



Australian Resuscitation Council Instructor Course Guidance Document

1. General

- 1.1 This course guidance document applies to all Australian Resuscitation Council (Council) staff, Educators, Course Directors, and Instructor Course Instructors.
- 1.2 The Council is the administrative centre for the Instructor Course and is responsible for managing all participant applications and the required faculty for the course.
- 1.3 The Council reserves the right to set a minimum number of registered participants for a course. In the event this minimum is not reached the course may be cancelled.
- 1.4 A registration fee for each participant is payable to the Council, which includes the cost of the course materials.
- 1.5 The Instructor Course is conducted over two days and is open to ALS1 and ALS2 candidates nominated for Instructor Potential.
- 1.6 The Council is responsible for the payment of agreed faculty expenses.
- 1.7 Instructor Course Centres are responsible for the venue, facilities and equipment required for the Instructor Course. Only Council contracted Instructor Course Centres are approved to host an Instructor Course in accordance with the respective agreements between the Instructor Course Centre and the Australian Resuscitation Council.

2. Pre-course organisation

- 2.1 A timetable of available Instructor Courses will be shared with prospective faculty and may be published on the Council website.
- 2.2 Participant places cannot be held for specific individuals, Instructor Course Centres, or organisations.
- 2.3 The Australian Resuscitation Council reserves the right to cancel or postpone instructor courses. Any applicants registered for an Instructor Course that is cancelled or postponed will be offered a refund of the course fee paid to the Council, or transfer of their course fee to an available alternative course.
- 2.4 An Instructor Course Director will be appointed by the Council and is responsible for ensuring that the Instructor Course is conducted in accordance with the criteria set out in this guidance document.
- 2.5 Instructor Course administration materials will be provided to the host Centre in line with the

service agreement and at least one week prior to the Instructor Course commencement date.

2.6 Participant teaching materials will be forwarded directly to participants by the Council.

2.7 The pre-course briefing to participants should include the following points:

2.7.1 Participants must attend the full course; if any sessions are missed, they must repeat the whole course again.

2.7.2 The outcomes of the course are one of the following:

Progress to Instructor Candidate (IC):

- After successful completion of the Instructor Course, Instructor Candidates (ICs) are required to instruct on at least two Provider Courses as an IC to complete their training and receive their qualification.
 - ALS1 ICs are required to instruct on two ALS1 courses.
 - ALS2 ICs are required to instruct on two ALS2 courses.

Progress to IC with support:

- At Course Director or Educator discretion,
 - New ICs may be recommended to complete three IC courses and/or
 - Undertake one or more IC courses where Instructor Course faculty are in attendance

Not yet able to progress to IC:

- Invited to repeat the Instructor Course

2.7.3 To maintain accreditation, Instructor Course Instructors are strongly encouraged to teach four courses in four years. Those returning to teach in the Instructor Course after a period of absence (four years) should be peer reviewed on their first course on return.

2.7.4 In addition to the pre-course briefing, participants will also be provided with the following:

- Feedback/Assessment forms and matrices
- Teaching Practice allocations and order of delivery
- Pre course preparation materials
- Program

2.8 Instructor Course evaluation forms must be issued to participants at the completion of the course.

3. Participant selection and requirements

3.1 Participants are identified as having Instructor Potential (IP) by faculty members on their Australian Resuscitation Council ALS1 or ALS2 course (or RCUK equivalent). They are required to achieve satisfactory rating in the formative and continuous assessments of technical and non-technical skills throughout the course. Course Directors are responsible for notifying those identified with Instructor Potential and recording on the course results.

3.2 Those identified as Instructor Potentials will be required to complete an application form to attend

an Instructor Course available from the Council website (www.resus.org.au) and will be placed on an Instructor Potential waitlist for an available Instructor Course.

