

Australian Resuscitation Council ALS1 Instructor Course Regulations

1. General

- 1.1** Australian Resuscitation Council Approved Course Centres can choose to self-administer an ALS1 Instructor Course. Administering the ALS1 Instructor Course includes ensuring/gaining adequate faculty, management of candidate application/allocation, assuming fiscal responsibility, arranging venue and equipment requirements.

In self-administering the course, the course centre will manage candidate applications and allocation of course places. Application details can be forwarded by the ARC to those on the 'Expression of Interest list' for Instructor Course places. It may also be advertised via the Australian Resuscitation website with applications to the course centre directly.

- 1.2** An Australian Resuscitation Council Approved Course Centre may request the ARC administer the course. The Approved Course Centre then becomes the 'host centre'. If the ARC administers the course the host centre must provide a minimum of 15 (3 groups or 5) candidate places. Five of these places are allocated to the host course centre with the remaining being administered and allocated by the Australian Resuscitation Council.

The Australian Resuscitation Council can undertake the administration of the course including and gaining adequate faculty, management of candidate application/allocation including fees and faculty expenses or remuneration (e.g. travel and other reimbursement). The host centre will be responsible arranging a safe venue and all equipment requirements. In the event the host centre cancels or postpones the course administered by the Australian Resuscitation Council within 6 weeks of the face-to-face dates, it will be liable for all costs associated with that change.

- 1.3** All Educators, Course Directors, Instructors and Instructor Candidates must abide by the course regulations and their Professional Code of Conduct. The Course Centre will engage the Educator, Course Director and other faculty required for the course.

The Australian Resuscitation Council encourages and advises that all payments (honoraria or faculty fees or expenses and candidate fees), in the interests of probity, payment should be made through the organisation's finance department. Any agreement entered over expenses or remuneration is between the course centre and individual(s) or organisation concerned.

The Australian Resuscitation Council will not financially support, be liable for or subsidise any payments or expenses for course centres or instructors in course centre administered courses.

- 1.4** All candidate applications are submitted directly to the administering Course Centre or Australian Resuscitation Council.

The Course Centre is responsible for ensuring the candidates meet the eligibility criteria to attend the course when they administer the course.

- 1.5** The Australian Resuscitation Council reserves the right to set a minimum number of registered candidates prior to approving the course. In the event this minimum is not reached the course may not be approved.

- 1.6** A registration fee for each candidate may be set by the Course Centre when it is administering the course.

A registration fee for each candidate may be payable to the Australian Resuscitation Council (ARC). No refunds or credits are available on unused registrations.

If the ARC is administering the course from the National offices a per candidate fee will be payable.

1.7 The ALS1 Instructor Course must be run over 2 days.

The ALS1 Instructor course is for ALS1 Instructor Potentials who are ALS1 and ALS2 providers.

The Course Centre is the administrative/host centre for the course, rather than the geographical location the course is delivered.

1.8 The host centre ensures availability of the venue and provides the facilities and equipment required for the course.

1.9 The Australian Resuscitation Council reserves the right to cancel/postpone or rescind approval instructor courses.

1.10 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. Course Centres

2.1 Only an approved Australian Resuscitation Council Course Centre may administer or host an ALS1 Instructor course.

2.2 A Course Centre wishing to facilitate an instructor course should contact the Australian Resuscitation Council not less than 2 months prior to the planned dates.

2.3 Applications to facilitate an ALS1 Instructor Course must be submitted via the on-line form requesting to host an Instructor course. In submission of the application the course centre agrees to abide by the regulations and supply the venue, facilities and resources to enable the course to be facilitated.

2.4 The Approved Course Centre is regarded as the organisation from which the course is coordinated or the person organising it.

The geographical location where a course is delivered may be determined by the course centre. 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.

2.5 Where a Course Centre accommodates an instructor course, the Course Centre is responsible for ensuring that the facilities at the venue are safe and adequate.

