

HMIMMS 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 HMIMMS 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.

HMIMMS teaching materials are for use on the course, but may be used outside the course by recognised HMIMMS 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: Major Incident Medical Management & Support: The Practical Approach in the Hospital (2nd 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.

1.3 Faculty selection

1.3.1 Course Director: All HMIMMS 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 can be found 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: 1:3. No more than 25% from pre-hospital.

All table top sessions must be run by a hospital-based instructor.

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: Candidates can be clinical or non-clinical. HMIMMS is aimed at personnel who would be involved in managing a major incident in the hospital. Physicians Assistants are eligible. 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 24 candidates from varying backgrounds. A full course is 4 groups of 6 candidates. 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 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 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. 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.
- 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. 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.

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. (Pre-course assessment results are not counted towards the final outcome.)

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 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).

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 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 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.

2.3 Re-certification

2.3.1 Provider: Candidates need to attend the full 2 day HMIMMS course again.

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.