

APLS COURSE REGULATIONS

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1. Pre-course process

1.1 Administration

- 1.1.1 Prior to course approval: The following should be considered prior to applying for approval:

Course Venue: The course should be conducted in a venue deemed suitable by the Course Director. The venue should have a lecture room large enough to accommodate all candidates and faculty, a faculty room large enough to accommodate all faculty and enough break-out rooms to accommodate the small group teaching sessions. Please refer to the course programme to determine the required number of break-out rooms – generally speaking one will be required for each group of candidates.

Equipment: The Course Director should ensure that the equipment specified in the current standard equipment list, provided on the ALSG website, can be made available at the course venue.

- 1.1.2 Approvals: 2 months before course. All courses must be approved by ALSG. The standard course application e-form should be submitted electronically to ALSG at least 2 months before the course. The link for this can be found on the centre and instructor resources page on the website.
- 1.1.3 Course Centre Assessment: Each course centre should be assessed once per year. There is no official external assessors list. The external assessor must be a

consultant who has a minimum of 3 years active teaching experience on APLS or a Course Director or working group member and must not be employed by the trust that is organising the course. If there is a Human Factors Champion teaching on the course, they may act as the external assessor on the same course. The external assessor should be added to the course page with the role of external assessor. The external assessor should be directed to the Centre and Instructor Resources Page on the ALSG website where they will find the external assessment form to print out to bring to the course and the e-form where they will submit their report following the course.

- 1.1.4 Faculty list: all faculty teaching on the course must be recognised instructors or instructor candidates. You will not be asked to detail specific faculty members on your approval and therefore it is your responsibility to ensure that you have the correct number and ratio of instructors on the course.
- 1.1.5 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.
- 1.1.6 Orders: only despatched when a course is approved. The order and approval are submitted at the same time using the ALSG course approval e-form. You will receive an invoice via our automated system. Please send payment under separate cover, ensuring that you quote your course centre name and invoice number. Orders will not be despatched until payment has been received in full.
- 1.1.7 Administration Fees: A course administration fee is payable for each candidate on the course. The current fee is detailed on the electronic course order form/price list.

1.2 Course materials

- 1.2.1 Recognised teaching materials only. All teaching materials are available on the website course pages. Instructors may supplement the standard teaching materials, but the recognised set should provide the core for the course.

APLS teaching materials are for use on the course, but may be used outside the course by recognised APLS instructors. Course centres should not loan teaching material to non-instructors.

- 1.2.2 Provider manual: At least 4 weeks prior to the course date, all candidates should be issued with the provider manual: *Advanced Paediatric Life Support: The Practical Approach to Emergencies* (6th edition).

Pre-course instructions: The standard pre-course instructions provided on the ALSG website should be amended for local use and sent to all candidates.

All candidates should receive access to the Paediatric e-library for 4-years as part of their APLS core package.

1.3 Faculty selection

- 1.3.1 Course Director: All APLS courses will need to be directed by approved Course Directors only. The approved Course Director list is available on the Centre and Instructor Resources page of the website. The same Course Director should be present for the entire course.

Potential new Course Directors will need to apply to be added to the approved list, they will need be consultant level or above and have been actively teaching on the provider course, for at least 3 years. Before applying, potential new Course Directors should arrange to shadow an existing approved Course Director on a provider 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 Centre and Instructor Resources page of the website. Once their application has been approved by ALSG, they will be added to the approved Course Director list.

- 1.3.2 Instructors: The instructor number will vary according to the number of candidates on the course. The ratio is as follows:

Total number of instructor: candidates: For each group of candidates you need a minimum of 3 instructors. The faculty should be multi-disciplinary where possible. There should be a minimum of 50% medical instructors with 1 each of the following specialty areas: Anaesthetics, Accident & Emergency, Paediatrics, Surgery/Trauma. On modular courses you should aim to have 100% of the faculty consistent for both days. If this is not possible then there should be a minimum of 60% available for all days.

