FRIDAY 18 November 2016

1. OPENING OF THE MEETING

1.1 Identification of Delegates and Substitute Delegates

A/Professor Peter Morley (Chairman) Australian & New Zealand Intensive Care Society
Professor Michael Parr (Deputy Chairman) Australian & New Zealand College of Anaesthetists

Dr Richard Aickin Co-opted Member (NZRC Chairman)
Dr Jason Bennell St John Ambulance, Australia
Dr Rowena Christiansen Royal Australian College of General Practitioners
Mr Darryl Clare Chair, Qld Branch
Mr Tom Clark Australian Red Cross
Ms Toni Dunbabin Chair, Tasmanian Branch
Prof Judith Finn Co-opted member
Mr Mike Gale ARC Course Coordinator
Professor Hugh Grantham Chair, SA Branch
Dr Natalie Hood Surf Life Saving Australia
Ms Tracy Kidd Australian College of Nursing
Dr Peter Leman Australasian College for Emergency Medicine & Chair WA Branch
A/Professor Helen Liley Co-opted Neonatologist Member
Dr Fin Macneil Royal Australasian College of Surgeons
Mr Kevin Nation Co-opted NZRC member – Observer
Professor Michael Reade Australian Defence Force
Dr Christopher Scarff Australian & New Zealand College of Anaesthetists
Dr Dion Stub Cardiac Society of Australia & New Zealand

In Attendance
Mrs Carol Carey ARC Executive Officer

Apologies
A/Prof Jason Acworth Co-opted Paediatrician (APLS)
Professor Julie Considine College of Emergency Nursing Australasia
Dr Paul Jennings Chair, ARC Victorian Branch
Mr Shane Lenson Chair, ACT Branch
Ms Margaret Nicholson Australian College of Critical Care Nurses
Professor John Pearn Royal Life Saving Society – Australia
Dr Tony Smith Council of Ambulance Authorities
A/Professor Paul Middleton Chair, NSW Branch

Proxy
Ms Michelle Murphy for ARC Victorian Branch
Mr John Lippmann for Royal Life Saving Society - Australia
SATURDAY 19 November 2016

A/Professor Peter Morley  Australian & New Zealand Intensive Care Society
(Chairman)
Professor Michael Parr  Australian & New Zealand College of Anaesthetists
(Deputy Chairman)

Dr Richard Aickin  Co-opted Member (NZRC Chairman)
Dr Jason Bendall  St John Ambulance, Australia
Dr Rowena Christiansen  Royal Australian College of General Practitioners
Mr Darryl Clare  Chair, Qld Branch
Mr Tom Clark  Australian Red Cross
Professor Julie Considine  College of Emergency Nursing Australasia
Ms Toni Dunbabin  Chair, Tasmanian Branch
Prof Judith Finn  Co-opted member
Mr Mike Gale  ARC Course Coordinator
Professor Hugh Grantham  Chair, SA Branch
Ms Tracy Kidd  Australian College of Nursing
Dr Peter Leman  Australasian College for Emergency Medicine & Chair WA Branch
Mr Shane Lenson  Chair, ACT Branch
A/Professor Helen Liley  Co-opted Neonatologist Member
Dr Fin Macneil  Royal Australasian College of Surgeons
Mr Kevin Nation  Co-opted NZRC member – Observer
Ms Margaret Nicholson  Australian College of Critical Care Nurses
Professor Michael Reade  Australian Defence Force
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Dr Paul Jennings  Chair, ARC Victorian Branch
Professor John Pearn  Royal Life Saving Society – Australia
Dr Tony Smith  Council of Ambulance Authorities
A/Professor Paul Middleton  Chair, NSW Branch
Dr Christopher Scarff  Australian & New Zealand College of Anaesthetists

Proxy
Mr John Lippmann  for Royal Life Saving Society - Australia
OPENING OF THE MEETING

1.1 Identification of representatives and substitute representatives

1.2 Conflict of Interest
No additional conflicts reported.

2. MINUTES OF THE MEETING OF 5 & 6 AUGUST 2016

2.1 Confirmation of the Minutes

Motion     Fin Macneil/Tracy Kidd
That the Minutes of the meeting held on 5 & 6 August 2016 be accepted.
Carried

2.2 Business Arising from the Minutes

- Formation of NT State Branch of the ARC
  Response received from Mr Malcolm Johnston-Leek who has advised that he has had some positive feedback and is endeavouring to organise a meeting/teleconference to move forward. Will keep Council updated. Hugh Grantham advised that he would be visiting NT the end of November so will follow up with Malcolm.

