



Application Form for ALS2 Provider Course Directors

Applications to become an approved course director should be made on the ARC ALS provider Course Director application form below. Email applications without the form completion will not be accepted.

In order to be eligible, instructors must have taught on **5** courses as a full instructor, **3** of which should be ALS2 courses approved by the Australian Resuscitation Council the remainder can be ALS RC(UK)/EMST/APLS / NLS / ARC Instructor Courses/GIC courses. (Please note other courses such as AHA ACLS or ACCCN ALS are not eligible to be included).

The **5 courses must have been in the last 3 years, and 2 of these courses must have been in the last year.** Nomination is required from a current Australian Resuscitation Council approved ALS Course Director. These courses must have included a program with an Instructing component for at least 75% of the course. Course Coordination, faculty Observer and partial attendance are not accepted as teaching roles for this application.

The Nominating ARC Course Director and previous Course Directors of the ARC ALS Courses may be contacted to comment on your suitability to become a Course Director. This may include any aspects of professional development completed or planned in order to support the applicant in the role of a Course Director, and performance during the courses as an Instructor and mentor to course Provider and Instructor Candidates. If further support or development is deemed necessary to prepare the applicant for the role it must be completed prior to the ARC registering the application as complete.

If the applicant has already 'shadowed' a Course Director or undertaken development in preparation on an ARC ALS Course they are to make note of this in the comments section. The Course Director on the courses attended in an effort to prepare the applicant for the role of Course Director should include comment in the final Directors Report.

In signing the application the applicant must be aware of:

- Current regulations for the ALS2 (and ALS1 Courses as appropriate)
- The Course Director must be present throughout the course they are directing
- 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.
- The Course Directors report must be typed and sent in electronic format to the ARC. The course centre must submit, as soon as possible and **no later than 1 month** after the course all of the following:
 - Final faculty form
 - Course director's report (detailing any areas of concern and action taken to rectify)
 - Summary of evaluation forms
- The Course Director must be aware that the following must be kept for the period of certification:
 - Program (including a breakdown of instructor allocations for testing stations)
 - Evaluation forms
 - Instructor candidate forms
 - IP appraisal forms for all those recommended
 - Pre and post course MCQ answer papers



Application Form for ALS2 Provider Course Directors

Name and Title	
Place of Work	
Specialty:	
Role Title:	
Address for correspondence:	
Email address:	
Telephone	

Please list the five most recent courses (which you are a registered Full Instructor and / or Course Director) on which you have <u>taught</u> within the past three years. Please note that three must be Australian Resuscitation Council approved ALS courses. (Two of these courses must have been within the last 12 months with the ARC).		
Centre:	Course Director	Dates:
1.		
2.		
3.		
4.		
5.		
Comments:		

Centre where you wish to direct an ALS Provider course	
Proposed dates of the course	
Nominating Director (must be a current ARC Course Director)	
Nominating Director Signature:	

As the Applicant, in signing this form you are undertaking to abide by the ALS Provider Course regulations, adhere to the standard program and to provide:

- Adequate and suitable environment in which to teach the course
- Adequate and suitable clinical apparatus/administrative materials
- Catering for mid session breaks (morning, lunch and afternoon)
- Appropriate faculty to teach the course including replacements should any member of faculty be unable to attend
- A full report and course results in the required format within one month of the course

Signed _____ Date _____

Please return to the ARC for approval.

Your Nominee and previous Course Directors may be asked to comment on your application