have their costs paid by their employer or educational provider, employers and educational providers have a reasonable expectation that those candidates will prepare adequately for attendance at the face-to-face element of the course by reading the manual, (and where used completing the pre-course MCQ paper).
3.3.3	All candidates must be informed that they are to ensure a safe educational environment by safeguarding course confidentiality. It is an expectation that all candidates willingly participate in the course activities in a professional manner respecting all those present and giving consideration to the varied experience, skills and knowledge of the course participants in a simulated environment. All those participating are believed to be capable, intelligent, and aiming to expand their own experience, knowledge and skills.
3.3.4	Candidates on the ALS1 course must be informed that they are required to attend the face-to face course in its entirety and that missing components will result in the inability to gain a successful pass on the course.
3.3.5	The resulting mark of the MCQ papers does not contribute to the final course result. The MCQ papers are an optional component of the course.
3.3.6	Evaluation forms may be completed electronically via a link sent via email by the course centre following the course or be issued in hard copy to candidates at the start of the course and be collected at the end. A summary of the hard copy candidate evaluation forms must be forwarded to the Australian Resuscitation Council every six months. This must be within or by the end of the months of, June and December.

4.0	**Faculty**
4.1	**Faculty/Course Director requirements**
4.1.1	An ALS1 or ALS2 Course Director must lead each ALS1 course. The Course Director must have been approved by the ARC to direct ALS1 or ALS2 courses, must be present throughout the course. Applications to become an approved course director should be made on the ALS1 provider course director application form.
4.1.2	**The Course Director must be present throughout the entire course.** They are responsible for ensuring the smooth running of the course. The Course Director is responsible for ensuring that the course fully complies with the ALS1 course regulations and that records are kept during the course. The Course Director is responsible for checking that all faculty members' instructor certificates are valid. 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 ALS1 teaching standards, maintains accurate records and complete the post course documentation. Applications to become an approved course director should be made on the ALS1 provider course

	director application form. In order to be eligible, ALS1 instructors must have taught on **5** courses as a full instructor. The courses must have been in the last **3 years,** and no less than 2 of these courses must have been in the last year. Nomination and references are required from current Australian Resuscitation Council approved ALS2 or ALS1 course directors. In order to be eligible, ALS1 or ALS2 instructors must have taught on **3 ARC ALS** courses as a full instructor (and ideally including 1 ALS1). The remainder or the 5 courses can be APLS, EMST, RC(UK) or NZRC Courses as a full Instructor. The courses must have been in the last **3 years,** and no less than 2 ALS2 and/or ALS1 courses must have been in the last year. Nomination and references are required from current Australian Resuscitation Council approved ALS2 or ALS1 course directors.
4.1.3	The Course Director need not be medically qualified and is responsible for ensuring that the course complies fully with the ALS1 course regulations and for the smooth running of the course. If the regulations are not met, the ARC may withdraw course approval retrospectively.
4.1.4	The Course Director must ensure that accurate records are kept during the course and is responsible for providing the Course Director's report at the end of the course. Any incident or concerns should be dealt with locally and must be documented fully.
4.1.5	Instructors must be current (within expiry date of their Instructor certificate) to undertake the role of Course Director. Instructors are not able to direct courses in the one-year 'grace' period following the expiry date of their Instructor certificate.
4.1.6	Remaining faculty must be current Australian Resuscitation Council ALS1 Instructors or ALS2 Instructors. ALS1 Instructor Candidates instruct under direct supervision of full instructor faculty. A full Instructor must be present in all sessions. ALS2 instructor candidates may instruct on the course in the role of an ALS1 instructor candidate. They may be assessed as an ALS1 instructor candidate and awarded ALS1 instructor status on successful completion. The instruction on the ALS1 course does not contribute towards their development towards ALS2 instructor status.