2.6 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 Australian Resuscitation Council. The Australian Resuscitation Council reserves the right to revoke Course Centre validation and approval for any courses planned.

2.7 A venue for the course needs to be provided to allow safe and effective running of the course. The room layout requires one area/room per candidate group arranged with the appropriate equipment for the candidate led sessions.

Each candidate group will be based at a single area for the whole course. The area needs to be of sufficient size to safely accommodate each station with an area and seating to debrief following for up to eight people.

The course also requires the venue to accommodate the whole candidate group seated:

- I. In a type lecture environment with projection facilities
- II. Observe the faculty demonstrations in:
 - a. Delivery of Feedback using Micro CASTeach
 - b. ALS1 CASTeach Scenario
 - c. ALS1 ABCDE Assessment Scenario
 - d. ALS1 Skill Station

The equipment is sufficient to facilitate the running of the following teaching practice stations (as per equipment for the ALS1 provider course):

- I. Airway Skill Station
- II. CASTeach and Assessment Scenario's (ABCDE Stations)

Additional facilities required include:

- I. A breakout area for the whole candidate group and faculty (allowing for catering)
- II. Adequate restroom facilities
- III. A room for faculty meetings and confidential discussion
- IV. Adequate hand hygiene and surface decontamination facilities

3. Pre-course organisation

- 3.1** Requests of dates to run an instructor course should be sent to the Australian Resuscitation Council at least **2 months** before the course start date.

Centres should ensure as much as possible that the dates are correct to host the course and avoid the need for them to be changed. Host centres will be required to meet expenses incurred by faculty, candidates and others if they cancel or request to postpone a course. Either the Advanced Life Support Sub-Committee or the National Course Coordinator must approve a centre running their first course.

- 3.2** All Course Centres instructor course listings and publication, including candidate application forms, can be made freely available on the Australian Resuscitation Council website, (www.resus.org.au). Candidate applications and queries will be directed to the Course Centre when they are administering the course.
- 3.3** Each instructor course must be confirmed and approved by the Australian Resuscitation Council at least **6 weeks** before the course start date. Approval documentation is to be submitted to the Australian Resuscitation Council. The administering Course Centre must list all faculty and candidates attending the course.

Approval includes listing of all participants (faculty and candidates) for the course to ensure appropriate credentialing is completed. An email address and course where identified as Instructor potential are required for each candidate. Self-administering course centres will need to ensure all candidate applicants are eligible to attend the ALS1 Instructor course by being current in ALS1/ALS2 provider course status where identified as Instructor Potential.

The Australian Resuscitation Council (ARC) will collect fees and allocate candidates from applications, arrange faculty and catering for ARC directly administered courses. The five candidate places allocated to the host centre will require candidate allocation no later than eight weeks prior to the course or these places will be allocated to the wait list by the ARC. The Course centre is responsible for all equipment and providing a safe environment for the course when hosting an ARC administered course.

- 3.4** The Course Director must be an Australian Resuscitation Council Instructor Course Director and must confirm and accept responsibility that the course will run in accordance with the criteria set down in these regulations.

The Educator must be an Australian Resuscitation Council Instructor Course Educator.

The Australian Resuscitation Council will assist course centres in the event they need to contact Instructor Course Faculty.

- 3.4** Candidate communications, electronic teaching materials will be sent directly by the host Course Centre in collaboration with the Course Director and Australian Resuscitation Council.

The course centre will prepare all hard copy administration materials, confirm resources including equipment to the host the course, at least **1 to 2 weeks** before the course start date. This includes catering requirements. In the ARC administered courses catering will be facilitated in collaboration with the course centre.

