

1-day Team Provider HMIMMS Course Regulations

1. Registration and costs

- 1.1 The Advanced Life Support Group 1-day HMIMMS course can only be run by accredited course centres, Primary Care Trusts, NHS Trusts, Universities that train healthcare professionals and private hospitals. All centres must submit a completed annual registration e-form, found on the centre page of the VLE.
- 1.2 Centres wishing to run the course must have e-mail facilities.
- 1.3 The annual registration fee must be received before any course material is released to candidates.
- 1.4 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.
- 1.5 Registration is on an annual basis only. The 12 month period runs from January to December.
- 1.6 Centres that have run the course the previous year will be automatically invoiced for the next year, unless they inform ALSG that they don't wish to continue.
- 1.7 New centres should complete the new centre form on the website www.alsg.org
- 1.8 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.

2. Course organisation

- 2.1 **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.
- 2.2 **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 full HMIMMS course instructor, of 3 years or more and who has experience of teaching on the 1-day HMIMMS course, or an HMIMMS Course Director or HMIMMS 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 centre must approach the nominee before the course to ensure they are willing to act as external assessor. Centres should direct external assessors to the Instructor Page in the VLE where they will find the external assessment form to print out and bring

along to the course and also the e-form where they will submit their report following the course.

- 2.3 Equipment: The Course Director should ensure that the equipment specified in the current VLE organisation package can be made available at the course venue.
- 2.4 Orders: only despatched when course centre has annual approval. Centres may send in orders in advance, but they will only be despatched when the centre is approved and full payment has been received. If centres are sending their order via their 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.

3. Course materials

- 3.1 Recognised teaching materials only. All teaching materials should be obtained from ALSG. Orders should be sent using the standard order form. Instructors may supplement the standard teaching materials, but the recognised set should provide the core for the course.
- 3.2 1-day HMIMMS teaching materials are for use on the course, but may be used outside the course by recognised 1-day HMIMMS instructors. Course centres should not loan teaching material to non-instructors.
- 3.3 Provider manual: All candidates should be issued with the *HMIMMS in a Nutshell* pocket book at least 4 weeks prior to the course date.
- 3.4 Pre-course letter: The standard pre-course letter provided on the VLE-based organisation package should be amended for local use and sent to all candidates. The enrolment key for the specific course needs to be included in the letter so that the candidates are able to access the VLE-based pre-course MCQ.

4. Faculty

- 4.1 Course Director: The course should be directed by a full HMIMMS course instructor who has been teaching on the HMIMMS provider course for a minimum of 3 years and must be present for the entire course. Potential new Directors will need to apply to be added to the approved list. Applicants should be full HMIMMS course instructors and have been actively teaching on the HMIMMS provider course for at least 3 years. Before applying, potential new Course Directors should arrange to shadow an existing approved Course Director on a 1-day HMIMMS 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 Faculty list: all core instructors must be recognised full HMIMMS instructors.
- 4.3 Instructor : candidate ratio: The core instructor number will vary according to the number of candidates on the course. The ratio is 1:8:

HMIMMS instructor candidates and HMIMMS providers may assist.
- 4.4 All lectures must be delivered by full HMIMMS course instructors. A full HMIMMS course instructor should lead each teaching/testing station and Table Top exercise.

- 4.5 Instructor Candidates: HMIMMS instructor candidates cannot be assessed on the 1-day HMIMMS course.

5. Candidates

- 5.1 Eligibility: The candidates can be recruited locally from doctors, nurses and professions allied to medicine (PAMS). If the candidate's background does not fall into any of the categories mentioned, please contact ALSG for clarification. Centres must keep adequate records of "other" categories for audit purposes.
- 5.2 Candidate numbers: A total of 32 candidates from varying backgrounds can be accommodated on the course. Smaller courses can run, but it is advisable to recruit according to your group size.
- 5.3 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.

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 provider status will be sent to them in writing by ALSG.
- 6.3 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.
- 6.4 Faculty Meetings: These should be held as indicated on the programme and chaired by the Course Director.
- 6.5 Course Critiques: The post-course evaluation is carried out by the candidates, on the VLE after the course.
- 6.6 Teaching Stations: All candidates should be given a score based on the feedback sheets as given in the organisation package. If a candidate obtains an 'R', 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.

- 6.7 Final Assessment: There is no final assessment on the 1-day HMIMMS course
- 6.8 Provider Status: Candidates who attend the full course are issued with a certificate, which is valid for 4 years. After this time they should re-certify by attending a full course again.
- 6.9 Instructor status: This is defined by the HMIMMS regulations. 1-day TP HMIMMS centres should ensure that they check that instructors appear on the current list on the 1-day TP HMIMMS centre page on the VLE.

7. Post-course process

- 7.1 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.
- 7.2 Candidates: Certificates will be available to successful candidates directly on the course page of the website, once they have completed the course evaluation.
- 7.3 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.