4.2	**Instructor requirements**
4.2.1	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 multidisciplinary learning are maximised when this is achieved.
4.2.2	The number of instructors undergoing assessment (Instructor Candidates and Recertifying Instructors) is limited by candidate numbers. This limit is one per group, plus one Recertifying Instructor. The number of Instructor Candidates (IC) on the faculty must not exceed one per candidate group.
4.2.3	In the event that the full Instructor faculty has not had sufficient ALS1 course experience to provide development support, (Instructors with less than two ALS1 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, not less than 8 weeks prior to the course.
4.2.4	**Minimum faculty requirements**

Number of Candidates	Minimum Number of Full ALS1/ILS or ALS2/ALS Instructors required	Maximum number of Instructors Undergoing Assessment (ALS1/ILS IC's and Recertifying ALS1/ILS Instructors)
<5	1	0
5 - 6	1	1
7 - 12	2	2
13 - 18	3	3
19 - 24	4	4
25 - 30	5	5

4.2.5	At least 50% of the full instructor faculty should be present throughout the course. This may include the Course Director.
4.2.6	Resuscitation Council (UK) ALS/ILS, European Resuscitation Council ALS/ILS and New Zealand Resuscitation Council (CORE Advanced) Instructors are eligible to instruct on ALS1 courses. The minimum requirement is that the first course will be a recertification course before being considered and ARC ALS1 Instructor. There may be additional requirements for these Instructors to undergo a development pathway prior to them being able to be classified as full instructors.
4.2.7	Resuscitation Council (UK) ALS must be treated as Recertifying Instructors on their first ARC Course to ensure support is provided. To ensure support in transition, European Resuscitation Council ALS and New Zealand Resuscitation Council ALS (CORE Advanced) Instructors must complete their first course as an Instructor Candidate and may be recommended to proceed to a second IC or towards Full Instructor status with the ARC.
4.3	**Instructor recertification**
4.3.1	The ALS1/ILS Instructor certificate is valid for **4 years**. Re-certification involves attending an entire full one-day ALS1/ILS course and being assessed by the Course Director and /or experienced faculty members. Instructors wishing to recertify may attend the entire 1-day ALS1 course or modular course. Recertification involves being assessed as an Instructor Candidate during delivery of a skill station and a CASTeach.
4.3.2	The skill station and CASTeach should be assessed formally using the appropriate forms
4.3.3	Instructors who have not recertified within one year of the expiry date of their Instructor certificate must attend **2** ALS1 Provider courses to be assessed as an Instructor Candidate, (completing two courses as an IC). Once this has been completed successfully, their ALS1 Instructor status will be re-instated and is valid for 4 years from the date of completion of their second assessment. Instructors must be aware that their provider status is only valid as long as their Instructor certificate is in date. Once the Instructor certificate is out of date, provider status is no longer valid. If an Instructor does not teach for a prolonged period due to other commitments, but then wants to recommence, they should apply to the ARC. They may be asked to complete an Instructor summary form and return this to education@resus.org.au. Instructors who fail to re-certify within **1 year** of the expiry of their certificate and wish to continue as instructors may be required to successfully complete the Provider or Instructor course again.
4.3.4	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 recertification.
4.3.5	Course Directors may not recertify as Instructors whilst acting in this capacity, unless a Regional Representative assesses them.
4.3.6	In the event that the Instructor has not reached the required standard on any course the relevant assessment sheets must accompany the results sheet when submitted.
4.4	**Instructor (Code of) Conduct**
4.4.1	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.
4.4.2	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. Any relevant employer of the Instructor will be notified of this loss of accreditation. Likewise, conduct which results in the loss of professional or other accreditation 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.

5.0	Programme
5.1	The course can be delivered in the following formats: 1-day or modular. The recertification course is delivered as a half-day course.
5.2	Timing for the faculty meeting and registration at the beginning of the course should be decided locally.
5.3	The programme for the particular course model being used must be adhered to ensuring all sessions are delivered.
5.4	Within the programme the number of groups for each station is given as a guide. Centres may increase the number of groups if they have sufficient faculty, space and equipment up to the maximum number of 5 or 6 groups for 30 candidates.
5.5	The CASTeach sessions must be run sequentially so that all candidates work through the simulations in the order designated in the standard programme.
5.6	An ALS1 Instructor or an ALS1 Instructor Candidate under the direction of a full Instructor must lead the skill stations, workshops and CASTeach stations.
5.7	The Australian Resuscitation Council provides the course materials. Course centres should present the materials in the most appropriate presentation format. Presentation/slide backgrounds must not be altered. Additional logos or badging must not be added to the standard supplied materials. Course Centres may add a presentation slide at the commencement of the course identifying their course centre. The optional session included in the program may be used for a specific topic appropriate to the candidate group supportive of the core manual and clinical material. This includes for example: further care of the deteriorating patient, handover/ISBAR, team skills, human factors, pre-hospital care, transport and transfer, post resuscitation care, acute coronary syndromes, ECG workshops, other airway skills, cardioversion, emergency medications, anaphylaxis, and other special circumstances.
5.8	Limited additional teaching material may be provided by course centres/Instructors on the understanding that it is appropriate and clinically relevant. It is the responsibility of the Course Director to ensure that all lectures adhere to the philosophy and text of the course manual and core educational material.
5.9	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 station) to increase candidates' exposure to the skills.