- 3.5** The pre-course briefing to candidates should include the following points:
- I. Candidates must attend the full course; if any sessions are missed they must repeat the whole course again.
 - II. The outcomes from the course are one of the following:
 - a. Pass, no recommendation/designated centre for teaching practice
 - b. Pass, recommendations/designated centre(s) and/or faculty members for teaching practice
 - c. Pass with recommendation of specific mentor support for one or all Instructor Candidate placements
 - d. Fail, invited to repeat the Instructor Course
 - e. Fail, no further Instructor Course place to be offered unless the candidate re-certifies in a provider course and is identified as Instructor Potential

Recommendations may include but are not limited to:

1. Identified course centre(s) for Instructor Candidate teaching practice
2. Specific/identified mentoring and support required on first and subsequent Instructor Candidate teaching practice.
3. Minimum number of Instructor Candidate teaching practices at specific centres or with mentors.

In addition to the pre-course briefing the candidates will also be given access to or provided with the following:

- I. Feedback/Assessment forms and matrices
- II. Teaching Practice allocations and order of delivery
- III. Pre course pre-reading/preparation materials
- IV. Program

- 3.5** Australian Resuscitation Council Instructor Course evaluation forms must be competed via electronic format. [The link for this is available on the ARC website.](#) The Australian Resuscitation Council and a summary included with the Course Director's report.

4. Candidate selection and requirements

- 4.1** Candidates must be recommended as Instructor Potential from the participating Australian Resuscitation Council ALS1/ALS2 or Resuscitation Council (UK) ILS/ALS Courses.

Candidates from Australian Resuscitation Council ALS1 and RC(UK) ILS Courses are not eligible to attend the Hybrid Instructor Course and should attend the Australian Resuscitation Council ALS1 Instructor Course.

- 4.2** The administrative course centre (or Australian Resuscitation Council), manages candidate applications and allocates places. The course centre will be able to allocate candidates to the course at their discretion when self-administering the course. This includes setting of candidate fees to recover course expenses. The self-administering course centre can choose how to allocate any fee and arrange payment directly from the candidates. The ARC will not be responsible or liable for any financial disputes between candidates, faculty, any other parties and course centres.

- 4.3** Course centres may wish to allocate places from the ARC list of candidates who have completed an 'expression of interest' in attending the ALS1 instructor course. The Australian Resuscitation Council will contact all listed Instructor Potential on the expression of interest lists with details to apply directly to the course centre. Applications for each course should then be administered and completed on an as received basis (with exception of allocated host centre places).

Where the course is fully subscribed candidates may be offered wait-list places in order of receipt of appropriate completed application. Candidates placed on a wait list by the course centre should not incur a fee until a course place is confirmed. The wait list is maintained for that course only. Wait listing will not be held over for future courses. Confirming a place on a future course will require completion of the individual course application process.

- 4.4** Application forms can be made publicly available on the Australian Resuscitation Council website (www.resus.org.au) for all Instructor Potentials to apply to attend at the Course Centre request.
- 4.5** If the Australian Resuscitation Council is administering the course, it will set the fee for attending the instructor course and reserves the right to change that fee payable at any time. The Australian Resuscitation Council will collect all candidate fees for the course.
- 4.6** All course candidate applicants agree that course fees paid to the Australian Resuscitation Council may be forfeit in the event of cancellation less than four weeks prior to the course dates on submission of the application. The payment must be completed four weeks prior to the course, or the offer of a course place may be rescinded.

Course fee payment may be directly from the potential candidate or via nominated individual/organisation. Any financial agreements to support candidate attendance are between the candidate being supported and the entity supporting them. The Australian Resuscitation Council is not party to such agreements.

Course centres self-administering courses and charging candidate fees or making/receiving other payments are responsible for their own fiscal management. The Australian Resuscitation Council is not party to such agreements. The Australian Resuscitation Council will not become involved in financial disputes where Course Centres are self-administering courses.

- 4.7** In an ARC administered course, all applications for course attendance by potential candidates must be submitted to the Australian Resuscitation Council. Any application where payment is not completed four weeks prior to the course dates may have the offer of a place to attend withdrawn and this place offered to the next candidate awaiting a place.