- Consumer Representation on ARC
  During an Executive Committee teleconference the following points were suggested for consideration.

  - add note to the ARC website which could include a response to the question: “How does the ARC propose to involve consumers in guideline development?;
  - incorporate a forum/meeting at the SOL (eg. run a meeting concurrently with the ARC Instructor meeting);
  - involvement via internet site, specific invitation or targeted forum at the stages of PICO formation, PICO prioritisation, and draft guideline;
  - involvement via internet site, specific invitation or targeted forum at the stages of PICO formation, PICO prioritisation, and draft guideline;
  - members promote via their own consumer representatives;
  - consider specific targeting forums or specific targeting for comments.

Fin Macneil had submitted a proposal to the Executive Committee to fund a session dedicated to answering some of the questions the ARC has about consumer representation. A number of proposals have been considered in the past and it had been suggested that consideration be given to hosting a plenary session as part of the 2017 SOL.

During discussion a number of points and questions were raised:

  - should such a meeting be a concurrent session as part of the conference?
  - the participants attending would be separate from conference delegates;
  - the objective of the session would be to propose some questions on how do we engage consumer representation?
  - what would the anticipated number of attendees likely to be?
• what is the product of such a meeting and what does the ARC walk away with?
• what input should the community have into the formation of ARC/ANZCOR and how should this be achieved?"

Moving forward:
• such a meeting not be included as part of the SOL Conference;
• convene a standalone forum as part of an ARC meeting;
• proposal to run a forum on the Thursday evening of the July 2017 meeting (27 July);
• discuss in detail at the March 2017 meeting the possibility of hosting a forum on 27 July 2017;
• some members believe that the ARC already has enough consumer representation, in particular the Heart Foundation;
• Richard Aickin agreed to seek input from the NZRC if they would be interested in running a similar forum;
• the Chairman asked the question “was there a single consumer body who should be a member of the ARC” - members believed there was no such body in Australia;
• it was suggested that “Choice Organisation” may be somebody who could be invited to be included in such a forum;

Tracy Kidd had produced a document covering “Consumer engagement and the ARC – looking at the experiences of other organisations who have gone down this path”. Tracy was thanked for such an excellent document.

• Proposed BLS Video
At the last meeting Mike Gale agreed to prepare the scripts and forward to Mike Parr for checking.

Mike advised that a couple of the organisations he had previously contact were happy to reissue a quote. He will send the scripts to Mike Parr for checking. **Action: Mike Gale**

• Recognition of Contribution – include table in Guidelines? (Pending)
Michael Reade had offered to come up with some dot points of what should be included in the table.

• e-Book
Mike Gale suggested that the ARC look at producing an e-Book for review by Council. Mike will work with Darryl Clare and report to the next meeting. **Action: Mike Gale/Darryl Clare**

• LMS (In progress)
Mike Gale had revisited to see if we can pick up from where we left off in November 2014. The company involved, aXcelerate had advised that they were happy to proceed with the original agreement; however there would be some cost adjustments to be made.

A schedule agreement had been submitted to the Executive Committee for consideration. This LMS is fully RTO compliant and the ARC would set the administration levels.

**Proposals:**
• Mike Gale to make contact with aXcelerate and request that a representative visit the ARC office in Melbourne at an agreed time to demonstrate how the program will work. **Action: Mike Gale**
The Executive Committee to make the final decision to move forward with proposal. **Action:** Executive Committee

**Guidelines for Developing Guidelines to be updated**
Guideline 1.3 - Process for Developing Resuscitation Guidelines
Guideline 1.4 - Principles and Format for Developing Guidelines

The Chairman projected revised drafts for discussion. A question raised was “how are we going to incorporate the GRADE”?