6.0	**Assessment** There are three assessment components on the ALS1 Provider course: airway management, ABCDE Approach, high-quality CPR and defibrillation.
6.1	**Airway management, ABCDE approach and high-quality CPR and defibrillation:**
6.1.1	These skills are assessed during the respective skills stations and also throughout the rest of the course. At least one ARC ALS1 Instructor must supervise these skill stations.
6.1.2	If a candidate fails to demonstrate competency in either of these skill stations, the candidates requires feedback detailing the reasons, the appropriate documentation is to be completed and Course Director made aware. Opportunities for additional practice and assessment should be provided where practical during the course. It is not necessary to complete assessment forms for every individual, but it is strongly recommended for marginal candidates. The Course Centre/Director must maintain accurate written records.
6.1.3	If a candidate has not met the recognised criteria, they should be given a **copy** of their assessment form(s) and offered remedial help. The course centre must keep the original assessment form(s). They should be re-assessed, ideally by a different instructor, within a period of **1 month**. The faculty may decide if appropriate, to facilitate this on the same day as the course, however, this should take place after the course program has been completed.
6.1.4	Candidates who fail the course can appeal through the Australian Resuscitation Council but should raise any queries initially with the Course Director who may be able to resolve the issue locally.
6.2	**Candidate recertification as an ALS1 provider:**
6.2.1	The ALS1 Provider certificate is valid for four years. There is no grace period.
6.2.2	Providers may recertify in two ways, either by undertaking a full ALS1 provider course successfully or attending the ALS1 recertification course successfully. To attend the one day recertification course candidates must hold a current ARC ALS1 certificate (within four years). Recertification courses are strictly for candidates with current ALS1 certification.
6.2.3	Candidates may only attend the half-day ALS1 Re-certification course within **2 year** of their ALS1 certificate, i.e. within **2 years** from their last ALS1 course. If more than **2 years** have elapsed since the candidate's last ALS1 certification, they can only re-certify by attending a full ALS1 course.
6.2.4	Candidates cannot be considered for ALS1/ILS instructor training if they attend the half-day ALS1/ILS Re-certification course.
6.3	**Candidate certification as an ALS1 provider:**
6.3.1	Candidates must successfully attain the desired skill outcomes set in the course assessments in order to gain certification.
6.3.2	Candidates who are not demonstrating performance expected of an ALS1 provider must be given feedback during the course to alert them of their standing, and offered opportunity to remediate.
6.3.3	The Course Director must make comment in the final report of any candidate failing to complete the assessments, counselled or opting out of the assessment process.
6.3.5	Team leadership and the MCQ assessment do not contribute towards the formative assessment of the course for candidate certification.

7.0	**Instructor Potential (IP) regulations** Nomination process
7.1	Candidates who show exceptional ability and aptitude may be considered for Instructor training (see IP appraisal form).
7.2	Candidates are eligible for consideration for Instructor training only after being nominated (and seconded by Instructors where possible) at the final faculty meeting. The whole faculty should then discuss each nominated candidate's performance using the IP appraisal form and guidance.

