

1-day Facilitation course regulations

1. Pre-course

- 1.1 The Advanced Life Support Group 1-day Facilitation course can only be run by accredited course centres, Primary Care Trusts, NHS Trusts, Universities that train healthcare professionals and private hospitals.
- 1.2 Centres should arrange dates with the Educator(s) before submitting course dates to ALSG. The standard course e-approval/order form should be submitted to ALSG at least 2 months before the course, the e-approval/order form can be located on the centre page of the VLE.
- 1.3 Each centre must have a **Nominated Named Person** who will be the only contact name for that centre for administrative purposes. They do not have to be the Course Director for each course. If the nominated named person changes or their contact details change, the centre must notify ALSG.

2. Course organisation

- 2.1 Orders: Orders will only be dispatched when the course is approved and full payment has been received. If you are sending your order via your purchasing department it is advisable to send a copy under separate cover to ALSG (clearly indicating that a purchase order will arrive later). This will allow for any delay by the purchasing department.
- 2.2 Course venue: The course should be conducted in a venue deemed suitable by the Course Director. The required number of rooms and any special requirements are detailed in the VLE-based course organisation package.
- 2.3 Equipment: The course lead should ensure that the equipment specified in the current VLE based organisation package can be made available at the course venue

3. Course materials

- 3.1 Recognised teaching materials only should be used on the course. All teaching materials should be obtained from the Facilitation course teaching materials page on the VLE. Instructors may supplement the standard teaching materials, but the recognised set should provide the core for the course.
- 3.2 Facilitation course teaching materials are for use on the course, but may be used outside the course by recognised Facilitation course instructors. Course centres should not loan teaching materials to non-instructors.
- 3.3 The standard candidate pre-course instructions and a copy of the manual "A Pocket Guide to Teaching for Clinical Instructors, 3rd edition" should be sent to all candidates at least 4 weeks prior to the course date.

4. Faculty

- 4.1 Course Director: Facilitation courses should be directed by approved Facilitation course Directors only. The Course Director must be present throughout the entire course. Potential new Course Directors will need to apply to be added to the approved list. Applicants should be full Facilitation course course instructors. Before applying, potential new Course Directors should arrange to shadow an existing approved Course Director on a Facilitation course, so that they know what the role entails. Then they will need to complete an on-line application form, which is housed on the instructor page on the VLE. Once their application has been approved by ALSG, they will be added to the approved Course Director list.
- 4.2 Course Educator: At least one Course Educator must be available throughout the course. This depends on the number of fully trained Facilitation course instructors available from the relevant provider courses (see VLE for current list).

There is a fee payable directly to the Course Educator. The current day rate is £400.00.

- 4.3 Instructor: candidate ratio: The core instructor number will vary according to the number of candidates on the course and the mix of candidate provider course backgrounds. The ratio is 1:6.

Number of Candidates	Minimum number of non-Educator faculty required	Minimum number of Educators required
1 – 6	1	1
7 – 12	3	1

In addition to the appropriate lead faculty from CPRR & SAFE backgrounds, at least one ALSG educator must be available to run the course. Depending on the number of candidates and the candidate backgrounds additional faculty can be recruited. Clinical instructors only need to be available for the afternoon sessions

5. Candidates

- 5.1 Eligibility: CPRR provider background: Candidates should have been selected based on the criteria in the “Trainer selection and Training” document (consultants, associate specialists or named or designated nurses). Self nominating applicants should submit a CV for approval by the educator before being accepted on to the course. All candidates must have attended a Child Protection: Recognition and Response course (CPRR) as a candidate or, in the case of self-nomination, as an observer. All Candidates, regardless of any other trainer type courses they have completed, must attend the Facilitation course in order to teach on CPRR courses.

Eligibility: SAFE provider background: Candidates should have been recommended from a SAFE provider course. SAFE candidates who have been recommended from a SAFE provider course and have already completed a GIC course can be fast-tracked by completing the Facilitation e-modules for SAFE.

