

# PLS COURSE REGULATIONS

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## 1. Pre-course process

### 1.1 Registration and costs

- 1.1 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.
- 1.2 Registration is on an annual basis only. The 12-month period runs from January to December.
- 1.5 The annual registration fee must be received before any course material is released to candidates. The current fee is detailed in the annual registration e-form, accessed via the VLE centre page.
- 1.6 Centres that have run the previous year will be automatically invoiced for the next year, unless they inform ALSG that they do not wish to continue.
- 1.7 Failure to pay the annual registration fee will mean that course pages on the VLE will not be available for candidates until this fee is paid.
- 1.8 New centres should complete the new centre form on the website [www.alsg.org](http://www.alsg.org)

### 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 every 4 years. There is no official external assessors list. The external assessor must be a current full APLS instructor, of 4 years or more, who has experience of teaching on the 1-day PLS course, or an APLS course director, or an APLS working group member and must not be employed by the trust that is organising the course. The external assessor should be supernumerary so that they can observe and support or role-model where necessary. They can also be the focus for discussions sharing expertise and edition updates, but their principal role is to improve governance and maintain standards across course centres. The external assessor should be added to the course page with the role of external assessor. The external assessor form is located in the course centre materials, in the generic courses and policies folder on the ALSG website, please print and give a copy to the external assessor, this should be returned to ALSG post course. It can also be completed online [here](#).
- 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 and to ensure they are enrolled onto the course on the VLE.
- 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 and break times may be extended but may not be reduced.

## 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.
- 1.2.2 PLS teaching materials are for use on the course but may be used outside the course by recognised PLS instructors but should retain the ALSG branding on them. Course centres should not loan teaching materials to non-instructors.
- 1.2.3 Pre course instructions: the standard pre-course instructions email provided on the ALSG website should be amended for local use and sent to all candidates.
- 1.2.4 All candidates should receive access to the Paediatric e-library for 4-years as part of their PLS core package.

## 1.3 Faculty selection

- 1.3.1 Course Director: all PLS courses will need to be directed by approved PLS 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 in person for the entire course.

1.3.2 Potential new PLS Course Directors will need to apply to be added to the approved list, they will need to be APLS instructors who have been actively teaching on the PLS provider course, for at least 3 years. Before applying, potential new PLS Course Directors should arrange to shadow an existing approved PLS 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 the Course Director and ALSG, they will be added to the approved Course Director list.

1.3.3 Instructors:

The core faculty must be current ALSG APLS instructors, or EPALS instructors who have undergone the EPALS to PLS conversion process and whose names appear on the faculty list housed on the centre page of the PLS VLE. EPALS instructors can 'help' on PLS before they undergo the EPALS to PLS instructor conversion process.

1.3.4 EPALS to PLS/APLS instructor conversion:

EPALS instructors can apply to teach on APLS by completing a conversion form [EPALS-APLS/PLS Conversion Form](#). They must then complete the PLS/APLS instructor e-modules and two PLS/APLS ICs.

1.3.5 Instructor: candidate ratio: The instructor number will vary according to the number of candidates on the course.

Course size	Min candidate numbers	Max candidate numbers	Minimum full instructors	
1 group	4	6	2*	*including course director
2 groups	8	12	2*	*including course director
3 groups	12	18	3	Recommend course director not included in the instructor numbers
4 groups	16	24	4	

The ratio is as follows: for each group of candidates you must have minimum of 1 full PLS/APLS instructor but ALSG would recommend 2 faculty per group. The 2<sup>nd</sup> member could be another full APLS/PLS instructor, EPALS instructor, APLS instructor candidate or APLS provider. Each room must have in it **at least one full APLS/PLS instructor**.

1.3.6 Ideally the faculty should be multi-disciplinary and would have clinicians from the following specialty areas: paediatric medicine, anaesthetics/critical care and emergency medicine /trauma/surgery. This can include the course director.

1.3.7 **2 months before the course:** if a centre is unable to find a course director or enough faculty or the correct faculty mix then they should contact ALSG for support and advice.

