



## Request for Proposal: ARC ALS Instructor Course Centres

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### Background

1. The Australian Resuscitation Council (ARC) is a not-for-profit organisation established in 1976 with the aim of fostering and coordinating the practice and teaching of resuscitation and promoting uniformity and standardising resuscitation. Representing all major groups involved in the teaching and practice of resuscitation, the ARC achieves its aims through the development and publication of evidence-based Guidelines and the delivery of adult Advanced Life Support (ALS) Resuscitation courses to healthcare professionals.
2. Programs delivered by the ARC include ALS1 (Immediate Life Support) and ALS2 (Advanced Life Support) courses delivered by ARC accredited Course Centres across Australia using ARC accredited Instructors, and an ALS Instructor program, delivered exclusively by the ARC, which all Instructors are required to complete, other than those who are granted Recognition of Prior Learning (RPL) for having completed a comparable recognised Instructor Course.
3. The ARC has recently undertaken an external review of our ALS training programs to ensure the governance and operational structures are contemporary and meet the needs of both the ARC and our stakeholders.
4. As an outcome of this review the ARC are introducing a single 2-day Generic Instructor Course (GIC) to replace the existing ALS1 and ALS 2 Instructor Courses and are seeking to enter into contracts with ARC accredited ALS2 Course Providers to establish Instructor Course Centres across Australia to meet ALS Instructor training demand.

### Instructor Course Centres

5. The ARC is seeking proposals from ARC accredited ALS2 Course Providers to partner in the establishment of Instructor Course Centres in Capital and Regional cities across Australia.
6. Under this model each Centre will be responsible for providing a venue, equipment, and catering for each Instructor Course, whilst the ARC would be responsible for overall governance of the programs being taught, including advertising, registration, distribution of course materials, certification and the organisation of Course Faculty.

### Number of Courses per annum

7. Each Centre will be required to deliver a number (to be agreed) of Instructor courses per annum, delivered during weekdays and/or weekends, with a minimum of 16 and a maximum of 32 candidates in each course.
8. The ARC is proposing to provisionally establish up to 17 Instructor Course Centres as outlined below to meet Instructor training needs.

9.

<b>State / Territory</b>	<b>Proposed No of Centres</b>
Victoria	3
NSW	3
Queensland	3
Tasmania	1
ACT	1
NT	1
WA	2
SA	3
<b>Total</b>	<b>17</b>

10. Whilst these Centres may operate from existing static facilities, the ARC will consider submissions from Providers interested in the development of mobile Instructor capability to enable improved access to Instructor courses for isolated communities.

### Facilities

11. The Instructor Course Centre will be required to provide the following facilities to enable the safe and effective delivery of the ARC ALS Instructor Course Program.

- A single room with projection facilities, set up in lecture-style configuration with the capacity to accommodate up to 32 candidates and 15 faculty.
- Four areas/rooms, each of sufficient size to safely accommodate a Cardiac Arrest Scenario Teaching (CASTeach) station and up to twelve people (eight candidates and four faculty). Each candidate group will be based in a single area for the whole course and each area will need to be arranged with the required equipment for the candidate led sessions and include a whiteboard, and space and seating to enable debriefing.
- A room/area for faculty meetings and confidential discussion
- A breakout area for the whole candidate group and faculty which allows for catering.
- Adequate restroom facilities
- Sufficient equipment to facilitate the running of the following teaching practice stations (as per equipment for the provider course – Appendix 1).
  - Airway Skill Station
  - CASTeaching
  - Assessment – CASTest/ABCDE Deteriorating Patient Workshop
- As courses will run between the hours of 7.30am to 6.30pm each day, there needs to be appropriate access for candidates and faculty, and environmental control (heating and cooling) during these times. This includes outside of normal hours and on weekends based on course scheduling.

## Payment

12. The following fees will be paid to each contacted ARC ALS Instructor Course Centre to cover the cost of using their facility and the provision of catering for students and Faculty as outlined in the table below.

