**Application Form for Appeal for Instructor Potential**



The following form is for you to state the reasons you feel you have either been overlooked or inappropriately assessed for Instructor Potential (IP) status. The first step should always be for local arbitration to occur. If you have not discussed this with the Course Director you should give a reason for such. All relevant information contained in this application may be presented to the Course Director (and other faculty members) with respect to appropriate sensitivity where potential interpersonal or professional matters are involved. This appeal must be submitted within one year of the provider course attended. The ARC National Course Coordinator must receive the completed appeal form within 9 months of the last day of the original course to progress.

All candidates who have self-nominated during or prior to the course are assessed for IP status by the faculty of the course and feedback given. Decisions made during the course regarding the IP consideration are a result of the whole faculty. To achieve successful nomination for IP status during the course the candidate must:

* Be nominated and seconded by faculty members on the course
* Achieve satisfactory rating in assessment of
	+ Formative assessments
	+ Continuous assessment of technical and non-technical skills
* In order to be successfully put forward for **ALS2/ALS Instructor Potential (IP), the candidate must score a** **minimum total of 25, (ALS1/ILS IP** **must score minimum of 17)**, ***and*** must score greater than 83% in their MCQ.
* Any score of ‘Not Achieved’ excludes the candidate from being selected.
* Please note the clinical and non-technical skills are **continuously assessed throughout the whole course** and not just within the specific skill station or when team leading. Scores may adjust over the course with exposure and practice from the initial skill station and further observation from all faculty members
* All criteria are assessed over duration of the course and not solely within the specific skills workshop for example. The main advantages of continuous assessment are that both candidates and faculty obtain feedback, which can then be used to improve learning. The final result is based on evidence gathered over the span of the whole course.

The appeal process is as follows:

* Course results will be reviewed
	+ Final results sheet for the formative assessments - scoring in this contributes to the overall nomination with respect to performance in CASTesting and Multiple Choice Exam
	+ Assessments conducted on a continuous basis throughout the course on all candidates on their skills and knowledge displayed *during the course.* This assessment will be requested from the course centre and evaluated
* Course Director report for the course will be reviewed
* Course Director (and Medical Lead) will be asked to state rationale for their decision for current IP status and assessment of the candidate appealing
	+ Other faculty members may be consulted for their assessment and judgment

This is gain additional insight from the individual members of faculty regarding the non-technical and educational/support skills you displayed on the course

* This along with information below will be assessed by the ARC ALS Sub-Committee

The decision of this group is final and no further avenue of appeal is possible within the ARC. In the event of any appeal being successful the IP must attend an ARC Instructor Course irrespective of prior experience or courses attended. All appeal IP’s must attend an ARC Instructor Course.

**Instructor Potential Appeal Form**

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| --- | --- |
| **Name and Title** |  |
| **Place of Work** |  |
| **Specialty:** |  |
| **Role Title:** |  |
| **Email address:** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **Centre where you attended ALS Provider course** |  |
| **Dates of the course****(Must be less than 9 months ago)** |  |
| **Course Director** |  |
| **Is the Course Director aware of the appeal** | **YES** | **NO** | **If not…Why?** |  |
| **Briefly state any feedback you have from Course Director and /or Mentor regarding IP status** |  |

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| --- | --- | --- |
| **I made the faculty aware of my desire to be identified as an IP during the course** | **YES** | **NO** |
| **I have been IP’ed for ALS1** | **YES** | **NO** |
| **I wish to be identified as IP for**  | **ALS1** | **ALS2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **I am currently involved/employed in an Education role** |  **YES NO** | **If yes How many years…….** |  |
| **I am currently involved/employed in an role teaching resuscitation**  |  **YES NO** | **If yes How many years…….** |  |

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| **Please state reasons for Appeal****(as long or short as you need)** |
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| **Please supply any additional information you feel may support your appeal** |
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| **Please identify (if any) ARC Full Instructors you feel may provide additional support/information (along with email contact details)** |
|  |

Signed Date

Please return to the ARC Course Coordinator.