

mMOET 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 every 4 years (except for the ALSG Training Centre where it is once every 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 have been a full mMOET instructor for at least 3 years or a mMOET Course Director or a mMOET 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 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.

mMOET teaching materials are for use on the course, but may be used outside the course by recognised mMOET 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: Managing Obstetric Emergencies & Trauma (3rd edition) plus a copy of the Guidance for Candidates (found on the centre resources page of the website).

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 mMOET courses will need to be directed by approved Course Directors only. The approved Course Director list is available on the centre page of the VLE. The Course Director must be present for the entire course. If necessary, two co-directors can combine to provide this depth of qualifications and experience.

Potential new Course Directors will need to apply to be added to the approved list. Applicants should be full mMOET instructors and have been actively teaching on the mMOET provider course for at least 3 years. Applicants should be consultant level or above and have ATLS/BATLS experience if possible and also have experience of all elements of the provider course. Before applying, potential new Course Directors should arrange to shadow an existing approved Course Director on a mMOET 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.

- 1.3.2 Instructors: Total number of instructor: candidates: 1:2. Of these, 4 should be anaesthetists; 4 should be obstetricians; 1 should be able to deliver the CPR demo and simulation (C2) and 1 should be able to deliver the Neonatal Resuscitation simulation (AT4). The Course Director should be in addition and be supernumary. Ideally a faculty of 10 to 12 would be preferred.

- 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 within simulation x 1
- Simulation Teaching x 1

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: Eligibility: All face-to-face (F2F) candidates MUST have completed the mMOET pre-course learning & score at least 80% in the pre-course MCQ, BEFORE

the F2F. Any F2F candidates who have not completed the pre-course learning will not be allowed to obtain an F2F completion certificate even if they subsequently complete the pre-course learning at a later date; they will only ever be eligible to receive an observer certificate, there will be no exceptions to this ruling. mMOET is aimed at obstetricians, anaesthetists, and emergency physicians. Midwives can attend the course as an observer. In obstetrics and gynaecology Professors, Consultants, Staff Grades, Associate Specialists and Trust Doctors are automatically eligible. In a training grade candidates should have Part 2 MRCOG. Anaesthetic candidates should have FRCA or equivalent. Staff and Associate Specialist doctors working regularly in obstetric anaesthesia are also eligible irrespective of FRCA status. Emergency Medicine candidates should be Consultant, SpR or staff grade with a special interest in obstetric emergencies and trauma.

- 1.4.2 Candidate numbers: A total of 20 candidates can be taken on the course. (4 groups of 5, with 1 possible observer making groups of 6, see below) However there should be at least 2 obstetricians in each group of 4 candidates or 3 obstetricians in groups of 5 candidates. Observers are not counted in these numbers. Smaller courses can run, but it is advisable to recruit according to your group size. It is recommended that a minimum of 12 candidates should be taken on the course. If a centre finds itself with less than 12 candidates, they should contact ALSG to discuss the options.
- 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: One observer per group can be taken on the course at the Course Director's discretion providing their participation is not to the detriment of the candidates. These observers can be from any background other than those who would be eligible to be full candidates. Observers should be made aware of their role on the course by issuing them with the document provided on the course organisation package on the course centre resource page of the ALSG website.

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. There is no official mentoring system but if a candidate is struggling they should be given the name of a faculty member who will assist them.
- 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.

If a candidate passes the final testing scenario, but the faculty feel there has been a non-remediated or serious cause for concern during the instructed elements of the course, it is the responsibility of the course director (or nominated appointee) to invoke the process outlined in "Guidance for managing a candidate whose performance raises serious concerns for patient safety".

- 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.
- 2.1.7 End of course outcomes: Final Assessment: Pre-course MCQ results are not counted towards the final assessment. Any simulations used for testing and

retesting should not have been used for any other purpose during the course. All candidates should complete the following assessments:

Practical Simulation Tests (As applicable and indicated on the course programme – on certain ALSG courses this assessment may be continual rather than summative)
Achieve criteria on testing or teaching station feedback sheet(s)

All simulation assessments should be carried out by a minimum of 2 instructors.

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: All recertifying candidates must undertake the pre-course learning and the F2F component in full.

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

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

- Skill within simulation x 1
- Simulation Teaching x 1
- 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.