

# 2-day APEx course regulations

## 1. Pre-course

- 1.1 The Advanced Life Support Group 2-day APEx course can only be run by accredited course centres, Primary Care Trusts, NHS Trusts, Universities that train healthcare professionals and private hospitals.
- 1.2 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.

## 2. Course organisation

- 2.1 **Orders:** Orders will only be dispatched when the course is approved and full payment has been received. If you are sending your order via your 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.
- 2.2 **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.
- 2.3 **Equipment:** The course lead should ensure that the equipment specified in the current VLE based organisation package can be made available at the course venue

## 3. Course materials

- 3.1 Recognised teaching materials only should be used on the course. All teaching materials should be obtained from the APEx course teaching materials page on the VLE. Instructors may supplement the standard teaching materials, but the recognised set should provide the core for the course.
- 3.2 APEx course teaching materials are for use on the course, but may be used outside the course by recognised APEx course instructors. Course centres should not loan teaching materials to non-instructors.
- 3.3 The standard candidate pre-course instructions and a copy of the manual "Acute Psychiatric Emergencies the Practical Approach, 1st edition" should be sent to all candidates at least 4 weeks prior to the course date.

## 4. Faculty

- 4.1 **Course Director:** APEx courses should be directed by approved APEx course Directors only. The Course Director must be present throughout the entire course. Potential new Course Directors will

need to apply to be added to the approved list. Applicants should be full APEX course instructors. Before applying, potential new Course Directors should arrange to shadow an existing approved Course Director on an APEX 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 Instructor Candidates: No more than 50% of the full faculty should be instructor candidates. 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.
- 4.3 Instructor: candidate ratio: The core instructor number will vary according to the number of candidates on the course. There are six candidates in each group and each individual station should have an instructor from a psychiatry background and one from an emergency medicine background. The course director should be supernumerary. Therefore, the number of instructors will be dictated by the number of groups on the course. For example, on a full course with 24 candidates, the minimum number of instructors is 8+1: 4 psychiatry, 4 emergency medicine plus the course director.

## 5. Candidates

- 5.1 Eligibility: This acute psychiatric emergencies programme is for those trainees in both emergency medicine and psychiatry as well as nursing and other allied health professionals that are involved in crisis care for mental health.
- 5.2 A total of 24 candidates can be accommodated on the course. Smaller courses can run, but it is advisable to recruit according to your group size.

## 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 element, arrangements should be made with an instructor to complete that element 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 elements 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.

- 6.3 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 provider status will be sent to them in writing by ALSG.
- 6.4 Pre-course VLE: If a candidate arrives for the Face-to-Face element without having completed the APEx course pre-course on-line preparation topics on the VLE, they may stay and complete the Face-to-Face element. However, they will not be entitled to receive a completion certificate until they have completed the APEx pre-course on-line preparation topics on the VLE. This should be done as soon as possible after the Face-to-Face course.
- 6.5 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.
- 6.6 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.
- 6.7 Post course evaluation: All candidates should be directed to complete the online evaluation. This can be found on their course page on-line. Candidates will not be able to download their provider certificate until the evaluation is complete.
- 6.8 Teaching stations: All candidates should be given a score based on the progress sheets as given in the organisation package. If a candidate obtains a score of 'serious concern', it is the Course Director's responsibility to ensure they receive additional teaching during the course, time permitting, to attempt to remediate 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 element. The Course Director has the discretion to decide upon the method used as this might vary depending on the remediation required.
- 6.9 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 elements of the course. They should not be processed until these elements are complete and they have successfully completed the course.

Candidates can be recommended for instructor potential if they are of the following level: Doctors ST4 or above and Nurses band 6 or above. Those who are not currently at this grade can be recommended, but they will need to wait to achieve the entry grades before proceeding with the GIC.

Remember if any Physician's Assistants are recommended they will need to submit their CV to the Working Group, for ratification, before their IP status can be confirmed.

## 7. Post-course process

- 7.1 Post course returns: These should be completed on the VLE as soon as possible after the course. A full copy of any results sheets should be retained on file by the course centre for a period of 4 years.
- 7.2 Faculty: All faculty must be recognised APEx course instructors.
- 7.3 Candidates: APEx course completion certificates can be downloaded by the candidates themselves. APEx course instructor certificates will be made available on the VLE.
- 7.4 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 member's 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.
- 7.5 Post-course evaluation: Instructors will be able to review the VLE-based course evaluation, after the candidates have completed it.