- 5.2 A total of 12 candidates can be accommodated on the course. Smaller courses can run, but it is advisable to recruit according to your group size.

6. In-course process

- 6.1 Course programme: Only the standard programme should be used. Break times may be moved to accommodate local requirements, but the order of teaching should remain the same. Session times may be extended, but may not be reduced.
- 6.2 Attendance issues: If a candidate misses any part of a lecture or practical session, arrangements should be made with an instructor to complete that session in spare time during the course, if time permits. If this is not undertaken then the candidate will not have completed the course. Arrangements will have to be made to complete the missed sessions at another course. Details of this should be clearly indicated on the post-course returns and an "incomplete attendance" form should be filled in and given to the candidate at the end of the course.

This form should be handed in to the Course Director when they attend the incomplete sessions and this can then be submitted with the post-course returns from that centre. Special circumstances: If a candidate refuses to take part in a station because of health or religious grounds, this should be brought to the attention of the Course Director. If the Course Director feels able to resolve the issue to their satisfaction this can be detailed in the post-course report. If this is not possible, it is suggested that the candidate completes the remainder of the course and that details of the incident are included in the post-course returns for consideration by the Working Group. The candidate should be informed that a decision on their instructor candidate status will be sent to them in writing by ALSG.

- 6.3 Pre-course VLE: If a candidate arrives for the Face-to-Face element without having completed the Facilitation course pre-course on-line preparation topics on the VLE, they may stay and complete the Face-to-Face element. However, they will not be entitled to receive a completion certificate until they have completed the Facilitation pre-course on-line preparation topics on the VLE. This should be done as soon as possible after the Face-to-Face course.
- 6.4 Mentoring: All candidates should be allocated a faculty mentor. It is advisable that this person is either at the same grade or of a senior grade.
- 6.5 Faculty meetings: These should be held as indicated on the programme and chaired by the Course Director.
- 6.6 Post course evaluation: The post-course evaluation is carried out by the candidates, on the VLE after the course.
- 6.7 Teaching stations: All candidates should be given a score based on the progress sheets as given in the organisation package. If a candidate obtains a score of 'serious concern', it is the Course Director's responsibility to ensure they receive additional teaching during the course, time permitting, to attempt to remedy this. All candidates should successfully complete the teaching stations. Any remedial candidates should be seen by an instructor during the course to satisfactorily

demonstrate the skill. The Course Director has the discretion to decide upon the method used as this might vary depending on the remediation required.

- 6.8 Instructor status: Candidates who successfully complete the Facilitation course proceed to instructor candidate status. They are assessed on two provider courses and, if successful, proceed to full instructor status. Instructor status is reassessed every four years according to the criteria of the individual provider course groups.

7. Post-course process

- 7.1 Post course returns: These should be completed on the VLE as soon as possible after the course. A full copy of any results sheets should be retained on file by the course centre for a period of 4 years.
- 7.2 Faculty: All faculty must be recognised Facilitation course instructors or ALSG educators.
- 7.3 Candidates: Facilitation course completion certificates can be downloaded by the candidates themselves. Facilitation course instructor certificates will be made available on the VLE, following satisfactory completion of two instructor candidacies on the CPRR Course or SAFE course.
- 7.4 Instructors: Any outstanding expenses should be settled as soon as possible after the course. When paying expenses to faculty members we advise you cover "out of pocket" expenses for travel (maximum mileage rate quoted by HMRC is presently 45p per mile), subsistence and accommodation only. If a faculty member is paid in excess of reimbursement for costs incurred, then the additional payment made may be liable to income tax and national insurance contributions. If you do pay faculty member's additional honorarium payments then please make them aware that they should declare the payments to HMRC. Centres should also consider the amount spent on faculty dinners and hospitality, as similar issues may arise if, upon scrutiny, the amount spent is not felt to be of a reasonable level.
- 7.5 Post-course evaluation: Instructors will be able to review the VLE-based course evaluation, after the candidates have completed it.