It was agreed that the revised drafts be circulated to members for review and feedback with a two week turnaround from date of circulation. **Action:** Peter Morley

**Discussion Document – Should the strength of recommendation be included in a guideline document?**
Judith Finn agreed to produce a discussion document for the next meeting. **Action:** Judith Finn

**Communication Strategy Working Group (Pending)**
Expression of interest to be part of the group; Darryl Clare (to chair), Lachlan McKenzie (NZRC) Julie Considine, Richard Aickin, Rowena Christiansen, Carol Carey, Peter Morley

Other matters outstanding listed under Sub-Committees.

3. **CORRESPONDENCE**

3.1 **Incoming & Outgoing Correspondence**

- **Australian & New Zealand College of Paramedicine (ANZCP)**
  A letter had been received from ANZCP requesting membership of the ARC be considered. ANZCP was previously part of the Australian College of Ambulance Professions (ACAP). In 2012 ACAP separated to form two separate Colleges now known as Paramedics Australasia and Australian & New Zealand College of Paramedicine.

  ANZCP have been advised that they would need two letters of support from two National members of the ARC for their request to proceed. Once the two letters of support are received a Notice of Motion would be circulated to members and voted on at the next ARC meeting.

- **Letter from NSW Government**
  A letter addressed to Prof Paul Middleton, had been received from the NSW Government requesting the ARC to consider specific guidelines in relation to situations where a newborn infant is non-responsive to resuscitation efforts.
  The Executive Committee had discussed and agreed that the letter be acknowledged along the lines that if the patient is not improving during resuscitation, the practitioner may need to check for possible equipment failure.

  Paul Middleton advised he was happy for the ARC to respond to the letter. **Action:** Peter Morley

  Mike Parr agreed to put together some potential wording for inclusion in a specific, or part of a current guideline. It was also suggested that a generic statement be considered for inclusion in the Clinical
Standards document. Hugh Grantham agreed to send some thoughts to Mike Parr and a draft statement will be circulated to members for review and feedback. **Action: Mike Parr/Hugh Grantham**

4. **REPORTS**

4.1 **Executive Committee**

*Verbal* report of the Executive Committee meeting held on 17 November 2016.

- **2017 SOL Conference**
  - **Keynote Speakers** - confirmed
    - Gavin Perkins
    - Clif Callaway
    - Susan Niermeyer
    - Jerry Nolan
    - Marcus Ong
    - Peter Morley
  - **Invited Speakers**
    - Mia McLanders - Plenary VI on Cognitive Aids for Resuscitation – Executive Committee have agreed to fund Mia as an invited speaker.

- **Preliminary Program – to be finalised**
  Mike Parr presented a preliminary program for consideration. He advised that some ILCOR members who would be attending the ILCOR meeting prior to the SOL conference, had agreed to stay and present at the conference.

  In addition to the three free paper sessions after the lunch break on Friday 5 May, it was agreed that an additional concurrent session on BLS will be included. Hugh Grantham agreed to get presenters names to Mike Parr for inclusion in the program and when finalised, the program will be uploaded to the ARC website. **Action: Mike Parr/Hugh Grantham**

- **Neonatal Satellite Meeting Program**
  Helen Liley advised that the program for Neonatal Satellite meeting was close to being finalised and would be uploaded to the ARC website.

- **2017 ILCOR MEETING – Adelaide Hilton 2-4 May 2017**
  We have been advised that attendee numbers for the plenary and task force meetings as part of the ILCOR meeting would be reduced from 120 to approx. 50-60. Numbers will be confirmed by the end of the year or early 2017. All the rooms booked at the Adelaide Hilton are being held until they are notified of what will be required.

- **ILCOR Dinner** – Tuesday 2nd May – Venue booked: *Windy Point Restaurant*.
  ARC has agreed to fund the ILCOR dinner. The restaurant had initially been booked for 120 with exclusive use of the restaurant. However, if ILCOR attendees are halved we will almost definitely not have exclusive use of the restaurant.

- **ILCOR**
  Since the last ARC meeting there has been an ILCOR teleconference and a face to face meeting in New Orleans on 11 November.
The Chairman outlined the main areas of concern from the ILCOR agenda. The Strategic planning document was one of the main items discussed which included:

- Continuous Evidence Evaluation Process
- Task Force Structure and Composition
- Expanded Membership, Participation and Advocacy
- Research and Registries
- Operations, Infrastructure and Core Processes
- Funding Options and Sustainability

There was a short discussion about the selection of task force chairs and co-chairs.