**Last minute faculty dropouts** can lead to difficulties fulfilling the correct ratio of faculty to candidates and the correct faculty mix. Before running a course with a reduced number of faculty the course director should contact ALSG for advice about how to proceed even if this is on the day of/during the course.

If a course runs with insufficient faculty or incorrect faculty mix, we may have to withhold candidates' certificates until we can be assured by the centre, course director and faculty that the educational value of the course was that the educational substance of the course was sufficient to maintain credibility.

1.3.8 Instructor candidates: APLS instructor candidates cannot be assessed on the PLS course.

1.3.9 All lectures should be delivered by an experienced full instructor. The simulation demonstrations should be delivered by full instructors, and the facilitating instructor should be an experienced instructor ideally from a relevant specialism.

1.3.10 For smaller courses with fewer than 6 candidates per group, each candidate must lead a simulation and as a group they must experience simulations from all 3 categories.

1.3.11 It is **recommended** that there are 2 instructors per simulation room:

- one to act as faculty lead, run the manikin and lead the learning conversation;
- one to troubleshoot any technical issues, act as specialist helper for the simulation if required and fill in the paperwork.

## 1.4 Candidate selection

1.4.1 Eligibility: all candidates **MUST** have completed the PLS pre-course on-line preparation component (e-modules and skills videos) **BEFORE** the F2F element of the course.

Any F2F candidates who have not completed the e-modules/video 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 be eligible to receive an observer certificate.

Candidates should be from a medical, nursing, ECP, ACP, ODP, physicians associate, nursing associate or RTO background. In addition, **PLS should be relevant to their working practice and they should be currently working or employed in a relevant role.** There is no minimum requirement for medical candidates. Other health professionals for whom PLS is relevant to their working practice can apply to ALSG for permission to attend an PLS 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 6-24 candidates from varying backgrounds. A full course is 4 groups of 6 candidates but you may choose to run a smaller course with fewer groups and fewer candidates; however, each group should contain no more than 6 candidates. The minimum PLS course size is 4 candidates in 1 group; however it should be noted that it is easier to run a course of two groups or more.

1.4.3 Candidates attending missed sessions: candidates who are attending missed stations 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 the teaching they have missed in spare time during the course, if time permits.
- 2.1.2 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 a “candidate 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 ‘After 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.
- 2.1.3 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.
- 2.1.4 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.
- 2.1.5 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.
- 2.1.6 Teaching Stations: all candidates should be graded on the progress log during the course using the guidance documents provided. See the PLS 7e assessment document for full guidance on handling remedial teaching during the course.
- 2.1.7 Patient monitoring: ALSG recommends that PLS centres use technology to aid realism by the use of a system for displaying patient observations that includes SpO<sub>2</sub>/ETCO<sub>2</sub>/BP as well as ECG e.g. using tablets with simulation monitoring such as Sim Mon.
- 2.1.8 End of course outcomes: see the PLS 7e 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: This is defined by the APLS regulations. PLS centres should ensure that they check that instructors appear on the current list on the PLS centre page on the VLE.
- 2.2.3 Instructors earn 1 x 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). Instructors can also earn 1 x ALSG teaching credit for attending an ALSG conference/instructor day or webinar day.

**Credibility:** instructors are required to teach on one course each year, for each ALSG provider course type they teach on.

There is no annual teaching requirement for the 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 5 x ALSG teaching credits every 2 years. This is the minimum commitment for maintaining instructor status. It is acknowledged that many instructors may benefit their own CPD by teaching on more courses and also by supporting allied courses such as the GIC, PLS etc.

**Currency:** for ALSG VLE format courses instructors will be required to complete the e-module topics every 2 years. Instructors will earn 1 x ALSG teaching credit for completing all the e-modules.

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

All course directors have to recertify every 4 years as an instructor. This cannot be on a course they are directing.

## 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 and F2F component in full.
- 2.3.2 Instructor: re-certification involves assessment by a full instructor during an APLS provider course. 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 currently 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. ALSG does not support the use of honorarium payments for faculty. 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.