Where a candidate cancels attendance at less than four weeks prior to attending the fee will be forfeit unless:

- I. A suitable alternative candidate is able to be found from;
 - a. The list of potential candidates held by the Australian Resuscitation Council in the first instance and then
 - b. Other potential eligible candidates applications
- II. The alternative candidate must have adequate time to prepare for the course
 - a. Not less than two weeks prior to the course dates

In the event an alternative candidate is found the fee for the original candidate will be refunded.

Course Centre self-administered courses should follow the same guidelines for replacement of candidates in the event a candidate cancels less than four weeks prior to the face-to-face dates.

- 4.8 Candidates cannot successfully complete the course unless they are present throughout. If part of the course is missed, the candidate must repeat the whole course at their own cost.
- I. In the event a candidate attends the course in without completing it in entirety the fee is forfeit
 - II. In the event a candidate is unsuccessful in the assessed component of the course the fee is forfeit
- 4.9 Where a candidate fee is forfeit it is the individual candidate's responsibility to inform any entity funding or supporting them to attend. The Australian Resuscitation Council will not be party to disputes or communications between candidate's and such funding or supporting entities.
- 4.10 During the course, candidates should be assessed using the current feedback forms and matrices. All candidates will be aware of their course result upon leaving the course.
- 4.11 Candidates with disabilities are eligible to undertake the instructor course.
- 4.12 Where a candidate's behavior, attitude or action is deemed (by the faculty) as unsafe or inappropriate (physically, emotionally or psychologically, or in any other aspect) the Australian Resuscitation Council reserves the right to demand they leave the course immediately and register them as an unsuccessful/failed candidate. This includes (but not limited to) actions that may be covered in regulations 7, 11 and 12. In such a case the fee is forfeit.

5. Educator / Course Director / Faculty selection and requirements

- 5.1 Each course must have an Educator who has been approved by the Australian Resuscitation Council to deliver the educational content of the instructor course. The Educator must be present throughout the course and at the end of the course produce a report in the standard format including details of any action taken to rectify any areas of concern. The report should be forwarded to the Australian Resuscitation Council **within 1 month** of the course end date.

Where an Educator cannot be physically present in person the use of technology to deliver live sessions to the group may be used to allow effective communication. This must include the ability to dynamically interact in visual and auditory mediums. Videoconference facilities must permit two-way communication and interaction between the educator and the candidate group. The Educator is the only member of faculty permitted to deliver sessions remotely. The educator should also be able to attend faculty meetings and collaborate with faculty members.

An Educator is not permitted to teach on more than four consecutive courses at the same Course Centre. If the Educator wishes to teach further courses at the same centre, they need to make a request to do so with the Australian Resuscitation Council (via the National Course Coordinator/ARC ALS subcommittee) stating their reason(s). It is the responsibility of both Educators and the Australian Resuscitation Council to monitor how many times an Educator has taught consecutively at a Centre. An Educator must be peer reviewed every 3 years as part of the instructor course quality assurance process. Each peer review must be by a different educator and/or Course Director.

Prospective Educators can submit their CV for future consideration by the Australian Resuscitation Council National Course Coordinator. A newly appointed Educator will be asked to attend an instructor course and shadow an established Educator. On recommendation of the established Educator, the prospective Educator will then attend a second instructor course, ideally with one of the Lead Educators, and deliver the educational content. On confirmation of the established Educator and favourable evaluation from the Course Director, the prospective Educator may be appointed to the list of approved Educators.

- 5.2 Each course must be led by a Course Director who has been approved by the Australian Resuscitation Council to direct the instructor course. The Course Director must be an Instructor Course Director and be concordant with the educational ethos of the course.

They are responsible for ensuring the smooth running of the course. The Course Director must ensure that records are kept during the course and is responsible for providing the Course Director's report at the end of the course. If a Course Director has not taught on, or directed, an instructor course in the 2 years prior to the planned course, they are not eligible to direct. To re-establish their Director status, they must teach on an instructor course or 'shadow' an experienced Course Director.