- **ANZCOR Evidence Reviewer - Part Time Employment**
  This position had been advertised and applications closed on 11 November 2016 and a total of twelve applications had been received. Applications are being considered by Peter Morley and Mike Parr. Three to four applications have been highlighted. Applicants will be interviewed by phone and face to face interviews will be arranged if necessary.

  It is hoped that the successful applicant will be able to commence employment before the end of the year or early New Year.

- **Working Meeting Prior to Council**
  A total of eleven members attended the first of these meetings. It was agreed that there had been some very useful discussions. A few suggestions were made to better utilising the time such as:

  - break up into sub-committee groups;
  - sub-committee chairs to put together an agenda.

  It was agreed that the working meeting would continue on the Thursday prior to the Council meeting from 1-3pm.

  Judith Finn said there had been some very useful discussions to assist with putting together a draft ALS Training guideline and would add this to the agenda for the next working meeting.

4.2  **State Branches, New Zealand Resuscitation Council & Member Organisations**

4.2.1  **New South Wales**
No report.

4.2.2  **Queensland**
Darryl Clare happily announced that the Qld Government had updated their legislation for pool signs and all issues had been resolved. This information was received with acclamation!

  The Qld Branch is running well and there has been an expression of interest from some additional members.

4.2.3  **South Australia**
Nothing specific to report.
4.2.4 **Tasmania**  
The main focus has been on the production of a BLS video which is an ongoing project and presenting looking for suitable actors to move forward.

4.2.5 **Victoria**  
Paul Jennings has been appointed the new Chair of the Victorian Branch. Michelle Murphy, Deputy Chair, was attending the meeting as a proxy in Paul's absence.

Michelle advised that the research grants continue and $22,000 has been set aside for these grants. She also advised that the grants will now be named the “Tony Walker Research Grant” in recognition of the enormous work which Tony had done for the Victorian Branch and beyond.

4.2.6 **Western Australia**  
No meetings and nothing specific to report.

4.2.7 **ACT**  
No report.

4.2.8 **New Zealand Resuscitation Council**  
The NZRC AGM and general meeting had to be cancelled due to the earthquake.

Richard Aickin advised that the new instructor course had been completed and was ready to go. The new LMS has caused a few issues and has not been as clean sailing as was originally hoped. There is a lot of work still to be done and hoping to have the issues sorted as soon as possible.

4.2.9 **Reports from Member Organisations** (brief verbal report from representatives)

- **Australasian College for Emergency Medicine** – Peter Leman  
  Nil to report.

- **Australian College of Critical Care Nurses Ltd (ACCCN)** – Margaret Nicholson  
  Nil to report.

- **Australian College of Nursing** – Tracy Kidd  
  ACN National forum was held in Melbourne 26-28 October 2016. Tracy presented a poster covering the 40 years of the ARC.

- **Australian Defence Force** – Michael Reade  
  Nothing specific to report.

- **Australian and New Zealand College of Anaesthetists** – Michael Parr / Christopher Scarff  
  Nil to report.

- **Australian New Zealand Intensive Care Society (ANZICS)** – Peter Morley  
  Nil to report.

- **Australian Red Cross** – Tom Clark  
  Tom informed members of Red Cross concerns that many RTO’s are offering First Aid courses in very short durations. The “Provide First Aid” course should be 16 hours or 2 days and yet some organisations offer this course in durations such as 4 hours or 6 hours.
Red Cross believe that the ARC should be concerned and perhaps be prepared to set minimal times needed to deem people competent on specific skills in First Aid.

- **Cardiac Society of Australia and New Zealand** – Dion Stub
  Nil to report.

- **College of Emergency Nursing Australasia Ltd (CENA)** – Julie Considine
  Nil to report.

- **Council of Ambulance Authorities** – Tony Smith (Apology)
  In Tony’s absence, Judith Finn advised members that a conference had been held in Brisbane on 19-20 October, 2016.

- **Heart Foundation** – Representative TBA

- **Paramedics Australasia** – Representative TBA

- **Perinatal Society of Australia & New Zealand** – Helen Liley
  Nothing specific to report.

