POET COURSE REGULATIONS

Contents

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 VLE-based organisation package 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 approval e-form found in the VLE-based organisation package should be submitted to ALSG at least 2 months before the course.

1.1.3   Course Centre Assessment: Each course centre should be assessed once per year. The course approval e-form should contain the name of the external assessor. There is no official external assessors list. The external assessor must be a full instructor who has a minimum of 3 years active teaching experience on POET courses 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 centre must approach the nominee before the course approval form is submitted to ALSG, to ensure they are willing to act as external assessor. Direct your external assessor 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.

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 course approved. Attach your order to your e-approval and indicate your payment method. Send payment under separate cover ensuring that you quote your course centre name. 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 course order form.

1.2   Course materials

1.2.1   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.

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

1.2.2   Provider manual: There is a manual that POET candidates can access - Pre Obstetric Emergencies Training: The Practical Approach
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.

1.3   Faculty selection

1.3.1   Course Director: from 2013 - The course should be co-directed by a full POET instructor from either an obstetric or midwifery background and a full POET instructor from a pre-hospital background. Both must be present for the entire course. **NB** From 2014 onwards all POET courses will need to be co-directed by approved Course Directors only. All Course Directors who have directed during 2012 and 2013 have been included on the

approved Course Director list, which is available on the centre page of the VLE. The same Course Directors should be present for the entire course.

From January 2014, potential new Course Directors will need to apply to be added to the approved list. Applicants should be full POET course instructors with either an obstetric, midwifery or pre-hospital background 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 instructor page on the VLE. Once their application has been approved by ALSG, they will be added to the approved Course Director list. In order to maintain approved Course Director status, current provider course instructor status must be maintained, in addition to the completion of the VLE element for Course Directors once every 4 years.

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

Each practical skill station and scenario should have one obstetrician/midwife instructor and one pre-hospital instructor.

There is a process whereby MOET and PHPLS instructors can become eligible to teach on POET courses. This will require them to complete the POET pre-course VLE which takes approximately 10 hours. Once they have done this MOET instructors will become full POET instructors and PHPLS instructors will become POET ICs and their names will appear on the POET faculty list, supplied to course co-ordinators by ALSG. When booking instructors who have come down this route to teach on POET courses, course co-ordinators should confirm their names are on the approved POET faculty list, supplied by ALSG, well in advance of the course.

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 and/or Workshop (as applicable and indicated on the course programme)
- Simulation/Moulage 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: Advanced-life support level pre-hospital practitioners, including Paramedics, Doctors, and Nurses. Physicians Assistants are eligible. All attendees (except those working in acute pre-hospital care) must now provide formal evidence of BLS training within 6 months of applying to attend the course. Written confirmation/certification should accompany the application. All candidates MUST have completed the POET pre-course on-line preparation component (VLE) and score a minimum of 80% in the pre-course MCQ (on the VLE) BEFORE the course. Any candidates who have not completed the VLE component will not be allowed to obtain a provider 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.

1.4.2   Candidate numbers: A total of 24 can be accommodated on the course. Smaller courses can run, but it is advisable to recruit according to your group size.

1.4.3   Re-certification candidates: Candidates must undertake the whole course

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 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 on the post-course returns e-form. 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 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.

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.

2.1.4   Course Evaluation: All candidates should be directed to complete all 7 compulsory e-modules on the VLE-based course evaluation after the course. This is in your specific course area. They will not be able to download their provider certificate if they do not do this.

2.1.5   Teaching Stations: All candidates should be given a score based on the feedback sheets/progress logs as given in the organisation package. If a candidate obtains an 'B''', below, 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   Provider teaching stations including those with continuous assessment and technichal skills and simulations – key treatment points will be used in the progress logs to guide the expected level.(separate 2e mark sheet available) All simulation assessments should be carried out by a minimum of 2 instructors.

Simulation/Moulage/*OSCE (As applicable and indicated in the course programme) Candidates should be retested on the same type of simulation/moulage/OSCE* 1 immediate retest on the course (if time permits) 1 further re-sit at another course within 6 months

2.1.7   Selection of Potential Instructors: The standard IP selection process (see VLE-based course organisation package) 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 will have 2 years to complete their instructor candidacy.

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. Candidates will be notified that the certificate is available to print after returns after been received and ALSG validation checks have been carried out.

2.2.2 Instructor Status: Instructors should teach on 3 x POET courses every 2 years, or 1 x POET every year and 1 x GIC in 2 years, or or 1 x POET every year and 2 x Human factors courses in 2 years and complete the POET VLE component in full, every 2 years. to retain their instructor status.   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: Candidates must undertake the whole course

2.3.2 Instructor: Re-certification involves assessment by a full instructor during a standard provider course on the following:
- Skill Station and/or Workshop (as applicable and indicated on the course programme)
- Simulation/Moulage 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 returns: These should be forwarded to ALSG as soon as possible following the course. Compile your Course Director's report and your Faculty.xls and gather all of your other paperwork together. In your specific course on the VLE, you will find links to submit results and then an e-form on which you can submit all other return details and attach the two documents mentioned above. Full instructions are given in the co-ordinators lesson on the VLE.

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 candidates directly on the VLE.

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.

Faculty will be sent an email by ALSG when the VLE-based course evaluation is ready for them to view and print.