Prospective Course Directors need to apply and be Nominated by a current Instructor Course Director and Seconded by another Instructor Course Director and/or Educator. Nomination forms can be requested from the national Course Coordinator. To be eligible to become an Instructor Course Director the following criteria must be met.

The Instructor Course Instructor must (as a full Instructor):

- Have completed no less than seven Instructor courses as an Instructor including four Hybrid Instructor Courses
- Have completed courses in three different centres within the last 2 years
- Have completed courses in multiple states within the last 2 years
- Instructed on Hybrid instructor Courses with more than two or more different Instructor Course Directors
- Completed no less than 5 Australian Resuscitation Council courses in the most recent two years
- Be nominated by a current Instructor Course Director and supported by a Second Instructor Course Director and an Educator

The prospective Course Director then needs to shadow an established Course Director on at least one instructor course. The established Course Director will be responsible for ensuring the prospective Course Director is familiar with the organisation and administration of the course. On recommendation of the established Course Director the prospective Course Director then needs to direct an instructor course with an established Course Director in a supportive role. On written recommendation of the Educator and supporting Course Director, the prospective Course Director may be appointed to the list of established instructor course. Directors must direct at least three courses in a minimum of two different host centres before being able to support other developing Course Directors.

- 5.3 Faculty must be chosen from the approved Instructor Course Instructor lists of the participating groups and must have undertaken approved Instructor development. One third of the faculty may be current provider Course Directors.

- 5.3 Provider Course Instructors who have taught on a minimum of seven Australian Resuscitation Council Provider Courses **as a full Instructor, be a (or eligible for) Course Director** may be nominated for Hybrid Instructor Course Instructor development. To be eligible for Instructing on Hybrid Instructor Courses this must include five ALS2 Courses as a full Instructor.

They must be nominated by a current Instructor Course Instructor supported by an Instructor Course Director and/or Educator. They are then eligible to teach on an instructor course as an Instructor Course Instructor in Development, (ICID). All ICIDs will be required to satisfactorily teach on a maximum of three instructor courses before full Instructor Course Instructor status is confirmed, and one course may be an ALS1 Instructor Course.

If, however, the Course Director, Educator and Hybrid Course Faculty unanimously recommend that after the first teaching practice on a Hybrid Course that a subsequent

assessment is unnecessary, full Instructor Course Instructor status will be approved. This will be confirmed on receipt of the Course Directors results by the Australian Resuscitation Council.

Current RC(UK) GIC Instructors (having Instructed on RC(UK) GIC Courses in most recent two years) who are Australian Resuscitation Council ALS2 Instructors can teach on the instructor course. They are required to gain nomination from a current Instructor Course Instructor and be supported by an Instructor Course Director/Educator. They are required to satisfactorily teach on instructor courses as an ICID before full Australian Resuscitation Council instructor course Instructor status is granted.

To retain Instructor Course Instructor status a minimum of three courses in two years is recommended. If no courses have been Instructed on in three years the instructor will have been deemed to have expired and need to seek nomination to be able to Instruct on Instructor Courses.

- 5.5** A core faculty is the minimum number of Instructors required to run an instructor course and they must be present for the entire course. It is strongly recommended that additional faculty be recruited to supplement the core faculty. One member of the faculty must be a designated Australian Resuscitation Council representative. The designated representative may take any faculty role and be part of the teaching group including Director or Educator.

The Educator is not included as part of the total faculty. It is recommended that there be a minimum of one medically qualified Instructor. The ratio of candidates to faculty must be a maximum of 2.5:1 (Candidates:Instructor). The following table indicates the **minimum** numbers of core faculty required for different candidate group sizes.