- **Royal Australasian College of Surgeons** – Finlay Macneil
  Nothing specific to report.

- **Royal Australian College of General Practitioners** – Rowena Christiansen
  Rowena advised that an article titled “Resuscitation update for general practitioners” would be published in December edition of the RACGP’s peer-reviewed journal “Australian Family Physician”. Rowena thanked Hugh Grantham for handling the majority of the lengthy review process.

- **Royal Life Saving Society – Australia** – John Pearn (Apology)
  John Lippmann informed members of the reason why John was an apology for the meeting. John was visiting the UK to receive the award of the Royal Life Saving Society’s King Edward VII Cup from the Queen.

- **St John Ambulance Australia** – Jason Bendall
  Judith Finn asked Jason if St John looked at AED placement. Jason advised that they were a little involved but had no strong views.

  During discussion, the Chairman asked if members felt the ARC should be pushing CPR in schools. It was agreed that providers and individual organisations should be making this as broad as possible. Further discussion on this matter took place later in the meeting.

- **Surf Life Saving Australia** – Natalie Hood
  Major haemorrhage treatment and the use of tourniquet had been two of the main points for discussion and both topics had been discussed at the working meeting.

5. **SUB-COMMITTEES**

5.1 **First Aid Sub-Committee**
Convenor: Natalie Hood
Deputy Convenor: Jason Bendall
5.1.1 Final/Revised Draft Guidelines
• Guideline 9.2.8 The first aid management of hyperventilation syndrome - worksheet pending (Julie Considine)

5.1.2 First Draft Pending
• Guideline 9.3.6 – Cold Injury (Julie Considine, Rowena Christiansen)

5.1.3 Guideline Review Pending
• Guideline 9.1.5 - Harness Suspension Trauma – First Aid Management (July 2009)
• Guideline 9.1.7 - Emergency Management of a Crushed Victim (March 2013)
• Guideline 9.2.4 - First Aid Management of a Seizure (November 2014)
• Guideline 9.3.2 - Resuscitation of the Drowning Victim (March 2014)
• Guideline 9.3.3 - Hypothermia: First Aid and Management (February 2009)
• Guideline 9.3.5 - Resuscitation of Divers who have used Compressed Gas (November 2011)
• Guideline 9.4.1 - Australian Snake Bite (July 2011)
• Guideline 9.4.2 - Spider Bite (July 2014)
• Guideline 9.4.5 - Jellyfish Stings (July 2010)
• Guideline 9.4.6 - Blue-Ringed Octopus and Cone Shell (July 2014)
• Guideline 9.4.7 - Fish Stings (July 2014)
• Guideline 9.4.8 - Pressure Immobilisation Technique (August 2011)
• Guideline 9.5.1 - Emergency Management of a Victim who has Been Poisoned (July 2011)

Review of the above has been put on hold until the appointment of an Evidence Expert.

5.1.4 Other Business
• Guideline 9.2.9 – Management of a Diabetic Emergency
It had been suggested that the ARC consider producing a guideline for first aid management of Diabetes. A first draft had been produced and tabled.

It was agreed that after some minor tweaking this will be circulated as a first draft. A final draft will go out after the March 2017 meeting and hopefully ratified at the July 2017 meeting. Action: Jason Bendall

• Guideline 9.1.1 – Principals for the Control of Bleeding for First Aiders (January 2016)
It had been suggested that some minor editorial changes be made to this guideline and it be circulated for consideration. The section on Tourniquet's had been updated and a new paragraph was added covering Haemostatic dressings and it was suggested that the title be changed to “First Aid for Management of Bleeding”.

It was agreed that Guideline 9.1.1 be circulated as a final draft for additional input and hopefully ratified at the March 2017 meeting.

• National Asthma Council
A letter from the NAC with regard to Guideline 9.2.5 – First Aid for Asthma had been discussed at the last meeting. A letter and revised draft which included a new section on regional differences in recommended dose and intervals had been forwarded to the NAC for consideration.

A further letter had been received as follows:
Regarding the added section on regional differences, we agree that this appropriately clarifies the reasons for the changes and explains the different protocols. Thank you for including this note.