- 3.3 Allocation of places from Instructor Potential waiting lists will be carried out directly by the Council Education Manager and/or administrative team. All applications for each course are normally administered and completed on an as-received basis. Where the Instructor Course is fully subscribed, IPs may be offered wait-list places in order of receipt of application.
- 3.4 The Council will set the fee to undertake an Instructor Course and reserves the right to change the fee payable at any time. The Council is responsible for collecting all participant fees for the Instructor Course. Course fee payment may be made directly from the potential participant or via nominated individual/organisation. Any financial agreements to support participant's attendance are between the participant being supported and the entity supporting them. The Australian Resuscitation Council is not party to such agreements.
- 3.5 Participants are required to be present throughout the whole Instructor Course to successfully complete the course. If part of the course is missed, the participant must repeat the whole Instructor Course at their own cost. The participant's fee is forfeit if they attend the Instructor Course without completing it in its entirety or if they are unsuccessful in the assessed component of the Instructor Course.
- 3.6 Where a participant fee is forfeit, it is the individual participant's responsibility to inform any entity funding or supporting them to attend. The Council will not be party to disputes or communications between participants and such funding or supporting entities.
- 3.7 During the course, participants will be assessed using approved feedback forms and matrices. All participants will be aware of their course result upon leaving the course.
- 3.8 Where a participant's behavior, attitude or action is deemed by the faculty as unsafe or inappropriate (physically, emotionally or psychologically, or in any other aspect) the Council reserves the right remove the participants from the Instructor Course immediately and register them as unsuccessful.

4. Course Director / Educator / Faculty selection and requirements

- 4.1 Each Instructor Course must be led by a **Course Director** who has been approved by the Council to direct the instructor course. The Course Director is responsible for ensuring the smooth running of the course. They must ensure that records are kept during the course and are responsible for providing the Course Director's report within two weeks of the end of the course.
- 4.2 Each Instructor Course must have an **Educator** who has been approved by the Council to deliver the educational content of the Instructor Course. The Educator must be present throughout the Instructor Course. All Educators will be peer reviewed periodically as part of the Instructor Course quality assurance process.
- 4.3 Instructor Course Directors are routinely drawn from the Instructor Course Instructor Faculty. As part of their induction into the role, Instructor Course Director Candidates shadow an established Instructor Course Director on at least one Instructor Course. They would then direct an Instructor Course with an established Instructor Course Director in a supportive role and be appointed as an accredited Instructor Course Director on written recommendation of the supporting Instructor Course Director.

- 4.4 Accredited Instructor Course Directors are required to complete at least two courses before being able to support other developing Instructor Course Directors. To maintain accreditation, Instructor Course Directors must teach on, or direct, an Instructor Course in the preceding two years. If not, then they are required to teach on an Instructor Course or 'shadow' an experienced Instructor Course Director to reaccredit.
- 4.5 **Instructor Course Faculty Candidates** are drawn from Provider Course Instructors who have completed five ALS Courses as a full Instructor and been nominated by a current Instructor Course Director and/or Faculty as having Instructor Course Faculty Potential. Nominations should be made directly to the Australian Resuscitation Council Education Manager.
- 4.6 Nominated Instructor Course Faculty Candidates are required to satisfactorily teach on up to three Instructor Courses before full Instructor Course Faculty Status is confirmed. If, however, the Course Director and Educator unanimously recommend that after the first or second teaching practice that a subsequent assessment is unnecessary, full instructor course Instructor status will be approved. This will be confirmed on receipt of the Course Directors report by the Australian Resuscitation Council. To retain Instructor Course Faculty status a minimum of two Instructor Courses in two years is recommended.
- 4.7 A core faculty is the minimum number of faculty required to run an Instructor Course and must be present for the entire course. It is strongly recommended that additional faculty be recruited to supplement the core faculty.
- 4.8 The composition of the faculty, having ALS1 or ALS2 experience, should reflect the Provider Course backgrounds of the participants. It is recommended that there be at least one medically qualified Instructor from each of the Provider Course backgrounds represented.
- 4.9 The ratio of participants to faculty must be a minimum of 2:5 (two faculty per group of five participants). The following table indicates the minimum numbers of core faculty required for different participant group sizes.

Participant Numbers	Minimum Faculty	IC Maximum
10	4	2
11-15	6	3
16-20	8	4

- 4.10 The Course Director should ensure all faculty are provided with the following prior to the course:
- Course Program including faculty allocations to activities
 - Marking Guide and associated documents
 - Course Scenarios
- 4.11 Any actual or perceived conflicts of interest must be made known to the Course Director at the commencement of the Instructor Course. During the faculty meeting any actual or potential conflict of interest with participants must be made known to all other faculty members, including:
- Personal and professional relationships with participants
 - Prior course assessments
 - Course centre issues

- Financial interests or influences
- Any other issues worth noting

4.12 The Course Director is responsible for managing any actual/potential conflicts between participants and faculty to provide a valid and reliable assessment and educational experience for the participant.