7.3	All candidates that self identify as seeking nomination for IP are to be appraised via the IP scoring system and results given in feedback to that candidate. Any candidate that self nominates for IP must also be nominated and seconded by Instructors at the final faculty meeting to achieve IP as per 7.2.
7.4	Any candidate that self nominates for IP should be offered feedback on their progression towards that goal during the course.
7.5	Recommendations for IP should ideally be unanimous, but if only one faculty member is opposed, the Course Director may make the final decision.
7.6	IPs should be encouraged to attend an Instructor Course as soon as practicable after nomination, but are eligible to undertake the Instructor Course as long as they have a valid provider certificate (i.e. within four 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.
7.7	It is recommended that IPs gain experience by observing one ALS1 Provider course before undertaking the Instructor Course.
7.8	IP status may be offered to candidates at ALS1 level only.
7.9	Candidates who are considered for IP status on an ALS1 course should hold a professional registration or similar qualification in healthcare (e.g. AHPRA or Professional Paramedic)**.**
7.10	All IP Appraisal Forms must state the candidate's professional healthcare registration number where available.
7.11	The Course Director at the earliest opportunity should identify those candidates who are already Instructors on another recognised provider course. Should they express a wish to become an ALS1 Instructor they also need to be nominated and must be assessed using the IP appraisal form.
7.12	Those recommended as having IP should be informed immediately after the course and issued with guidance for progression to the Instructor Course. Candidates should be encouraged to attend the Instructor course within **two years** of being nominated. They should ideally attend an ALS1 course as an observer prior to the Instructor Course in the event Instructor course is greater than one year from the date of their provider course.
7.13	All recommendations for IP must be marked clearly on the result sheet and named individually in the Course Director's report. Their names, contact email (and when available AHPRA registration number) must be included in the post course documentation to ensure that their individual details are added to the IP listing.
7.14	There is no limit to the number of candidates on a course that may be identified as IP.
7.15	Those recommended as having IP and who have successfully completed an approved RC (UK) GIC (or EMST / APLS) may proceed directly to Instructor Candidate status. These candidates must also be included within the Course Director's report and details **must** include the candidate's professional registration number and email address.
7.16	If a candidate is IPd on an ALS1 course and has previously completed (successfully) an Instructor Course for a different provider course, they does not need to repeat the Instructor Course.
7.17	The ACLS or ACCCN Instructor certificate is not valid for entry at Instructor Candidate level.
7.18	Candidates unsuccessful in gaining IP on the course have 9 months following the course in which they may submit and appeal using the IP Appeal Form.

8.0	Instructor Candidate (IC) regulations
8.1	**General IC regulations**
8.1.1	Instructor status requires a candidate to: • complete successfully a provider course and be nominated as having Instructor Potential • complete an Instructor Course (or recognised equivalent) successfully • complete **two** teaching practices as IC successfully.

8.1.2	Candidates should not undertake their provider, Instructor Course and teaching practices at the same centre. A maximum of two of the three elements should be completed at the same centre. Please note that teaching practice(s) count as one element.
8.1.3	After successful completion of the Instructor Course, all ICs must register to attend as IC on a maximum of three ARC accredited Provider courses and teach satisfactorily on two before full Instructor status is granted and a certificate issued.
8.1.4	**All ALS1 IC's must complete two Instructor Candidate courses prior to advancing to Instructor Course status.** An ALS2 IC Instructing on an ALS1 course may advance to Full ALS1 Instructor status following one course if the provider Course Director and faculty recommend unanimously after the first teaching practice that a second assessment is unnecessary, full Instructor status will be approved by the ARC on receipt of the Course Director's comments. The recommendation can only be made if: • There is no recommendation from the Instructor Course to complete two instructor candidate courses for either ALS1 or ALS2 instructor status • 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 10 or more candidates If the Instructor Candidate has undertaken all elements, at a single centre, they cannot advance to full instructor status following a single teaching practice as an IC. 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.
8.1.5	All ICs have two years after successful completion of the Instructor Course or the period of their provider course certification in which to undertake their IC placements. Where there are exceptional circumstances that prevent this the IC should complete the IP/IC/Instructor Summary Form and email to education@resus.org.au
8.1.6	The precise nature of the two IC courses undertaken may consist of full-day courses, modular or a mix of both, but inclusion of at least one full-day course is mandated to ensure that Instructors have exposure to the full range of teaching materials. ICs may **NOT** teach on the recertification course.
8.1.7	The IC must attend the entire ALS1 provider course and must lead a skill station and CASTeach station and be involved in assessment. They must not lead a session unsupervised. They may give a lecture but this is optional and should not be included as part of their formal assessment. If the IC gives a lecture, feedback should be given using the lecture evaluation form and matrix. Feedback should also be given informally to the IC on their delivery of any workshops.
8.1.8	The IC assessment forms must be completed for the skill station and CASTeach station by ALS1 Instructors nominated by the Course Director. These assessments must be discussed with the IC and a copy of the forms retained by the course centre.
8.1.9	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. In some instances, the instructor course faculty may recommend instructor candidates complete one or two 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, Instructor Candidate or progress documentation may be referred to for confirmation of these details.
8.1.10	Mentors assigned to Instructor Candidates should have completed two or more ARC ALS1 or ALS2 (or combination there of) courses as a Full Instructor.