Candidate Numbers	Minimum Total Faculty (excluding Educator)	ICID Maximum (including Provider Course Directors)
5	3	1
6 - 10	4	1
11 - 15	6	1
16 - 20	8	2
21 - 25	10	3
26 - 30	12	4

Instructors must be drawn from multiple 'home base' course centres. A faculty should not be made up of a single course centre Instructor base. Ideally multiple 'state or interstate' based instructors will be represented. Provider Course Directors may Instruct on ALS1 Instructor Courses. Up to one third of the teaching faculty may be compiled from Provider Course Directors (in absence of any ICID's). The Provider Course Directors must be agreed and approved by the Course Director and Educator to Instruct on the course.

Provider Course Directors and ICIDs must be included as part of the faculty and they must not exceed one per candidate group or 30% of the overall faculty when combined.

- 5.6** The Course Director should ensure all faculty are given access to or provided with the following prior to the course in accordance with the working practices of the approving organisation (please see the Course Organiser Checklist for further guidance):
- i. Assessment/Feedback forms and matrices
 - ii. Program
 - iii. A sample of the practice allocations (ALS1 Instructor Course Candidate e-book)
- 5.7** The Course Director must inform the Australian Resuscitation Council in the event of any faculty changes. Changes that mean the course does not meet the required regulations must be reported immediately.

All faculty must provide a conflict of interest declaration stating the following for transparency reasons.

- Name
- Professional Role(s)/Position(s) and employer(s)
- Qualifications
- Actual/Perceived conflicts
 - Commercial entities and nature of investment for each and
 - Corporation, foundation or entity and the relationship,
 - Declared other issues worth noting

The Conflict of Interest declaration is published in the course program for candidates and faculty to promote transparency. Any faculty member failing to disclose conflicts of interest (actual or perceived) may be prohibited from instructing on future courses.

Any additional actual, potential or perceived conflicts of interest must be made known to the Course Director at the commencement of the course by the completion of the initial faculty meeting.

- During the initial faculty meeting any actual or potential conflict of interest with candidates must be made known to all other faculty members including:
 - Personal and professional relationships with candidates
 - Prior course assessments
 - Course Centre issues
 - Financial interests or influences
 - Any other issues worth noting

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

- 5.7** If there is reason to cancel or postpone an instructor course, the administering centre will begin a process for informing the candidates. If the host centre cancels/postpones the course an approved course within **6 weeks** of the date they will be liable to cover any Australian Resuscitation Council or other expenses that were incurred and cannot be recouped and are related to the course.

6. Program

- 6.1** There is one standard instructor course program. The program is designed so courses can run with candidate groups of either 4 or 5 candidates. The total number of candidates cannot exceed a maximum of 30. Candidate numbers may be restricted due to faculty availability. A candidate group size of 3 or less will reduce exposure of candidates to a variety of potential educational opportunities and is not recommended.

A minimum number of candidates may be set for a host centre to ensure feasibility of the course. As a guide, it is usual to set a minimum between 8 -10 candidates to make the course practicable for educational and operational purposes.

- 6.2** The maximum number groups is determined by the venue capacity and faculty in multiples of five candidates per group for candidate totals of 5, 10, 15 up to 30. A maximum number of 5 candidates per group. There must be 2 Instructor faculty members for each group.
- 6.3** Before a host Course Centre can run with more than 20 candidates (up to 30 candidates) for the first time, they must apply to the Australian Resuscitation Council. To become a centre, approved for 30 candidates, the centre must be able to demonstrate adequate facilities and resources to run up to six practice stations simultaneously. It must also be demonstrated that the course can attract sufficient faculty to comply with the regulations.

- 6.4** New host Course Centres should run their first course with a maximum of 20 candidates. A satisfactory Directors and Educator's report from the first course must be received before a subsequent course can be run. Subsequent courses can be run with up to the maximum of 30 candidates subject to the regulation 6.3.
- 6.5** 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.
- 6.6** Each practice station should run with a minimum of 2 members of faculty. A full Instructor Course Instructor must accompany all ICID/Provider Course Director on teaching practice stations.
- 6.7** During the course it is important that the role-play undertaken by faculty members is appropriate. This includes challenges offered in 'role play' behaviour/trait, clinical roles and knowledge reflective of ALS1 candidates.