However, we are concerned that the main recommendation wording has remained unaltered and that this will be confusing if read in isolation. The text has ranges for each step: “four to six separate puffs” with “four to six breaths” from the spacer after each puff and then wait “four to six minutes”. This does not make it clear that these are two distinct protocols: EITHER four separate puffs, with four breaths and wait four minutes OR six separate puffs, with six breaths and wait six minutes. Could Section 3, Steps 1 to 4, be divided by a line in the middle with Australia’s 4x4 on one side and NZ’s 6x6 on the other? This may not reflect your style guide but would clarify the situation by separation of the different first aid instructions.

We recommend that this be rephrased to make it clear there are two protocols. The Australian version is known informally as the 4x4x4 protocol – perhaps this terminology could help.

It was agreed that a response be forwarded to the NAC advising that the ARC had considered their initial request and had included a section on regional differences and believe no further changes are needed. **Action: Peter Morley**

However, it was agreed that a tracked changed version of the revised draft be circulated to members for comment.

5.2 **Acute Coronary Syndromes (ACS) Sub-Committee**
   Convenor: Dion Stub
   Deputy Convenor: Peter Leman

5.2.1 **Guideline Review Pending**
- **Guideline 14 - ACS: Overview & Summary** (February 2011)
- **Guideline 14.1.2 - Acute Coronary Syndromes**: The Use of a Gastro Intestinal Cocktail for the Diagnosis of Acute Coronary Syndrome in Adult Emergency Department Patients presenting with chest pain (August 2014)
- **Guideline 11.9 - Managing Acute Dysrhythmias** (moved from ALS Sub-Committee)

Dion and Peter agreed to put together a priority list of searches required and with the help of the newly appointed Evidence Reviewer, work on updating the above guidelines and hopefully have some drafts ready for the next meeting. **Action: Dion Stub/Peter Leman**

After updating Guideline 11.9, it will need to be decided if this should be ALS or ACS?

5.2.2 **Other Business**
- **AV Information** (Pending)
  This item had been on the agenda for all sub-committees for quite some time. The Chairman asked was there any need to create resources for the website?

  It was agreed information of this sort would be very helpful to a lot of visitors to the ARC website.

  Following on from discussions, Mike Parr proposed that Darryl Clare produce an App titled “kids save lives” for consideration.

  As this proposal would be completely relying on a volunteer, the Executive Committee will consider some suitable payment and discuss offline. **Action: Executive Committee**
Richard Aickin advised that the NZRC would be happy to contribute.

**Media Communication Group**
Expressions of interest to be involved have been received and Darry Clare will be the lead.

It was suggested that we look at using Apps to promote the ARC and its activities (also see below Kids Save Lives). This would support the development of ANZCOR material and promote what the ARC do as a group.

Darryl agreed to share some links with members for information. **Action: Darryl Clare**

It was recommended and agreed that the ARC will cover any out of pocket expenses for software etc incurred by Darryl to produce such Apps.

### 5.3 Paediatric & Neonatal Advanced Life Support Sub-Committee

**Convenor:** Richard Aickin  
**Deputy Convenor:** Helen Liley

#### 5.3.1 Paediatric Final Draft Guidelines
Nil.

#### 5.3.2 Other Business
Nil.

#### 5.3.3 Neonatal Guidelines
Helen Liley advised that it had been suggested that a minor change be made to Neonatal flow chart which has been causing some confusion as follows:

change “mcg” in the box of adrenaline doses to “microg”, the latter is the official abbreviation of micrograms but people find mcg too easy to confuse with milligrams (mg).

It was agreed that the flowchart and relevant text within guideline 13.4 be updated as suggested.

#### 5.3.4 Other Business

- **Neonatal Instructor Course (Pending)**
  Although this has been an ongoing matter for some time, Helen is of the belief that when such a course is rolled out it should be a high quality course. Also, the LMS will need to be set up to enhance such a course.

  It was suggested that another forum be run to discuss. Helen agreed to forward some suggestions on how we should proceed with moving forward. **Action: Helen Liley**

- **NLS Manual (Ongoing)**
  (Helen Liley/Mike Gale/Hugh Grantham)
  At the last meeting it was suggested that a teleconference be held to discuss the final product before forwarding to the RC(UK) for comment. A teleconference has not as yet taken place.