8.2	Named centres
8.2.1	Only an Instructor Course faculty may direct an IC to teach on course(s) at named centres, or number of IC teaching practices or with specific mentors. The teaching practice centre cannot revoke this decision.
8.2.2	If an IC has been given one or two named centres the faculty on the first course is not permitted to allow the Instructor Candidate to become a full instructor after only one teaching practice.
8.2.3	The Instructor Candidate may be allocated one or two named centres, which will usually be centres where members of the Instructor Course faculty will be teaching and able to offer extra support for the IC.
8.2.4	Course centres will include all IC's on the approval form for confirmation 4-6 weeks prior to the course face-to-face component and notify the ARC immediately changes occur.

9.0	Post-course requirements
9.1	The candidates' results should be uploaded to the ARC **within 1 week** of the course date. Delays in providing certificates to candidates should be minimised.
9.2	Course results must be submitted to the Australian Resuscitation Council using the course ALS1 Results Sheet. **Course returns must not be submitted to the Australian Resuscitation Council until all reassessments have been completed.** This must be a typed/electronic submission. This must include all the teaching faculty and any recommendations made for Instructor Candidates/Recertifying Instructors. The Nominated Named Person will be issued with the Australian Resuscitation Council certificate cards promptly in accordance with spelling entered into the results sheet.
9.3	The Course Director should complete and sign the ALS1 printed certificates before issuing them to the candidates. Delays in providing the final Australian Resuscitation Council certificates to the candidates should be minimised. The course returns should be submitted no later than **2 months** of the course date.
9.4	The Course Centre must enter any re-test results on a separate/new results sheet when needed.
9.5	After the course, candidates must complete their course evaluation form. If this is completed via the electronic survey the course centre will be able to access and export anonymous analysis to keep for reference.
9.6	The course centre must retain, and **keep for the period of certification** (4 years), all of the following: • programme (including full details of Instructor and IC allocations for assessment stations) • instructor Candidate forms • IP appraisal forms for all those recommended This can be in soft copy (electronic/scanned) or hard copy formats.
9.7	If the final faculty, course requirements and administration do not comply with the criteria set down in these regulations and no reasonable explanation is given, future course registrations and course centre status will be reviewed.
9.8	The duration of long-term storage of course records beyond certification is a local decision.
9.9	The course centre should forward summaries of candidate feedback scores to the Instructors in order for them to include in their PDR

10.0	Health and Safety
10.1	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 all health and safety requirements by the course centre. Any incident must be recorded in accordance with the local policy and state/federal legislation.

10.2	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/faculty should manage the scenario such that the risks are minimised.
10.3	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 are to provide adequate protection for all faculty and candidates under the local policies, state and federal law.
10.4	All medications including those that have expired or used for demonstration retain their scheduling and must be stored in accordance with such. It is recommended that no expired medications are used in the simulated teaching environment.

11.0	Disabled Candidates
11.1	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.
11.2	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.
11.3	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.
11.4	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.
11.5	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.
11.6	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.

12.0	Financial
12.1	**Payment to the Australian Resuscitation Council**
12.1.1	The course centre should complete payment of invoices for manuals within 4 weeks of the date of dispatch. In the event more than one invoice remains outstanding future courses may not be registered.
12.1.2	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.
12.1.3	The ARC reserves the right to request advance payment for manuals and materials in the event of continually or excessively delayed completion of financial responsibilities by course centres.
12.1.4	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.
12.2	**Payment of faculty**
12.2.1	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 should be paid in a timely manner within 28 days of submission of copies of receipts or expenses report as requested.
12.2.2	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.
12.2.3	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.

13.0	Probity
13.1	**Course Performance Confidentiality**
13.1.1	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.
13.2	**Candidate whose performance raises serious concerns for patient safety**
13.2.1	This situation is likely to be *extremely* rare and must be distinguished from a candidate's mere failure either to qualify or re-qualify. All actions that should be taken in relation to a candidate on an Australian Resuscitation Council course who is considered to present a **serious potential concern to patient safety** must include any statutory reporting required by legislation (state and federal) and other mechanisms such as registration bodies, professional governance and code of conduct. The Course Director should refer to the '**Guidance for managing a candidate whose performance raises serious concerns for patient safety'** and must complete the **Record of Serious Concern**. The Australian Resuscitation Council must be informed as soon as practical. This guidance describes the actions that should be taken only in relation to a candidate on an Australian Resuscitation Council course who is considered to present a **serious potential concern to patient safety**.