All of the simulated candidate behaviour that candidates are exposed to should be '*normal*' (standard provider course candidates) on day one. Other simulated behaviours and traits offering different challenges, normally experienced on ALS1 courses may be introduced on day two (following discussions in faculty meetings) for appropriately performing candidates.

- 6.8** Topics for all demonstrations are set in the program and related to the ALS1 Course.
- 6.9** Only core full instructor faculty should be allocated mentees.
- 6.10** During the first faculty meeting the Course Director should to ensure that all faculty are fully briefed.
- 6.11** The Course materials are provided by the Australian Resuscitation Council. Course Centres will prepare the materials in whichever format is most appropriate for their equipment.
- 6.12** The Course Centre must supply, as a minimum, the equipment required to run Skill Stations on Airway Management, CASTeach sessions and Assessment (ABCDE station) as per the provider course equipment list. (It is advised to include the option a whiteboard and whiteboard pens be made available in each station). If facilities allow, centres are encouraged to supply additional sets of equipment.
- 6.13** Candidates 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.

The standard ALS1 CASTeach/Simulation equipment for the provider course must be available in each candidate teaching practice room.

7. Health and Safety

- 7.1** All course centres are responsible and maintaining for providing a safe environment in which to deliver the course as a host or self-administering course centre. 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 health and safety requirements by the host/self-administering course centre.

Any incident must be recorded in accordance with the local policy and state/federal legislation.

- 7.2 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 should manage the scenario such that the risks are minimised.

- 7.3 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 provide adequate protection for all faculty and candidates under the local policies, state and federal law
- 7.4 All medications including those that have expired or used for demonstration retain their scheduling and must be stored in accordance with such.

8. Post-course organisation

- 8.1 After the course the Course Director must produce a report following the standard format and including details of any action taken to rectify any areas of concern. The following should be forwarded to the Australian Resuscitation Council together with the Course Director's report:
- I. Final faculty list
 - II. Candidates progress sheets/results
 - III. Candidate recommendations

Candidates course evaluation summary are to be collected electronically via the Australian resuscitation [Council link provided](#). A copy of the evaluations will be made available to the faculty members and course centre. It is advised that a post course faculty meeting is held to review the course results, candidate evaluations and organisation to complete the quality review of the course. This meeting may be held remotely via tele/videoconference or in person.

- 8.2 The Australian Resuscitation Council and Course Centre will retain copies of all the results and reports for 4 years (and may do so in electronic format).
- 8.3 The completed course results report must be received by the Australian Resuscitation Council **within 1 week** of the course end date. Any future Course Director requests will not be approved until the previous course results and report has been received.
- 8.4 The Course Director or Australian Resuscitation Council can forward the summary/outcomes of the candidates' de-identified evaluations to faculty members.
- 8.5 The award by the Australian Resuscitation Council 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.

Employers are themselves 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 Qualification from the Australian Resuscitation Council as lessening their responsibility in that respect.

9. Post-course Candidate Requirements

9.1 The candidates results include (as per 3.5):

- I. Candidates must attend the full course; if any sessions are missed they must repeat the whole course again.
- II. The outcomes and path from the course are one of the following:
 - a. Pass, no recommendation or designated centre for teaching practice
 - b. Pass, recommendations/designated centre(s) or faculty for teaching practice
 - (i) These successful candidates have one year or until the period of certification of the provider course expires (including 1-year grace period) whichever the latter to complete the Instructor Candidate teaching practices.
 - (ii) This period may be extended with prior notice and agreement with the Australian Resuscitation Council on individual case review
 - c. Unsuccessful/Failed candidates may be invited to repeat the Instructor Course at their own cost
 - d. Unsuccessful/Failed candidates - no further Instructor Course place to be offered unless:-
 - a) The candidate re-certifies and is recommended again from the same provider course background
 - b) The candidate is recommended from a different provider background
 - c) The candidate was recommended from more than one provider background at the time of attending the instructor course.
They are permitted to attend another instructor course provided they attend as a candidate from the other provider background.