- **AV Information (Pending)**
5.4 Adult Advanced Life Support Sub-Committee
Convenor: Mike Parr
Deputy Convenor: Margaret Nicholson

5.4.1 Final Draft Guideline
Nil

5.4.2 First Draft Guidelines - Pending
- Guideline 11.10 – Resuscitation in Special Circumstances (2011)
  During discussion, Rowena Christiansen suggested that a section on environment be included in the guideline.

  Michael Reade suggested that the guideline be split into sections for e.g. special circumstances specific to
  in hospitals etc. Mike Parr agreed with this suggestion and advised that this could be done during further
  revision of the draft.

  This guideline needs some extensive work and the Chairman asked members, who have an interest in a
  certain area, to volunteer to assist.

  Mike Parr advised that a revised first draft guideline will need evidence review and will follow the
  appointment of the evidence review expert process. **Action: Mike Parr**

  - “New” In-Hospital Resuscitation Guideline (Mike Parr)
    A first draft had been circulated for consideration and feedback. As this is a large draft guideline (23
    pages), time did not allow for each section to be discussed in detail.

    This draft had resulted from a specific request to produce such a guideline and it applies to adults (and
    children) who require advanced life support (ALS) in an in-hospital environment. The guideline is for health
    professionals in hospital environments where equipment and drugs are available.

    During discussion, Mike Parr suggested that the following be added to all future guidelines:

    "The guideline process includes involvement of stakeholders from all member
    organisations of the ARC/ANZCOR, and peer review by the Australian and New
    Zealand Resuscitation Councils and their Executive Committees. Details of the
    guidelines development process can be found on the ARC website [https://resus.org.au](https://resus.org.au)

    Mike asked members to review the first draft and to forward feedback which will be incorporated into a
    revised draft for further discussion at the next meeting. **Action: Mike Parr**

5.4.3 Guidelines Review Pending
- Guideline 11.3 - Precordial Thump & Fist Pacing (July 2011)
  Mike Parr advised that he had done a search recently which had come up with no new evidence to change
  this guideline. It was suggested to either update the date of the guideline or wait until the Evidence Review
  Expert position It was agreed to wait until the Evidence Review Expert position is filled.

5.4.4 Other Business
- Course Coordinator Report – (Mike Gale)
**Instructor Courses**
Aim to continue with increased efficiency for Instructor Courses successful with 12 courses and 240 candidate places being made available by year end.

Planning for 2017 well underway, an Instructor Course has been planned for SA 2/3 May 2017 immediately before the Spark of Life Conference.

Facilitating courses has been increasingly complex as a result of difficulty with instructor availability becoming progressively apparent on the recent courses with courses in Queensland (Jul), ACT, (Aug), Victoria (Aug) and NSW (Oct), South Australia (Oct) all facilitated with minimum faculty numbers and/or minimally supervised.

**Proposal:**
Mike Gale has requested that the ARC consider purchasing two manikins and simulators for use on instructor courses.

A rough guide on costs for a new manikin/defibrillator would be:
- Laerdal would be $13,626 (+GST) and Defibrillator $12,000 to 20,000 depending on type (weight approx. 40-60Kg each unit).
- iSimulate: $13,000 for manikin and iSimulate simulator (weight approx. 25 to 30Kg each unit)

Purchasing of equipment would permit the capacity of courses to be increased without undue issues of concern regarding equipment.

Mike was asked to prepare a business case, including repair and maintenance and forward to the Executive Committee for consideration. **Action: Mike Gale**

**RACGP**
After forwarding a request to RACGP, a new contract was received on 4th November 2016 which showed substantial increases in fees. The RACGP is a member of the ARC and has been so for many years. The ARC Courses are credentialed by many professional colleges including ANZCA, CICM, ACEM, ACRRM, RACP and others without fees or with entire fee structure waived due to membership.

When this was requested on initial consultation in the 2011-2013 triennium the ARC were informed this was not possible with the RACGP. The RACGP course accreditation is a unique case and expenditure needs to be approved by ARC Executive (with consent of the whole council).

Mike Gale advised that the ARC will need to pay the reaccreditation fee for Accredited Activity Provider Service Agreement (AAPSA), and there is also an increase for Non–Commercial organisations.