All lectures should be delivered by an experienced instructor. The Vascular Access skill station requires a minimum of 3 instructors in order to teach it adequately. Each simulation faculty team should have 3 instructors allocated to it to allow instructors to organise breaks informally leaving 2 instructors in the team at all times.

- 1.3.3 Instructor Candidates: No more than 50% of the full faculty should be instructor candidates. Instructor candidates should be supervised by a full instructor throughout the course. Instructor candidates should be allocated a mentor. They should be assessed and given feedback on the following:

- Skill Station
- Simulation Teaching x 2
- Overall assessment - the form should be completed by the Course Director at the end of the course.

- 1.3.4 Number of instructor candidate courses: All instructor candidates are expected to carry out 2 instructor candidate courses. However, this may be reduced to 1 if it is a unanimous decision at the final faculty meeting. If an instructor candidate is not deemed ready to become a full instructor after their 2nd instructor candidate course their case should be referred immediately to ALSG. Instructor candidates should carry out at least one part of the process in a different centre i.e. either provider or

GIC or one IC course. ICs who have been allotted designated centre(s) for their IC assessments, at the end of their GIC, must attend courses at these centres. Provider course centres cannot overturn this ruling.

1.4 Candidate selection

- 1.4.1 Eligibility: All F2F candidates MUST have completed the APLS pre-course on-line preparation component (VLE) and achieved 4 correct answers in each assessment BEFORE the F2F.

Any F2F candidates who have not completed the VLE component will not be allowed to obtain a F2F completion certificate even if they subsequently complete the VLE component at a later date; they will only ever be eligible to receive an observer certificate, there will be no exceptions to this ruling.

Candidates should be from a medical, nursing, ECP, ACP, ODP or RTO background for which APLS is relevant to their working practice. There is no minimum requirement for medical candidates. FY1s may benefit from undertaking PLS, prior to undertaking APLS. Critical Care Practitioners (CCPs) who work in (or are involved in the transfer of patients to and from) PICU or CCU are eligible. Physicians Assistants are eligible. RTOs from any background who work in a paediatric hospital are eligible. RTOs who work in a non-paediatric hospital, with any other background to those already listed, can send an application to the Working Group detailing their paediatric practice and each of these cases will be considered individually. The Working Group recommend that nurses are senior staff nurses and above. Experienced level 5 staff nurses may take the course. If you are unsure about the eligibility of a particular candidate, please contact the ALSG office to discuss it further.

- 1.4.2 Candidate numbers: A total of 32 candidates from varying backgrounds. A full course is 4 groups of 8 candidates. You may choose to run with less groups and less candidates, however, each group should contain no more than 8. Smaller courses can run, but it is advisable to recruit according to your group size.
- 1.4.3 Candidates attending missed sessions: Candidates who are attending missed sessions do not have to be counted within the candidate numbers.
- 1.4.4 Observers: Observers can be taken on the course at the Course Director's discretion providing their participation is not to the detriment of the candidates.

2. In-course process

2.1 Administration

- 2.1.1 Attendance issues: if a candidate misses any part of any 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 end of course results link 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 their completion confirmed by using the e-form in the following the course section of the course page. The paper incomplete attendance forms should be retained at the course centre with the course results for 4 years.

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 then they should. If this is not possible, it is suggested that the candidate completes the remainder of the course and that details of the incident are forwarded to ALSG using the e-form in the ‘Following your course’ section of the course page. This will then be forwarded for consideration by the Working Group. The candidate should be informed that a decision on their provider status will be sent to them in writing by ALSG.