<b>Item (per Course)</b>	<b>Amount</b>
Course Centre Facility Fee	\$3,000 per course
Catering @\$100 per person (16-32 students +10-20 Faculty)	\$2,600-\$5,200 per course

13. Payment will be made monthly in arrears against services provided.

## Code of Conduct and Conflict of Interest

14. The contracted ARC ALS Instructor Course Centre would be required to comply with the ARC Code of Conduct and Conflict of Interest requirements (Appendix 2)

## Insurance

15. The contracted ARC ALS Instructor Course Centre will be required to maintain the following levels of insurance throughout the term of the contract:

<b>Type of Insurance</b>	<b>Required Cover</b>
Workers Compensation Insurance	To the extent required by law
Public Liability	For a minimum of \$20,000,000 for any one incident
Professional Indemnity	For a minimum of \$10,000,000 for any one incident

## Appendix 1 Equipment List

### Advanced Life Support course

### Recommended Minimum Equipment List

Essential/ if Available	Equipment per station
	<b>Skill Station: Associated Resuscitation Skills - Airway</b>
E	Adult airway management trainer and/or intubatable ALS trainer (2 per station ideal)
E	Anatomical model of airway
A	2 suction devices
E	2 Yankauer suckers
A	1 pocket mask (optional demonstration only) and manikin for expired air ventilation optional demonstration
E	Size 2, 3 and 4 oropharyngeal airways
E	Size 6 and 7 nasopharyngeal airways
E	2 supraglottic airway devices (e.g. LMA/iGel size 3,4 and 5)
E	Lubrication and / or palate converter for supraglottic airway device
E	2 self-inflating bags with oxygen tubing and reservoir
E	2 adult face masks for attaching to self-inflating bag (medium and large)
E	2 x 50 ml syringes
E	2 x 10 ml syringes
E	Cleaning wipes
E	2 ties for supraglottic airway (if required)
E	2 stethoscopes
A	Catheter mount for attaching reservoir bag to secure airway
E	2 non-rebreathing masks with oxygen tubing and reservoir
E	Surgical gloves (non-latex)
E	2 capnography monitoring devices / simulator (maybe simple colour-metric device or monitoring device)
E	Projector + Laptop / PC/Tablet with ability to project slides
E	Course materials
A	Laryngoscope (Magill curved blades sizes 3 and 4)
A	Spare batteries/bulb for laryngoscope (if required)
A	Introducing stylet/bougie
A	Size 6, 7 and 8mm tracheal tubes
A	2 ties for tracheal tube (if required or if not available for SAD)

Essential/ if Available	Workshop: The Deteriorating Patient: Prevention of Cardiac Arrest (and Introduction to IO)
	<b>Equipment per station - As per CASTeach equipment plus:</b>
E/A	1 flipchart / whiteboard and appropriate pens
E/A	Laptop / PC with projector
E	Course materials
E/A	2 Intraosseous devices
E/A	4 Intraosseous training bones (or facsimile of)
A	2 pressure bags for intravenous infusion and infusion lines
E/A	2 x 20ml syringes

Essential/ if Available	Skill Station: High Quality CPR and Defibrillation
	<b>Equipment per station:</b>
E	1 ALS manikin
A	CPR feedback device
E	Oxygen mask with reservoir
E	Self-inflating bag with mask and reservoir
E	Oxygen tubing
E	Suction Devices (e.g. Yankauer)
E	Oropharyngeal airways, sizes 2, 3 and 4
A	Nasopharyngeal Airways, sizes 6 and 7
E	Monitor / defibrillator or simulator with appropriate leads
E	Self-adhesive defibrillation pads / Training leads if appropriate to defibrillator
A	Spare recording paper
E	Rhythm generator or simulator
E	Spare batteries/power source for cardiac rhythm simulator
E	Stethoscope
E	Suitable support surface for performing skills safely (e.g. hospital bed, resuscitation trolley)
E	Ability to perform compressions safely (lower bed height/safe access to manikin)

Essential/ if Available	Workshop: Rhythm Recognition and 12 lead ECG
	<b>Equipment per station:</b>
E	1 cardiac rhythm simulator and monitor
E	Spare batteries/power Source for cardiac rhythm simulator
E	1 defibrillator/simulator – useful to obtain rhythm strips/rhythm display to consolidate learning
E/A	1 flipchart / whiteboard and appropriate pens
E/A	Spare defibrillator recording paper
E/A	Projector + Laptop/Tablet / PC with ability to project slides
E	course materials

Essential/ if Available	Workshop: Arterial Blood Gas Analysis
	<b>Equipment per station</b>
E/A	Projector + Laptop/Tablet / PC with ability to project slides
E	Course materials
E/A	1 flipchart / whiteboard and appropriate pens