10. Payment of Expenses

10.1 For Australian Resuscitation Council Administered Courses:

The Australian Resuscitation Council will financially support payments for expenses for faculty attending the course only when it is fully administrating that course for a host centre.

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 Australian Resuscitation Council may engage the services of external or third-party agents to assist in procurement of the most cost-effective travel.

The Australian Resuscitation Council includes the following:

- Economy airfare
- Ground travel (taxi/parking)
- Accommodation (including the night prior and following the course)
- Breakfast and meals (excluding alcohol)

Where changes are made by individuals to existing bookings a fee is often charges by the booking agent or supplier of service. That fee may be passed onto the individual if changes are not related to the course or other extenuating circumstances. Change fees for personal reasons or sojourn may be passed on to the individual. Additional accommodation may be booked at the same venue at the individuals own cost.

The Australian Resuscitation Council will not fund alcohol consumption for the entire duration the course encompasses, (or travel is funded), including before, following or during the course. The Australian Resuscitation Council encourages behaviour congruent with responsible alcohol consumption and safe transport following.

Copies of receipts and a nominated account for payment must be forwarded to the Australian Resuscitation Council for refunding. All receipts submitted must be clear and legible copies of the transaction. A receipt can be in the form of a tax invoice, or a printed cash register or hand written receipt. All expenses are paid/refunded to the nominated account in a timely manner, within 28 days of submission of copies of receipts or expenses report as requested.

The Australian Resuscitation Council does not pay salary, remuneration or sessional fee disbursements. Any individuals offering their time and services to the Australian Resuscitation Council will need to confirm with their current employers if any prerequisite agreements are necessary to meet this voluntary role.

The Australian Resuscitation Council will fund and collaboratively organise the following Course Centre requirements:

- I. Catering for the course Faculty and Candidates for the duration of the course program
- II. External venue costs (when no other option available and where required e.g. Rural based Centre's)

Invoices for expenses should be forwarded to the Australian Resuscitation Council within 30 days of the course completion.

10.1.1

For Self-Administering Courses:

Where a Course Centre is self-administering an ALS1 Instructor Course they are responsible for the financial management of the course. Self-administering Centres will need to inform faculty and candidates the financial arrangements for the course including faculty reimbursement, expenses, catering and any claims processes.

The Course centre may make salary, remuneration or sessional fee disbursements as they see fit. Any individuals offering their time and services to the Course Centre will need to confirm with their current employers if any prerequisite agreements are necessary to meet this role. Individuals receiving payments for expenses must appropriately disclose these as required by federal and state legislation.

In the event the course centre makes payment to faculty members they are responsible for ensuring all state and federal requirements are adhered to. The Australian Resuscitation Council will not enter financial disputes between Course Centres and other individuals or organisations.

10.3

Any agreement entered into over expenses is between the Australian Resuscitation Council or the course centre and individual(s) or organisation concerned.

Regrettably, there is always the possibility of allegations about financial irregularities, which would lead to disciplinary and/or legal action within healthcare organisations. The Australian Resuscitation Council will pay expenses upon receipt of invoices or copies of receipts for payments made for ARC Administered courses only. Individuals receiving payments for expenses must appropriately disclose these as required by federal and state legislation.

Self-administered courses assume full fiscal responsibility for the course. They will need to conduct the course in accordance with local policies, guidelines and legislation.

11. Course Confidentiality

11.1 It is to be understood that the situations and 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 all 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.

11.2 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.

12. Disabled Candidates

12.1 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.

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 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.



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.

12.2

The award by the Australian Resuscitation Council of a Certificate of Qualification 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.

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.

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.