- 2.1.2 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.
- 2.1.3 Faculty Meetings: These should be held as indicated on the programme and chaired by the Course Director. The Course Director should use the Course Director Checklist at the meetings.
- 2.1.4 Course Evaluation: All candidates should be directed to complete the course evaluation after the course. A link to this can be found on the course page. Candidates will not be able to download their provider certificate if they do not complete the feedback.
- 2.1.5 Teaching Stations: All candidates should be given a score based on the feedback sheets as given in the organisation package and the APLS 6e assessment document. See the APLS 6e assessment document for full guidance on handling remedial teaching during the course.
- 2.1.6 Selection of Potential Instructors: The standard IP selection process, available in the centre materials folder on the Centre and Instructor Resources page, should be followed. IPs can still be selected even if they have to re-sit practical and written assessments, in order to successfully complete the course.

ST1 and ST2 doctors can be recommended for instructor training and undertake the Generic Instructor Course, but may not teach on an APLS course until they achieve ST3 grade. They may however assist on PLS courses in the meantime. Physician’s Assistants can be recommended for IP status, however, they will need to submit their CV to the Working Group, via ALSG, for ratification; before their IP status can be confirmed. Nurses level 5 and above may be recommended for instructor training.

Under exceptional circumstances lower grades can be recommended, but full justification must be given by the Course Director in the post-course report. Any

candidates, who are recommended already having completed a relevant instructor course, should complete their instructor candidacies before their provider status expires.

- 2.1.7 End of course outcomes: See the APLS 6e assessment document for full guidance on end of course outcomes and the management of resits.

2.2 Status

- 2.2.1 Provider Status: Candidates who achieve all of the above criteria can print a provider certificate, which is valid for 4 years. After this time they should re-certify as detailed under Re-certification below.

2.2.2 Instructor Status:

Instructors earn 1 ALSG teaching credit for each course day they instruct on and are allowed to teach on single days of courses, as long as they teach on the minimum requirement for their provider course type (see below).

Credibility: Instructors are required to teach on one course each year, for each ALSG provider course type they teach on, to maintain credibility. There is no annual teaching requirement for the Facilitation course, GIC, 1-day provider courses or recertification courses, but instructors will still earn ALSG teaching credits by teaching on these courses.

Commitment: Instructors are required to earn 6 ALSG teaching credits every 2 years. The number of ALSG teaching credits required to maintain instructor status will increase by a smaller amount if an instructor teaches on more than one course type.

For example:

- single provider course only = 6 points every 2 years
- 2 x provider course types = 8 points every 2 years
- 3 x provider course types = 12 points every 2 years

Currency: For ALSG VLE format courses instructors will be required to complete the instructor e-modules topics every 2 years. Instructors will not earn ALSG teaching credits for completing the instructor e-modules.

Instructor status is valid for 4 years from the time full instructor status is achieved.

After 4 years, instructors should re-certify as detailed under Re-certification below. Instructors do not have to re-certify as providers.

2.3 Re-certification

- 2.3.1 Provider: Recertification must take place within six months of the previous provider certificate expiring. All recertifying candidates must undertake the VLE component in full.

For the F2F element of the course, the candidate has 2 options:

- Attend the full 2 day APLS course
- Attend an APLS Recertification course

2.3.2 Instructor: Re-certification involves assessment by a full instructor during a standard provider course on the following:

- Skill Station
- Simulation Teaching x 2
- Overall assessment - the form should be completed by the Course Director at the end of the course.

Instructors may not re-certify on a course on which they are directing or acting as an external assessor.

After successful re-certification, provider and instructor status is then valid for a further 4 years.

3. Post-course process

3.1 Administration

3.1.1 Post course results: These should be completed as soon as possible following the course, definitely within 3 weeks. Results should be completed on the course page on the website either during the course or after the course. Centres should send candidates the standard email, which can be found in the Centre Materials folder on the Centre and Instructor Resources page on the website, directing them to complete the course evaluation and download their certificate. ALSG will download the results from the course page 3 weeks after the course. Help is available via the centre FAQs on the website.

A full copy of any results sheets should be retained on file by the course centre for a period of 4 years.

3.1.2 Candidates: Certificates will be available to successful candidates directly on the course page of the website, once they have completed the course evaluation.

3.1.3 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 members 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.