Essential/ if Available	Workshop: Bradycardia and Tachycardia
	<b>Equipment per station:</b>
E	1 ALS manikin
E	Defibrillator/Simulator for teaching cardioversion
E	External pacing facility for defibrillator/simulator
E	1 cardiac rhythm simulator
E	1 set of self-adhesive defibrillator pads
A	Spare defibrillator recording paper
E	Spare batteries/Power source for cardiac rhythm simulator
E	Oxygen mask (with reservoir)
E	Selection of IV cannulae and drugs e.g. adrenaline 1:10,000, Atropine 1mg or 3mg, and Amiodarone 300mg.
E/A	Projector + Laptop/Tablet / PC with ability to project slides
E/A	1 flipchart / whiteboard and appropriate pens
E	Course materials

Essential/ if Available	Workshops: Special Circumstances, Cardiac Causes and Post Resuscitation
	<b>Equipment per station</b>
	As per CASTeach plus
E/A	Projector + Laptop/Tablet / PC with ability to project slides
E	Course materials
E/A	1 flipchart / whiteboard and appropriate pens

Essential/ if Available	CASTeach and CASTest stations and demonstration(s)
	<b>Equipment per station</b>
E	Suitable support surface for performing skills (e.g. hospital bed, resuscitation trolley)
E	1 ALS manikin with rhythm simulator/Defibrillator Simulator (e.g. iSimilate ALSi)
E	Spare batteries/Power source for cardiac rhythm simulator
E	1 manual defibrillator/Simulator

A	CPR feedback device (not needed for testing)
E	1 bag-mask, oxygen tubing and reservoir
E	Stethoscope
E	1 oropharyngeal airway
E	1 nasopharyngeal airway
E	1 x 50ml syringe
E	1 x 10ml syringe
E	Lubricating spray/gel
E	Tie for tracheal / supraglottic airway (if required)
A	Catheter mount for attaching reservoir bag to secure airway
E	1 suction catheter
E	1 rebreathing mask with oxygen tubing and reservoir
E	2 IV cannulae
E	Selection of mock prefilled drug syringes e.g. adrenaline 1:10 000 1mg, amiodarone 300mg and IV fluids e.g. Normal Saline 0.9% <i>(Please note any 'expired' medications must continue to be stored as per legislation/schedule/guideline/local policy). It is advised to avoid using or presence of expired/current medications in the teaching environment</i>
E	Selection of blood bottles and ABG syringes
E/A	IO device and appropriate needles
E	1 set of self-adhesive defibrillation pads
E	1 supraglottic airway device
A	1 Laryngoscope and blade
A	1 ET tube (+/- stylet/introducer)
E	Tie for supraglottic device/ET tube
A	Spare defibrillator recording paper
E	Surgical gloves – non latex
E	Capnography monitoring device / simulator
E	Teaching / Testing sheets

Essential/ if Available	Lectures
	Equipment
E	Projector + Laptop/Tablet / PC with ability to project slides
E	Seating for all candidates to view presentations
E	Seating for additional faculty members
E	Course materials

Essential/ if Available	Rooms (many rooms can be multi-purposed during the course)
E	Lecture room suitable for all candidate on the course to be seated and listen to presentations
E/A	Lecture room may also be used as demonstration area and a candidate room

E	One room per group (set as CASTeach)
E	Room for MCQ (ability for candidates use a desk/table for completion of test)
A	Rooms for quarantining candidates during CASTest (e.g. for debriefing candidates)
E/A	Faculty room with seating for all faculty members for confidential discussion
E/A	Breakout room for catering/refreshment breaks
E	Adequate toilet facilities for candidate/faculty numbers
E/A	Sign in/registration area
A	Room signage and directions
A	Pencils and erasers for MCQ

## Appendix 2 Code of Conduct and Conflict of Interest

This Code of Conduct applies to 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 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.
- Ensure individuals participating in courses or social events run under the auspices of the Australian Resuscitation Council act in a professional manner and all personal conduct is appropriate and in keeping with 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.
- 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 from will automatically result in the loss of accreditation. A right of appeal, to the Australian Resuscitation ALS Education Sub-committee is possible. The decision of this committee is however final.
- An ALS instructor must declare any actual or potentially perceived conflict of interest. This is in relation to all potential conflicts but particularly when relating to the assessment



of candidate(s) with which the Instructor may have a personal or professional relationship.

- Instructor relationships with candidates should be disclosed to the Course Director or whole faculty as appropriate. This can be achieved at the commencement of the course.