Fees for 2017-2019 period at Non-Commercial is $3069.00 (an increase of $1509.75 or 96.8% increase in contract fee).

In addition to this the upload fee of $2 to $4 per GP ID upload would be based on current estimates of 1000 GP ID uploads in the last three years.
However the rate of late submission of GP ID Numbers or requests for upload for us is about 40-50%.
During discussion it was agreed that the ARC would require exclusive rights to uploading points so there is no risk of the ARC being charged for other courses.

Mike Gale was requested to continue negotiations with the RACGP and to forward the final Contract to the Treasurer for approval. **Action: Mike Gale**

- **AV Information** (Pending)

5.5 **Basic Life Support Sub-Committee**  
**Convenor:** Hugh Grantham  
**Deputy Convenor:** Julie Considine

5.5.1 **Final Guidelines**  
Nil

5.5.2 **First Draft Guidelines (Pending)**

5.4.3 **Other Business**

- **Performing CPR on the Floor**  
  Hugh Grantham had produced an FAQ for consideration. This was discussed and only a few minor amendments made. It was agreed that the following be placed on the ARC website:

  **Practicing CPR on the floor**  
  While many resuscitations take place at bed height the majority of resuscitations in the community occur on the floor, it is common practice to demonstrate and teach resuscitation on the floor.

  Some individuals who would in all probability get down on the floor in an emergency are reluctant to do so in practice, often because of difficulty getting up and joint pains.

  The ARC notes that assessment requirements for the health training package currently recommends that CPR must be demonstrated on the floor in order to deem a student competent but takes the view that this specific location is not necessary in order to demonstrate competence in the skill of CPR.

  The ARC specifies that learners must be able to physically demonstrate CPR skills and knowledge on a manikin. It does not specify that CPR must be demonstrated on the floor.

- **Breaths vs No Breaths**  
  It was agreed that a statement will be included in the new in-hospital guideline (Mike Parr).

- **AV Information** (Pending)

- **A Guide to AEDs**  
  A draft statement had been circulated for consideration. It was agreed that this will need to be adequately cross referenced to ARC material and a decision will need to be made whether this should be a “Guideline” or a “Statement”. **Action: Hugh Grantham**

5.6 **Education & Implementation Sub-Committee**  
**Convenor:** Judith Finn

5.6.1 **First Draft Guideline Pending**  
- **“New” Guideline 10.2 – Advanced Life Support Training**
Judith Finn reminded Council that at the last meeting a number of members had expressed interest in being part of a working party to assist with the formation of this guideline; Peter Morley, Julie Considine, Mike Parr, Hugh Grantham and Richard Aickin. Judith asked if there was anyone else who would like to be involved to please let her know; Rowena Christiansen expressed interest in being involved.

Judith advised that discussions which took place at the working meeting prior to Council had been very beneficial in defining how prescriptive this guideline should be and what recommendations should be included in such a guideline.

Peter Morley suggested that a survey amongst members may be a good idea and beneficial in gathering some specific feedback. We need to be clear where we are going with such a guideline.

Judith agreed to produce a skeletal first draft and circulate to members for comment. **Action: Judith Finn**

It was agreed that an hour be set aside at the working meeting prior to the next meeting to discuss this issue.

6. **GENERAL BUSINESS**
   Nil to report.

7. **OTHER BUSINESS**

   **ILCOR Task Force Nominations**
   Members were encouraged to think about this or tap colleagues on the shoulder who may be interested. Members can contact Peter Morley or Richard Aickin to request letters of support, applications need to be submitted via the ILCOR website.

   **BLS in Schools**
   BLS in schools is part of curriculum but not compulsory. Teachers in public schools are not required to do a CPR course! It was agreed that the ARC support this as a strategy and to move forward which was supported by both Councils.

   It was agreed that this should be added to the agenda for further discussion at the next meeting.

   **Motion**
   **M Parr/R Aickin**
   That Council endorse the initiative that “Kids Save Lives” and that this be part of SOL / Paediatric & BLS.

   **Carried**

   **Action: Darryl to look at potential App that would support Kids Save Lives.**

8. **NEXT MEETING**

   2 March 2017 (Working meeting) 3/4 March 2017 (Council meeting)

   The Chairman thanked members for their attendance and the meeting closed at 3pm.