5. Program

- 5.1 There is one standard instructor course program. The program is designed so courses can run with groups of five participants. The total number of participants would not normally exceed a maximum of 20. Participant numbers may be restricted due to faculty availability.
- 5.2 A minimum number of participants is set to ensure feasibility of the course. As a guide, this will be two groups, or 10 participants, to make the course practicable for educational and operational purposes.
- 5.3 The standard program must be adhered to, and the running order must not be changed. Timing for the faculty meetings and registration at the beginning of the course may be decided locally.
- 5.4 Each practice station should run with a minimum of two members of faculty. A full Instructor Course Instructor must accompany all Instructor Course ICs on teaching practice stations.
- 5.5 During the course, it is important that the role-play undertaken by faculty members is appropriate. All simulated ALS candidate behaviour that participants are exposed to should be 'normal' (standard provider course candidates).
- 5.6 During the first faculty meeting, the Course Director should ensure that all faculty are fully briefed.
- 5.7 Instructor Course Centres are contracted to supply, as a minimum, the equipment required to run Skill Stations on Airway Management, CAS Teach/Simulation sessions, and Discussion Workshops as per the ALS2 provider course equipment list. For the discussion workshop the participants will include the option of using a whiteboard and whiteboard pens that need to be made available in each station.
- 5.8 Participants remain in the same room for all their teaching practices to allow them to control the environment, become familiar with equipment, and prepare for sessions in advance. It is the faculty that rotates across rooms and therefore the groups.

6. Health and Safety

- 6.1 All Instructor Course Centres are responsible for maintaining and providing a safe environment in which to deliver the course. Course Centres are responsible for ensuring that the venue is kept safe at all times and that the health and wellbeing of participants and faculty is protected in accordance with their policies and procedures. Visiting faculty are covered for health and safety requirements by the Australian Resuscitation Council.
- 6.2 Any incident must be recorded in accordance with local policy and state/federal legislation.
- 6.3 All faculty and participants must be reminded that they are responsible for maintaining safety whenever 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.

- 6.4 Any unsafe practices are to be referred to the Course Director and managed appropriately. Continuation of unsafe practices by participant or faculty despite intervention by the Course Director, may lead to the individual being removed from the course.
- 6.5 Performing repeated kinesthetic tasks such as chest compressions is physically demanding and has potential to fatigue or injure the participant. Other participants should take over chest compressions about every two minutes to prevent fatigue and injury, or the instructor should manage the scenario such that the risks are minimised.

7. Post-course organisation

- 7.1 After the Instructor Course, the Course Director will produce a standard report which includes details of the any action taken to rectify any areas of concern. This report, including final faculty list and participant results, is to be forwarded to the Education Manager within two weeks of Instructor Course completion.
- 7.2 Summary outcomes of the participants' de-identified evaluations will be provided to faculty members by the Council.
- 7.3 The award by the Australian Resuscitation Council of a Certificate of Completion (whilst not a certificate of competence nor a license to practice) indicates that a participant has successfully completed the Instructor Course.
- 7.4 Employers are directly responsible for establishing that their staff have the capabilities and competence requisite to their clinical setting and role. Such professional credentialing is essential in the interests of workplace assurance, patient health and safety. Accordingly, they must not rely to any extent on the holding by an individual of a Certificate of Completion from the Australian Resuscitation Council as lessening their responsibility in that respect.

8. Course Confidentiality

- 8.1 It is to be understood that the situations and scenarios to which the course exposes participants and faculty may induce lapses and errors in performance. Because of these issues it is a requirement that all present maintain strict confidentiality regarding individual performance and the performance of others within the course.
- 8.2 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.
- 8.3 All educational and supportive materials supplied for this course by the Council are protected under copyright. These materials are not to be used for other purposes without express written permission of the Council.

9. Participants with Disability

- 9.1 Participants with disabilities are eligible to undertake Australian Resuscitation Council ALS provider courses and the Instructor Course.

- 9.2 Various Acts have been introduced to end discrimination against those with disability 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.
- 9.3 The Australian Resuscitation Council 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.
- 9.4 Participants should notify the Education Manager and/or Course Director of any disability before the start of the course and the Course Director should then make reasonable efforts to accommodate the Participants' requirements. However, any such changes made should not cause any deterioration in the experience or training of the other participants.